



Letter of Reference Form
Department of Educational Leadership & Administration
Educational Leadership Doctoral Program

Name of Applicant (type or print)

 LAST NAME FIRST NAME MIDDLE INITIAL SSN

To The Applicant: When completed and returned to us, this form will be used in the admission process. You will include this form in your admission portfolio signed by the evaluator and sealed in an envelope with the evaluator’s signature and the date written across the sealed flap. Evaluation forms and/or letters of recommendation, which are open or unsealed, do not satisfy our requirement for confidential recommendation. Your applicant evaluation forms must be accessible to you if you enroll in Educational Management and Development Department unless you waive this right of access (see the Family Educational Rights and Privacy Act of 1974). We request, but do not require, that you waive your right of access in order to facilitate a completely candid appraisal. If you choose to waive your right of access, please sign immediately below.

 SIGNATURE OF APPLICANT DATE

To The Evaluator: We solicit your candid appraisal of this applicant. However, you should be aware that if the applicant’s signature does not appear above, and if he or she matriculates in the Department of Educational Management and Development, the applicant will have access to this letter.

In order to expedite processing of the many applications received by the department each year, we now require candidates to enclose the Applicant Evaluation Forms with their admission portfolio for admission. ***The form must be signed by the evaluator and sealed in an envelope with the evaluator’s signature and the date written across the sealed flap.*** Please feel free to use another page if you need additional space.

We feel a deep sense of responsibility to the public and to the education profession to be reasonably certain that our students are academically well qualified, that they possess a reputation for truth, honesty, and social justice, and that they have the commitment to complete successfully the rigorous program of doctoral study here. *Therefore, we do rely on the information you give us in helping us to make the final admission decision. Please know that we are exceedingly grateful for your assistance in evaluating this candidate.*

How long have you known this applicant? _____

In what capacity? _____

Do you believe that the applicant has the necessary persistence to complete a rigorous program of doctoral studies in educational administration?

- decidedly probably doubtfully no

What do you perceive as strengths in this individual, academic or otherwise?

What do you perceive as weaknesses in this individual, academic or otherwise?

Do you know of any special circumstances that should be considered in evaluating the likelihood of the applicant's success in doctoral studies?

Please evaluate the applicant in the following categories by checking the appropriate boxes.

	Exceptional (Top 5%)	Outstanding (Top 6-15%)	Above Average (Top 16-25%)	Average (Top 26-50%)	Below Average (Bottom 50%)	Not Applicable
1. Analytical reasoning skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Writing ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Oral communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Independence of thought	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: Please use this space to comment on your additional perceptions of this applicant. Particularly helpful to the Admissions Committee are observations on the candidate's ability to understand difficult problems, use imaginative thinking in approach to problems, understand diverse points of view, and apply common sense to the solution of problems. Additional comments are welcome.

Name of reference (type or print) _____ Phone: _____

Organization/Institution _____ Title: _____

Address _____
Street City State Zip Code

Signature of Reference _____ Date _____

Please return directly this form directly to the applicant

*in a sealed envelope, **which you have signed and dated across the sealed flap**, to be included in her/his admission portfolio.*