



Western Illinois University
College of Education and Human Services
Department of Educational Leadership

**Educational Leadership Program Reference Form
for Current Principal or Immediate Supervisor**

RE: _____

NOTICE: Public Law 93-380, the Family Education Rights and Privacy Act of 1974 grants all students the right to inspect and review all of their official educational records. This right extends to letters of recommendation written on/after January 1, 1975, except that a student may waive his/her right to inspect and review letters of recommendation by signing a waiver.

WAIVER FORM: I, _____, the undersigned, hereby waive any right or privilege provided by Public Law 93-380 to inspect or challenge the content and comments expressed in this letter of recommendation. I expect that the observations made shall remain confidential between the writer and the person, agency or organization to whom any credential may be addressed.

Date _____ Student's Signature _____

To Whom It May Concern:

This person has applied to admission to the Educational Leadership Program at WIU. We are concerned about the personal characteristics of the applications because of the impact of these qualities on the educational process of all students. We would appreciate your honest appraisal about the applicant's appropriateness to enter a leadership program. Please mark the following scales and make any comments which you think will further our understanding of this person's qualifications. If you have additional comments, please use a separate sheet of paper.

	<u>Highly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Highly Disagree</u>
1. This candidate is an outstanding teacher. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. This candidate willingly assumes leadership roles among fellow teachers in professional matters. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. This candidate consistently demonstrates a commitment to educational excellence. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>4. This candidate demonstrates a high level of self-confidence and self-awareness. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. This candidate exhibits interpersonal skills and sensitivity with a wide variety of people. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. This candidate consistently demonstrates good judgment in professional matters. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. This candidate is positively motivated and goal orientated. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. This candidate is growing professionally, seeks out advice and is open to constructive criticism. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. This candidate exhibits personal stability when under stress. Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. In the space provided, please summarize your appraisal of the applicant's potential to be an effective leader or campus administrator. If you need additional space, please use the reverse side.

Signature: _____

Position: _____

Address _____

Telephone: () _____

Return form to:

Admissions Secretary
Department of Educational Leadership
Western Illinois University
Horrabin Hall 81
Macomb, IL 61455