

Department of Educational Leadership and Policy Studies

LETTER OF RECOMMENDATION FORM

Two recommendations are required as part of the ELPS Admissions Process; at least one must be from a supervising administrator

TO BE COMPLETED BY APPLICANT:

Name: _____
Last Name First Name M.I.

Current Position: _____ School & District: _____

Home Address: _____ Home Phone: _____

_____ Work Phone: _____

Date: _____ E-mail: _____

TO BE COMPLETED BY RECOMMENDER:

Name: _____
Last Name First Name M.I.

Organization: _____ Position: _____

Address: _____ Phone: _____

_____ E-mail: _____

To the Recommender: *The applicant named above is applying for admission to the Master's and/or Preliminary Credential program in the Educational Leadership and Policy Studies Department at California State University, Northridge. Please rate the applicant in the following areas by placing a number (0-5) next to each statement to indicate your perception of this candidate's potential for success as an educational administrator:*

<i>DISPOSITIONS- Educational Leadership and Policy Studies Department</i>	5 Highest Potential	4 High Potential	3 Average Potential	2 Low Potential	1 No Potential	0 Don't Know
<i>Rate the candidate's degree of commitment to the following dispositions:</i>						
1. Ethical and professional practice and behavior						
2. Collaboration with others						
3. Effective communication						
4. Proactive and visionary leadership						
5. Life-long learning						
6. Responsibility and time management						
7. Diversity: Recognizing, valuing, and understanding						

<i>SIX STANDARDS Preliminary Administrative Services Credential - CCTC</i>	5 Highest Potential	4 High Potential	3 Average Potential	2 Low Potential	1 No Potential	0 Don't Know
Rate the candidate's <u>potential</u> to promote the success of all students by:						
1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.						
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.						
3. Ensuring management of the organization , operations, and resources for a safe, efficient, and effective learning environment.						
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.						
5. Modeling a personal code of ethics and developing professional leadership capacity.						
6. Responding to, and influencing the larger political, social, economic, legal, and cultural context.						

OVERALL ASSESSMENT of the candidate's knowledge, skills, and dispositions as a future educational administrator (use 0-5 scale above): <i>(An overall rating of 3 or below will trigger a conference with the candidate and the ELPS Advisor and may result in non-acceptance of the candidate)</i>						
ADDITIONAL COMMENTS on any of the above factors OR other strengths and weaknesses the candidate has that may affect his/her potential as a future educational administrator:						

Recommender: _____
Signature
Date

Please mail or hand deliver completed form to:
California State University, Northridge
ELPS Department
18111 Nordhoff Street
Northridge, CA 91330-8265

FOR OFFICE USE ONLY:
Received on: _____ Received by: _____
Comments: _____