

**UNIVERSITY OF SOUTH ALABAMA COLLEGE OF EDUCATION PROFESSIONAL STUDIES  
DEPARTMENT OF LEADERSHIP AND TEACHER EDUCATION, EDUCATIONAL LEADERSHIP PROGRAM  
Recommendation Form for Graduate Admission to the Educational Leadership Program**

**Applicant:** Please complete the “Applicant Information”, then email the form to your **principal** and **two** from the following: **assistant principal, department chair, supervisor.**

**Recommender:** Complete “Recommender Information” section, making an “√” as applicable in Section 2 & 3, then email this form to: (ceps@southalabama.edu)

APPLICANT INFORMATION			
Last Name:	First Name:	Middle Initial:	
Street Address:	Apt:	City:	State: Zip Code:
Specialty: <input type="checkbox"/> K-12	<input type="checkbox"/> Higher Education:	<input type="checkbox"/> Master’s	<input type="checkbox"/> Add-on Certificate <input type="checkbox"/> Ed.S. <input type="checkbox"/> Ed.D.
Under the provisions of the Family Education Rights and Provisions Act of 1974, if admitted and enrolled, you will have access to the information provided unless you waive such access. Please sign and date below to inform USA of your decision.			
<input type="checkbox"/> I hereby waive my right of access to the information contained in this recommendation.		<input type="checkbox"/> I do not waive my right of access to the information contained in this	
Signature of Applicant	Date:	DOB:	Email:

RECOMMENDER INFORMATION			
Last Name:	First Name:	Middle Initial:	Prefix:
Title:	Organization:	Phone Number:	
Street Address:	Apt:	City:	State: Zip Code:
Signature of Recommender	Date:	Email:	

1. How long have you known applicant and in what capacity? \_\_\_\_\_
2. Please check the strength of your overall endorsement.     HIGHLY RECOMMEND     RECOMMEND     RECOMMEND WITH RESERVATIONS     DO NOT RECOMMEND
3. Please check each of the following as they apply:

<b>PROFESSIONAL KNOWLEDGE</b>	<input type="checkbox"/> The candidate is highly involved in Professional Development <input type="checkbox"/> The candidate is sought out by colleagues for pedagogical support <input type="checkbox"/> The candidate engages in reflective practice <input type="checkbox"/> The candidate exhibits high levels of professional competence	<b>SCHOLARSHIP</b>	<input type="checkbox"/> The candidate is able to comprehend complex concepts <input type="checkbox"/> The candidate demonstrates an exceptional aptitude for learning <input type="checkbox"/> The candidate as a strong desire to learn and assimilate new information <input type="checkbox"/> The candidate enjoys scholarly dialogue
<b>MOTIVATION AND PERSEVERANCE</b>	<input type="checkbox"/> The candidate inspires his/her colleagues <input type="checkbox"/> The candidate has a strong work ethic and resiliency <input type="checkbox"/> The candidate is not easily discouraged <input type="checkbox"/> The candidate engages in professional coaching and mentoring <input type="checkbox"/> The candidate demonstrates a positive attitude	<b>COMMUNICATION AND WRITING SKILLS</b>	<input type="checkbox"/> The candidate possesses excellent verbal skills <input type="checkbox"/> The candidate possesses excellent writing skills <input type="checkbox"/> The candidate is able to read body language <input type="checkbox"/> The candidate possesses effective listening skills
<b>JUDGMENT AND MATURITY</b>	<input type="checkbox"/> The candidate is perceptive <input type="checkbox"/> The candidate accepts professional criticism <input type="checkbox"/> The candidate is regarded by his/her colleagues as highly credible <input type="checkbox"/> The candidate demonstrates high levels of self-awareness and self-regulation	<b>DECISION-MAKING ABILITY</b>	<input type="checkbox"/> The candidate is easily understood <input type="checkbox"/> The candidate solicits diverse opinions and maintains a task orientation <input type="checkbox"/> The candidate is able to direct others <input type="checkbox"/> The candidate takes responsibility for decisions
<b>LEADERSHIP EXPERTISE OR POTENTIAL</b>	<input type="checkbox"/> The candidate has high expectations of self and others <input type="checkbox"/> The candidate is able to articulate a clear organizational vision <input type="checkbox"/> The candidate has assumed leadership roles when presented <input type="checkbox"/> The candidate exhibits high levels of organizational awareness	<b>PROBLEM-SOLVING ABILITY</b>	<input type="checkbox"/> The candidate easily recognizes problems <input type="checkbox"/> The candidate is a logical and systematic thinker <input type="checkbox"/> The candidate is able to determine when action is needed <input type="checkbox"/> The candidate is able to identify and implement solutions
<b>ABILITY TO WORK WITH OTHERS</b>	<input type="checkbox"/> The candidate has strong collaborative skills <input type="checkbox"/> The candidate manages positive professional relationships with colleagues <input type="checkbox"/> The candidate possesses strong social skills <input type="checkbox"/> The candidate displays high levels of empathy	<b>ADDITIONAL INFORMATION PERTINENT TO THE APPLICANT MAY BE DESCRIBED ON THE SECOND PAGE OF THIS FORM.</b>	

Please, provide any other pertinent to the applicant information or your recommendations about him or her: