

New Mexico Advancement to Level II, III Teacher Licensure Portales Municipal Schools

Name of Level II Candidate _____

Name of Level III Candidate _____

Signature of Candidate _____ Date _____

Principal Recommendation-After Completion of Dossier

Documentation for Strand E: Principal's recommendation for advancement, based on:

- Quality and completion of the candidate's Professional Development Plan
- Verification of measurable objectives were achieved
- Principal's annual observation of the candidate's classroom practice
- The work product in the dossier is that of the teacher, and the data submitted are accurate
- Successfully meeting all teaching competencies for current level of licensure and is recommended for advancement

Signature of Principal/Supervisor _____

School Name & Phone # _____

Principal's e-mail _____ Date _____

Superintendent Verification

Mr. Johnnie S. Cain
Superintendent
505-356-7000

jcain@portalesschools.com

Portales Municipal School District
501 South Abilene
Portales, NM 88130

The above named candidate for **Level II** / **Level III** Teacher Licensure in the state of New Mexico has successfully completed 3 years of successful teaching and has met all qualifications for advancement at **Level I** or **Level II**, has compiled a Professional Development Dossier and successfully completed district's formal mentorship program if applicable. The work product in the dossier is that of the teacher, and the data submitted are accurate.

Superintendent of Schools Date _____

For Central Office Use Only:

Hire Date _____
Degree _____
Year Mentored _____
Under _____
Lic. Exp. _____
Yrs. Of Experience _____

Approved Online:
Date _____
By _____

Step 1

Candidate informs Principal by completing top portion.

Step 2

Principal submits to C.O.; personnel checks Qualifications (returns form to principal)

Step 3

Principal completes recommendation portion after completion of Dossier (returns to C.O.)

Step 4

Supt. signs.

Step 5

Asst. Supt of Instruction Completes Strand D on-line.

Step 6

Teacher brings license for personnel file.

Step 7

Contract amount is adjusted.

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