

Principal or Superintendent Meeting Form
Complete Prior to Application
FY27 Special Education Teacher Pathway Program

Pre-Application Meeting Checklist for Applicant – The following items are to be completed by the FY27 SPED Teacher Pathway Applicant and the building Principal or Superintendent **prior** to applying to the FY27 SPED Teacher Pathway Program. You may also include the building's SPED Director, or at a minimum, the Principal or Superintendent must verify the SPED Director was made aware of the meeting and licensure area agreed upon. This document must be uploaded by the applicant during the online application.

Scheduling a Meeting		Notes
☐	Request a meeting with your building Principal or Superintendent at a convenient time to inform them of your interest in becoming a special education teacher. <i>Optional: Invite your SPED Director to the meeting.</i>	Meeting Date:
☐	Inform the administration that you are exploring SWWC's Special Education Teacher Pathway and require a meeting prior to applying.	
Talking Points for the Meeting/Conversation		Notes
☐	Explain your interest in becoming a special education teacher (or obtaining additional licensure) and your desired licensure area.	
☐	Confirm that you will be a Tier 1 or Tier 2 teacher in special education OR a Tier 3 or Tier 4 with an OFP in special education for the remainder of the school year.	SPED Licensure Area for 26-27:
☐	Discuss district shortage areas—How will your degree align with these needs? Discuss the licensure area you will be pursuing.	Licensure Area Verified for District Needs:
☐	Confirm your desire to remain in the district and stay employed while you complete your licensure program. Discuss any barriers?	
☐	Discuss opportunities for teaching in the district upon licensure program completion and obtaining proper licensure for your position in the school.	
☐	Review your current job responsibilities, identify how the licensure program and required field experiences align with your current role, and any supports needed for program completion.	
☐	Share university partner options / selection that they are considering (if unknown - discuss options or talk with Lori Rangaard, lori.rangaard@swwc.org).	
☐	Discuss the anticipated start date and licensure completion date.	
☐	Provide a general program timeline for planning courses and field experiences (if known or needed).	
☐	Discuss what student teaching will look like for you and identify any barriers to your current position while student teaching (if known or needed).	
☐	Seek participation approval and support from admin.	
Obtain Documents for application that need admin signatures		
☐	One letter of recommendation from a principal, superintendent, or special education director. <i>Templates: SWWC SPED Teacher Pathway website.</i>	
☐	Complete the Employment Verification Form - Administrator signature required.	



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Follow-Up Actions	Notes
☐ Confirm any next steps, required paperwork, or documentation needed for your application.	
☐ Make a plan to update your principal prior to each semester for check-ins and future scheduling needs.	
☐ Complete the SPED Pathway application found on the SWWC SPED Teacher Pathway website. Documents that will be uploaded in application include: ☐ A signed and dated copy of this checklist when complete. ☐ A signed copy of the Employment Verification Form. ☐ A letter of recommendation from a Principal, Superintendent, or SPED Director. ☐ Your updated résumé.	

Any Additional Comments: _____

Acknowledgement & Support of Application to the FY27 SPED Teacher Pathway Program

By signing below, the Building Principal or Superintendent confirms that they have met with the applicant and support the employee's application to the SWWC FY27 Special Education Teacher Pathway Program.

The administrator(s) acknowledge the commitment required to complete a special education licensure program and agree to work with the employee, when feasible, to support program requirements such as field experiences, observations, student teaching, and other licensure-related activities while balancing district needs.

This signed acknowledgement is a required part of the application process but does **not** guarantee acceptance into the FY 27 SPED Teacher Pathway Program. Final participation decisions will be made after all required application materials have been reviewed.

Applicant/Employee Name _____ **Date** _____

Applicant/Employee Signature _____

To be completed by the Building Principal or Superintendent:

- ☐ **Check this box to verify that you have conferred with your district SPED Director to ensure the chosen licensure area aligns with district needs and supports proper licensing for the applicant.**

SPED Director's Name _____

Building Principal or Superintendent Name _____ **Date** _____

Building Principal or Superintendent Signature _____

If you have any questions about this meeting or application process, please contact Lori Rangaard, Program Success Coach, at lori.rangaard@swwc.org or at 507-706-2241.