

Application for Participation in the Principal Training Program

School Name		
Address line 1		
City	State	Zip Code
Phone Number		
Principal	Contact Number:	
Board Chairman	Contact Number:	
WELS District:	District President:	
School Population:	Number of Called Teachers:	
Grade Level for Principal Candidate:	Date of Application:	

Statements of Understanding

Yes	No	Statements
<input type="checkbox"/>	<input type="checkbox"/>	We understand that in order to be a training school, the principal must participate in Mentor Professional Development Trainings by enrolling and finishing the following two online courses: Instructional Mentoring and Observation & Conferencing (offered online)
<input type="checkbox"/>	<input type="checkbox"/>	Our principal has already completed Mentor Professional Development Trainings (Instructional Mentoring and Observation & Conferencing). Date Taken: _____
<input type="checkbox"/>	<input type="checkbox"/>	We understand that in order to participate in the PTP, we need to have a vacancy in grades 3-8 to fill.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that the congregation is financially responsible for salary and all benefits for this called worker.
<input type="checkbox"/>	<input type="checkbox"/>	After reading through the program, we agree to implement the program as it is written and understand that the principal candidate will be eligible for a call from the field in year three.
<input type="checkbox"/>	<input type="checkbox"/>	Our principal does receive, at minimum, the allotted time, as required by WELSSA Accreditation, for administrative duties (10 hours per week for 75 or less student body; 1 additional hour per week for every 7.5 students).
<input type="checkbox"/>	<input type="checkbox"/>	We understand that the district president and the Commission on Lutheran Schools need to endorse all applications in order to be considered by the Assignment Committee for an assigned principal candidate.
<input type="checkbox"/>	<input type="checkbox"/>	We understand that if we are not assigned a principal candidate by the Assignment Committee, our request for an assigned teacher would be treated like any other request by the assignment committee.
How many hours of administrative time is your principal allotted? _____ hours per week. <i>Please attach a weekly schedule for your principal.</i>		

We, hereby, are requesting participation in the Principal Training Program and our board, council and congregation are in support of serving our synod as a training school for the program.

Pastor of the Congregation

Chairman of the Congregation

Principal of the School

Please send this form to your district president and to the Commission on Lutheran Schools.
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Lutheranschools@wels.net