

**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:
**Educational Leadership Program
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257**

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** _____