

Instructions for the Applicant

Please distribute these forms to your references.
Please include a self-addressed, stamped envelope to the following address:

The Graduate School
University of North Florida
1 UNF Drive
Jacksonville, Florida 32224

Please check and sign one of the following:

____ I give permission for this information to remain confidential and not made available to me.

____ I reserve the right to view this information.

(Applicant's Signature)

University of North Florida
Reference Form for Applicant to the
Educational Leadership Program

Name of Applicant: _____

Social Security Number _____ - _____ - _____

Phone Number: _____ Work Number: _____

Address: _____

Name of Reference: _____ Title: _____

Address: _____

Phone Number: _____

Note to Reference: Please give a thoughtful and careful evaluation of the above applicant. Use the blank spaces to indicate strong and/or weak qualities as well as possible difficulties the applicant may face in becoming a principal or supervisor. The information you supply will be extremely valuable in evaluating the applicant's potential as a prospective graduate student in educational leadership.

1. How long have you known the applicant? From: _____ To: _____

2. Please indicate the situation in which you know or knew the applicant:

3. Please assess the following characteristics of the applicant on a four-point scale as indicated below:
4 = High, top 10% 3 = Above Average, top 25% 2 = Average, top 50% 1 = Low, bottom 50%

	Low			High
Intellectual independence.....	1	2	3	4
Interest in persons as people (humanistic).....	1	2	3	4
Knowledge of elementary or secondary students.....	1	2	3	4
Realistic understanding of his/her own students.....	1	2	3	4
Ability to learn, change, and grow.....	1	2	3	4
Ability to establish effective relationships.....	1	2	3	4
Capable of expressing ideas clearly: orally	1	2	3	4
Capable of expressing ideas clearly: written	1	2	3	4
Ability to organize thoughts and materials	1	2	3	4
Overall ability as a teacher	1	2	3	4
Originality, resourcefulness, versatility	1	2	3	4
Acceptance of responsibility	1	2	3	4
Tact and ability to work with peers	1	2	3	4
Overall potential to be a principal or supervisor	1	2	3	4

4. Please feel free to provide additional comments regarding applicant's ability and potential as a school leader. Use additional pages if necessary.

Signature

Date