



Master of Science in School Leadership

Recommendation letters must be received prior to acceptance to the MSSL

Applicant: Print or type your name and address below and give this form to a professional reference (*not a relative*) who can evaluate your leadership qualities and professional abilities.

Applicant Legal Name:

Last

First

Middle

Maiden

Address:

Street

City

State

Zip

The recommendation will assist the admission team in the admission process. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to review your education records if you enroll at Baker University. The Act further provides that you may waive your right to see recommendations for admission. Please check the appropriate box below.

I **waive** **do not waive** any right of access I have to this recommendation form.

Applicant's Signature _____ Date _____

Respondent: The person above is applying for admission to the Master of Science in School Leadership program at Baker University. You have been chosen to evaluate his/her ability to succeed in the program. Please complete the information below about yourself and write a letter speaking to each of the categories below about the applicant.

Your Name : _____

Last

First

Suffix

Institution: _____ Position or Title: _____

Telephone: _____ Email: _____

Respondent Signature _____ Date _____

This program requires initiative and the capacity to develop leadership skills. In a letter, please address the following:

- The length of time you have known the applicant
- Your professional relationship with the applicant
- Why you think the applicant is capable of maintaining quality performance standards in an intensive learning environment
- The qualities or strengths the applicant possesses to succeed in an administrative capacity
- The professional area(s) the applicant is working to improve on

Please return this form along with your letter of recommendation to:

By Mail:

Baker University
Attn: Graduate SOE Enrollment Department
7301 College Blvd., Suite 120
Overland Park, KS 66210

By Email:

Rebecca.Rubin@bakerU.edu
OR
Brenda.Revard@bakerU.edu