Letter of Recommendation Form

Applicant Must Complete This Section
(with or without signature)

Name of applicant:

Program applying to:
- M.Ed. in Educational Leadership
- M.Ed. in International Educational Leadership
- Ed.S. in Educational Leadership
- Ed.D. in Educational Leadership
- Ph.D. in International Educational Leadership
- Principal Licensure Certificate
- Superintendent Licensure Certificate

I hereby voluntarily waive my right to inspect this confidential personal reference report:

________________________________________
Applicant’s Signature

If you choose not to sign this waiver, you will have access to this personal reference report in accordance with the Family Educational Rights and Privacy Act of 1974.

PLEASE RETURN THIS RECOMMENDATION TO THE APPLICANT BY:

Recommender Must Complete This Section

Name of recommender:

Recommender’s title:

Institution/organization:

How long have you known the applicant?

In what capacity have you known the applicant?

Compared to the applicant’s peers, please rate the applicant on the following qualities:

<table>
<thead>
<tr>
<th>Initiative &amp; follow through</th>
<th>Lower 1/3</th>
<th>Middle 1/3</th>
<th>Upper 1/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills</td>
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<td>Mature judgment</td>
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<td>Interpersonal skills</td>
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<table>
<thead>
<tr>
<th>Written Recommendation</th>
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<tr>
<td>In approximately 200 words, describe the applicant’s overall potential as an educational leader and/or evidence of their leadership.</td>
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<tr>
<td>Your recommendation will be reviewed by the Department of Educational Leadership’s admissions committee and will be scored as per the evidence you provide and their potential as an educational leader.</td>
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</tbody>
</table>

Please complete your written recommendation either in the space above or on your institution/organization’s letterhead. Once complete, please physically sign the letter, place in a sealed envelope, sign across the seal, and send back to the applicant.