

THE DEPARTMENT OF
Educational Leadership
 UNIVERSITY OF MONTANA

Letter of Recommendation Form

Applicant Must Complete This Section
(with or without signature)

Name of applicant: _____

Program applying to:

<input type="checkbox"/>	M.Ed. in Educational Leadership
<input type="checkbox"/>	M.Ed. in International Educational Leadership
<input type="checkbox"/>	Ed.S. in Educational Leadership
<input type="checkbox"/>	Ed.D. in Educational Leadership
<input type="checkbox"/>	Ph.D. in International Educational Leadership
<input type="checkbox"/>	Principal Licensure Certificate
<input type="checkbox"/>	Superintendent Licensure Certificate

I hereby voluntarily waive my right to inspect this confidential personal reference report:

Applicant's Signature

If you choose not to sign this waiver, you will have access to this personal reference report in accordance with the Family Educational Rights and Privacy Act of 1974.

PLEASE RETURN THIS RECOMMENDATION TO THE APPLICANT BY: _____

Recommender Must Complete This Section

Name of recommender: _____

Recommender's title: _____

Institution/organization: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Compared to the applicant's peers, please rate the applicant on the following qualities:

	Lower 1/3	Middle 1/3	Upper 1/3
Initiative & follow through			
Communication skills			
Mature judgment			
Interpersonal skills			

Please continue to the second page of this document.

Written Recommendation

In approximately 200 words, describe the applicant’s overall potential as an educational leader and/or evidence of their leadership.

Your recommendation will be reviewed by the Department of Educational Leadership’s admissions committee and will be scored as per the evidence you provide and their potential as an educational leader.

[Empty space for writing the recommendation]

Please complete your written recommendation either in the space above or on your institution/organization’s letterhead. Once complete, please physically sign the letter, place in a sealed envelope, sign across the seal, and send back to the applicant.