

Print Applicant Name: \_\_\_\_\_  
Last First Middle

# Form B

Area of Specialization:  P-12  Community College

## Letter of Recommendation Ed.D. in Educational Leadership

**This Part To Be Completed By Applicant**

**Applicant:** Inform your recommender of the application deadline and provide the recommender with your resume and any other information that would be helpful for them to write a recommendation for you. Request that the recommender give you the letter in a sealed envelope with signature across the flap, and submit it with all your application materials. If the recommender prefers, the letter can be sent to the address below. Provide a stamped, pre-addressed envelope. Be sure to check the box for the recommender that indicates your area of specialization.

This letter of recommendation, submitted in support of your admission to graduate study, will be kept confidential. The Family Education Rights and Privacy Act of 1974 and its amendments, and the California Information Practices Act of 1977 and its amendments, guarantee you access to educational records concerning yourself. You also are permitted by those laws to voluntarily waive that right of access. Check one box.

- I waive my right of access to this letter of recommendation form.
- I do **not** waive my right of access to this letter of recommendation form.

**This Part To Be Completed By Recommender**

**Recommender:** The person named above is applying for admission to the Ed. D in Educational Leadership with an area of specialization in  P-12  Community College.

Please give your personal impressions of the applicant's intellectual ability, leadership potential, capacity for analytical thinking, professional skills and experiences with diverse populations, aptitude to conduct research in the field, persistence and motivation, and ability to work collaboratively. Please comment specifically on the applicant's verbal and written communication skills.

How long and in what capacity have you known the applicant? \_\_\_\_\_

Please rate this applicant in overall promise to complete an Ed.D. and serve as an educational leader (check one box 1-7 with 1 the lowest score; 7 the highest.)

Below average	1	Average	2	Somewhat above average	3	Good	4	Superior	5	Outstanding	6	Truly exceptional	7	Inadequate opportunity to observe	0
Lowest 50%		51% to 70%		71% to 80%		81% to 90%		91% to 95%		96% to 99%		Top 1%			

**Recommender's Name (please print):** \_\_\_\_\_

**Position or Title:** \_\_\_\_\_

**School or Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After completing the information above, please attach your letter of recommendation to this document and give to the applicant in a sealed envelope with your signature across the flap. If you prefer, you may send the letter of recommendation directly to:

**Ed.D. in Educational Leadership Program  
San Francisco State University  
Burk Hall 521  
1600 Holloway Ave.  
San Francisco, CA 94132**