



GRADUATE SCHOOL  
360.650.3170 Fax 360.650.6811

*An equal opportunity university*  
516 High Street  
Bellingham, Washington 98225-9037

### PROFESSIONAL REFERENCE

This Professional Reference is to be completed by a school district administrator; i.e., Superintendent, Principal, Vice Principal, Department Chair, etc.

Applicant's Name \_\_\_\_\_  
(please print)  
Degree Program M.Ed. – Educational Administration \_\_\_\_\_

I wish this reference to be (please check one):

- CONFIDENTIAL** (Letters may not be viewed or copied by the applicant or forwarded to third parties) and WAIVE any future right I may have to review them under the Family Educational Records and Privacy Act (FERPA), 20 U.S.C. 1232g, 53 C.F.R. 99.12, or any law of the State of Washington.
- OPEN** (Letters may be viewed by the applicant but not copied or forwarded to third parties unless requested pursuant to Washington Public Records /Disclosure Law, Chapter 42.17 RCW).

All letters submitted to this University are used only for our admissions purposes and, if you are seeking employment as a graduate assistant, for our employment purposes.

-----  
APPLICANT'S SIGNATURE \_\_\_\_\_

We would appreciate a statement from you concerning the candidate's success in teaching and the promise which s/he has shown for developing the leadership ability expected of one who possesses a master's degree and expects to lead a school or program. Please attach a letter, written on your school or district's letterhead, to this form.

Please return this form and your attached letter to the applicant for inclusion with her/his application packet.

- If this form is marked "Confidential," please enclose and seal this form and accompanying letter in an envelope and sign your name across the seal.
- If this form is marked "Open," there is no need to sign your name on the seal of the envelope.
- Please treat this reference as "Confidential" if the applicant has not marked either choice.

DISTRICT/SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_ NAME: \_\_\_\_\_  
(please print)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_