**Attachment to Supts. Memo. No. 132-18**

**May 18, 2018**

# SCHOOL DIVISION SUPERINTENDENT RECOMMENDATION FORM

**Radford University’s Prerequisite Special Education Course for a Provisional License with a Special Education Endorsement**

***Grant Awarded by the Virginia Department of Education***

Among other requirements set forth in the [*Licensure Regulations for School Personnel*](https://law.lis.virginia.gov/admincode/title8/agency20/chapter22/) and state statute, individuals seeking a Provisional (Special Education) License with an endorsement in special education must complete a prerequisite course that includes “foundations for educating students with disabilities and an understanding and application of the legal aspects and regulatory requirements associated with identification, education, and evaluation of students with disabilities.” The course will be offered online by Radford University. The only cost to participants will be the purchase of one $35 textbook. Applicants must be recommended by the school division superintendent or designee. Division Superintendents or Designee should return this signed form to Radford University by May 29 . Nominated individuals must also submit the [Participant Interest Form](https://goo.gl/forms/zte8NuNHxuuAsJYk1) online to request grant funding by May 29. Selected applicants will be notified by Radford University.

**Submit the Recommendation Form to Radford University** by e-mail at[**ruspecialed@radford.edu**](mailto:ruspecialed@radford.edu)**.**

## Part I: To be completed by the Applicant. Please type.

### Applicant’s Personal Information

Applicant’s Name (First, Middle, Last):

Permanent Address (Street Address, P. O. Box):

City, State, Zip:      ,      

Email Address:

Work Phone Number:

Home Phone Number:

Mobile Phone Number:

By my signature, I attest that the information provided is accurate.

**Signature of Applicant**

Date:

### Four Questions to be completed by Applicant.

1. Have you completed a Bachelor’s degree from a regionally accredited university or college?

Yes  No

1. Have you completed a similar course at either the undergraduate or graduate level? Yes  No
2. Have you ever been hired under a Provisional license that has expired? Yes  No
3. Are you willing to apply for special education teaching positions upon completion of the course? Yes  No

## Part II: Recommendation to be completed by the School Division Superintendent or Designee.

I recommend the above-named individual to take *EDSP 651: Students with Diverse Learning Needs and the Special Education Process* at Radford University through this grant opportunity. **I understand that this grant is for individuals this division has hired or is considering for employment as a special educator for the 2018-2019 school year.**

### Signature Superintendent or Designee

Printed Name and Title:

School Division:

Phone Number:

Mailing Address (Street, City, Zip Code):