

## **Application Requirements**

An application will be considered complete if the applicant has completed and submitted the online (Revelus) application form in its entirety on or before 4:30 PM (EST) on March 14, 2021 at 11:59:59 PM. Partial applications, or applications submitted by any means other than through Revelus, will not be accepted.

In addition to completing all the information in the application form, three (3) current reference letters should also be included. (This is in addition to the reference address requirements in the application form.) These reference letters should be uploaded as pdf's in the file section of the application. Credible reference authors are co-workers, supervisors, school board members, or other individuals who have first-hand knowledge of an applicant's character, work ethic and proficiencies within the past year or less. Please do not submit other references older than 1 year unless requested.

All files must be uploaded as pdf's. While every effort will be made to check applications to ensure the integrity of the uploads, it is ultimately the applicant's responsibility to check the viability of the files before uploading.

Any questions regarding the application requirements or difficulties with the application software should be directed to:

Michael Adamson Ed.D.  
Director of Board Services  
Indiana School Boards Association  
[madamson@isba-ind.org](mailto:madamson@isba-ind.org)  
317-229-3270

Requests for assistance with application software can also be sent via the Revelus online application program under the "Support" button at the top of the screen.