



GRADUATE SCHOOL
Letter of Recommendation: Leadership & Administration

A. This section is to be completed by the applicant.

Applicant's Last Name: _____ *First Name:* _____ *Middle Name:* _____

Mailing Address: Number & Street

City: _____ *State:* _____ *Zip:* _____ *Country (if other than US)*

WAIVER SECTION:

Check one of the following statements:

- I waive the right provided by the Family Education and Privacy Act of 1974 to view this letter of recommendation.
- I do not wish to waive this right; I wish to retain the right to view this letter of recommendation.

Signature of Applicant: _____ *Date*

B. This section is to be completed by the person submitting the evaluation.

1.) Please evaluate the applicant by indicating his or her potential in the following categories:

Professional Standards for Administrative Leadership	Applicant's Potential		
	Strong	Average	Weak
<i>Instructional Leadership:</i> Promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes effective teaching and learning the central focus of schooling.			
<i>Management and Operations:</i> Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing and scheduling.			
<i>Family and Community Engagement:</i> Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.			
<i>Professional Culture:</i> Promotes success for all students by nurturing a school culture of reflective practice, high expectations, and continuous learning for staff.			

2.) Please provide your name, title, and organization:

3.) Worcester State University's leadership and administration degree programs are designed to prepare future K-12 school administrators for the complexities of the position within a rapidly changing society. In an attached letter, please address the applicant's potential in the categories named above. Please address strengths and weaknesses as they relate to an educational leadership position.

Letters should be mailed to:

**Office of Graduate Admissions
Worcester State University
486 Chandler Street
Worcester, MA 01602**

or faxed to **508-929-8100**