



**TOURO COLLEGE**  
**Graduate School of Education and Psychology**  
 43 West 23<sup>rd</sup> Street, New York, NY 10010

**GRADUATION CHECKLIST**

Students need to submit the following documentation for their student files in preparation for Graduation. Collect all forms together and hand deliver or send via certified mail to *School Leadership Program at 43 West 23<sup>rd</sup> Street (Room 309-312)*

**Documents Required:**

- A completed Application for Graduation, with \$200.00 fee payable on line.
- Completion of OSPRA form. Long Island and private school teachers **must** make sure NY State Dept. of Ed has his/her finger print records on file.

Name: \_\_\_\_\_

Student ID. #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Major, check only one:  SBL  SDL

Completion of certification application ON-LINE. (Please see enclosed instructions). Payment of application fees online requires using a credit card or mailing a money order with printed coupon. (\$50.00 for each license)

Completion of the courses listed below (check each course that you have completed here, and mark T for transfer):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>_____ EDU 682 (Current Issues in Education)</li> <li>_____ EDU 610 (Analysis of Student Performance)</li> <li>_____ EDU 611 (School Leadership Theory &amp; Practice)</li> <li>_____ EDU 612 (Curriculum Development)</li> <li>_____ EDU 613 (Personnel Functions)</li> <li>_____ EDU 615 (Supervision of Instruction)</li> <li>_____ EDU 616 (Managerial and Financial Functions)</li> <li>_____ EDU 617 (Education Law and Ethics School Leaders)</li> <li>_____ EDU 620 (Special Ed. Compensatory)</li> </ul> | <ul style="list-style-type: none"> <li>_____ EDU 697 (Internship I)</li> <li>_____ EDU 698 (Internship II)</li> <li>_____ EDU 699 (District Leader)</li> </ul> <p>If Transfer Credit was granted, which courses were taken:</p> <p>_____</p> <p>_____</p> |
|---|---|

If you have not submitted the following items upon admittance to School Leadership programs, please do so immediately. Students will not be permitted to graduate without having provided the following documentation:

- Completed application for admission
- 2 Letters of reference
- Typed personal statement- 1 page and signed
- Official Transcripts of both Baccalaureate and Master's, if applicable
- Copy of your Provisional or Permanent New York State Teaching Certification (PPT's must be certified by the state before graduation can be granted)
- Proof of MMR immunization records
- Proof of attendance at a 2 hour workshop in both Child Abuse Recognition and Reporting as well as School Violence Prevention

*Note: If you have not yet taken these required workshops, they are offered by Touro College*