REQUEST FOR PERSONAL REFERENCE
FOR ADMISSION TO GRADUATE STUDIES
EDUCATIONAL LEADERSHIP PROGRAM
SHIPPENSBURG UNIVERSITY

Directions to Candidate:

1. Place the name and address of the person you are asking to make a reference on the blanks following the word **TO:**
2. **Print your name** in the blank (1) in the paragraph which explains the process to the recommender. **Print** the name of the program for which you are applying in the second blank (2).
3. **Sign your name** in the blank retaining your right to review the reference.

TO: _____ Date _____
(Recommender)

_____
(Recommender's Address)

_____

This reference is being sent to you by (1) _____ who is applying for admission to a program in the Department of Educational Leadership and Policy at Shippensburg University. As part of the review and selection process, the faculty invites you to respond to the following questions based on personal knowledge of the candidate's potential in the field of specialization which is (2) _____. This reference is based on your knowledge of the candidate in his/her role as a: (Please check)

_____ teacher _____ assistant principal
_____ supervisor _____ principal

Important Note to Recommender: The Educational Leadership Program requires all references to be open to review by the candidate. The Candidate's signature below indicates that he/she retains this right under the provisions of the Pennsylvania Right to Know Law and the Federal Family Educational Rights and Privacy Act of 1974.

I **RETAIN** my right to review this reference.

Candidate's Signature _____ Date _____

Please return this form to:

Graduate Admissions Office
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

You may also fax this form to 717-477-4016, or email to GradAdmiss@ship.edu.

1. Using as comparison the people with whom you have worked, how would you rate this candidate in the following areas:

   5 - In the top twenty percent of the population
   4 - In the next twenty percent of the population
   3 - In the middle twenty percent of the population
   2 - In the next twenty percent of the population
   1 - In the lowest twenty percent of the population
   NO - not observed

1.	Communicates effectively - orally	5	4	3	2	1	NO
2.	Communicates effectively - writing	5	4	3	2	1	NO
3.	Establishes attainable goals	5	4	3	2	1	NO
4.	Makes appropriate decisions	5	4	3	2	1	NO
5.	Establishes priorities for tasks	5	4	3	2	1	NO
6.	Organizes materials effectively	5	4	3	2	1	NO
7.	Delegates responsibility to others	5	4	3	2	1	NO
8.	Manages time effectively	5	4	3	2	1	NO
9.	Motivates personnel	5	4	3	2	1	NO
10.	Applies technology to tasks	5	4	3	2	1	NO
11.	Demonstrates positive human relations	5	4	3	2	1	NO

2. Based on your experience with the candidate, describe the candidate's potential for professional growth.

3. Based on your experience with the candidate describe the candidate's potential for completing a rigorous graduate program of studies leading to certification as a school administrator.

4. If you were responsible for the decision, would you permit this candidate to do an internship in your school district (building) if he/she successfully completes a program of studies leading toward certification?

5. Please comment on the candidate's motivation level, professional integrity, leadership potential or any other area that you might deem important to the faculty as this candidate is evaluated for graduate study.

Name (Print or type) _____ **Date** _____

Signature _____ **Position** _____