

**Department of Educational Leadership and Policy Studies**

**LETTER OF RECOMMENDATION FORM**

Submit two letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential.

**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.*

**\*\*STATEMENT OF NON-CONFIDENTIALITY: THE APPLICANT WILL HAVE ACCESS TO THIS INFORMATION.\*\***

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

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

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| <b>OVERALL ASSESSMENT of the candidate's knowledge, skills, and dispositions as a future educational administrator (use 0-5 scale above):</b><br><br><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> |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
| <b>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:</b>   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

Recommender: \_\_\_\_\_  
Signature
Date

TO THE STUDENT: Retain TWO copies, and mail or hand-deliver the original 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: \_\_\_\_\_