

# Appalachian

STATE UNIVERSITY

Reich College of Education  
Department of Leadership and Educational Studies  
Education and School Administration Programs

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## Memorandum

To: Licensed NC Administrator

From: Dr. Roma Angel, Director  
Master of School Administration (MSA) Program  
Add-on Licensure (AOL) Program

Date: January 15, 2013

Re: NC Licensed Administrator Support for School Administration Student

To ensure that our graduates meet North Carolina licensure guidelines, we are requesting that students secure the signature of a NC licensed administrator who is willing to provide guidance and support for school based course and internship assignments.

Your signature on this document is not affirmation of successful completion of the program's internship. It is, rather, a confirmation (1) that you hold a current license and are employed by NC as an administrator and (2) that you agree to provide basic support for the student listed below.

If you have questions, please do not hesitate to call me at 828-260-0368 or email me at [angelrb@apptate.edu](mailto:angelrb@apptate.edu). We appreciate your support of this student.

**MSA/AOL Candidate Name** \_\_\_\_\_

I am licensed as an administrator in NC and willing to facilitate the work of the student listed below.

**Signature of NC Licensed Administrator** \_\_\_\_\_  
Signature Print Name

**School Name** \_\_\_\_\_ **District** \_\_\_\_\_

**Date** \_\_\_\_\_

MSA students send attachment to Dr. William Gummerson [gummersonwm@appstate.edu](mailto:gummersonwm@appstate.edu).

AOL students send as attachment to Dr. Barbara Howard [howardbb@appstate.edu](mailto:howardbb@appstate.edu).

Due—February 5, 2013, 5:00 p.m.