

## PLAN OF INTENT

### A. BACKGROUND

Name: \_\_\_\_\_ SS # \_\_\_\_\_ DOB: \_\_\_\_\_

Attendance Center: \_\_\_\_\_ District: \_\_\_\_\_

Circle One:

YES / NO I have previously held a Preschool – Grade 12 Superintendent Endorsement.

Current Position: (Circle one or both)

Building manager (Acting principal) and/or CEO (Acting Superintendent)

### B. INTENDED PLAN (Check one and indicate your intended certification)

Certification options: Principal endorsement, Principal Program, Supt Endorsement, Specialist

#### 1) Testing Alternative

Group 1 \_\_\_\_\_ Intended certification \_\_\_\_\_

- Applies to those who received approval from the Secretary of Education to serve as a building manager or CEO.
- The Praxis II exam must be taken and a passing score submitted to DOE.
- A passing score on the exam will grant an authorization (endorsement) for the individual to serve in their current\* capacity for up to 3 years.
- Must complete the professional development plan (see below) outlining intent to complete either a principal endorsement/program or superintendent endorsement/program.

Group 2 \_\_\_\_\_ Intended certification \_\_\_\_\_

- Applies to those that have a lapsed principal or superintendent's endorsement certificate serving currently as a building manager or CEO.
- The exam must be taken and a passing score submitted to DOE.
- A passing score on the exam recertifies the individual and the required six hours of coursework for renewal must be completed.
- A professional development plan must be submitted outlining their intent to complete the principal or superintendent program.

#### 2) The Professional Development Plan Alternative (PDP): (exempt from taking the test)

Group 1 \_\_\_\_\_ Intended certification \_\_\_\_\_

- Applies to those individuals who received approval from the Secretary of Education to serve as a building manager (serving in the capacity of a principal) or CEO (serving in the capacity of a superintendent).
- Applies to those who will enroll and complete an approved educational administrative program within three years from the year of hire.
- Must complete the professional development plan (see below) and submit it to the Department of Education outlining intent to complete either a principal endorsement/program or superintendent endorsement/program.

#### 3) The Waiver Alternative \_\_\_\_\_ (No PDP required)

- Available only to those individuals planning to resign or retire within a year.
- Must request exemption from the Secretary of Education.

### C. PROFESSIONAL DEVELOPMENT PLAN: (Required for Alternatives 1 & 2 for ALL groups)

Provide the entire plan with expected date of completion for the endorsement/program requirement for either principal or superintendent certification.

**Institution(s)** \_\_\_\_\_ **Expected date of completion** \_\_\_\_\_

Courses	Sem. Hrs
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**D. SIGNATURES: We hereby certify under the penalties of perjury that the information contained in this application is accurate and that no information pertinent has been intentionally or willfully withheld from this application.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date

**Send to:**

**South Dakota Department of Education  
Office of Accreditation & Teacher Quality  
800 Governors Drive  
Pierre, SD 57501**