



Department of Educational Leadership and Policy Studies

LETTER OF RECOMMENDATION FORM

Candidate must submit via email two letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential. One administrator must be your direct supervisor.

TO BE COMPLETED BY APPLICANT:

First Name:	M.I.	Last Name:
School Site:		School District:
Current Position:		Cell Phone:
Work Phone:		Home Address:
Work Email:		Secondary Email:

TO BE COMPLETED BY RECOMMENDER:

First Name:	Last Name:
School Site / District:	Organization:
Position:	Phone:
Email:	

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>	5 Highest Potential	4 High Potential	3 Average Potential	2 Low Potential	1 No Potential	0 Don’t Know
<i>Rate the candidate’s <u>degree of commitment to the following dispositions:</u></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: _____ **Recommender Date:** _____

Please Email to:
Marisel.Noyes@csun.edu

FOR OFFICE USE ONLY:

Received on: _____

Comments: _____