



# PRINCIPAL INDUCTION PROGRAM ENROLLMENT FORM

2017-18

This form is to be used for all first time principals and career center directors.  
Please complete at the time of hire.

## Section I.

Today's Date: \_\_\_\_\_

LAST NAME	FIRST NAME (LEGAL NAME)
HOME ADDRESS (INCLUDE CITY, STATE, ZIP)	PREFERRED NAME ( )
NAME OF ASSIGNED SCHOOL	HOME TELEPHONE # (INCLUDE AREA CODE)
DISTRICT	SCHOOL ADDRESS (INCLUDE CITY, STATE, ZIP)
E-MAIL ADDRESS	SCHOOL TELEPHONE # (INCLUDE AREA CODE)
	FAX # (INCLUDE AREA CODE)

## Section II.

### Orientation Information

Listed below are the dates for the principal induction orientations. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>. If your 1<sup>st</sup> choice is full, your 2<sup>nd</sup> or 3<sup>rd</sup> choice will be honored. If no 2<sup>nd</sup> or 3<sup>rd</sup> choice is indicated, the principal will be placed in a cohort according to availability. Please note that enrollment will be processed in the order in which the forms are received. Each cohort is limited to 35 people. Once a cohort reaches capacity, it will be closed to new enrollment.

Enrollment must be received by July 28, 2017 in order for a principal/director to be enrolled in the 2017-2018 program. Any principal who is appointed or enrolled after this time will need to enroll in next year's program.

\_\_\_ JULY 11-12, 2017

\_\_\_ JULY 18-19, 2017

\_\_\_ AUGUST 1-2, 2017

## Section III.

The Principal Induction Program will send a letter to all participants upon receiving the enrollment form. This letter will include orientation information and the session assigned. The school district will be invoiced a \$200 fee per participant once enrollment is confirmed.

## Section IV.

### District Contact

PLEASE PRINT YOUR NAME LEGIBLY (DISTRICT DESIGNEE)	YOUR SIGNATURE (DISTRICT DESIGNEE)
CONTACT TELEPHONE # (INCLUDE AREA CODE)	E-MAIL ADDRESS

Please submit completed form to:

SC Department of Education  
Office of School Leadership  
*Principal Induction Program*  
Attention: Marilyn Suber  
8301 Parklane Road  
Columbia, SC 29223  
Office: 803-896-0231  
Fax: 803-896-0208  
[masuber@ed.sc.gov](mailto:masuber@ed.sc.gov)