The College of Saint Rose/CITE

Recommendation Form
School Building Leader Certification Program

Section I: APPLICANT
Name of applicant: ___________________________________________________________
Address: ___________________________________________________________________
Phone numbers:____________________________________________________________
Signature of Applicant: ___________________________________ Date: ________________
I, the undersigned applicant □ DO □ DO NOT waive my right of access to inspect and review
this recommendation form. Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment
of December 31, 1974).

Section II: RECOMMENDER
Name of Recommender: _______________________________________________________
Title/Position: _______________________ Organization/Employer: _____________________
Address: ___________________________________________________________________
Phone numbers: ___________________________________ Date: _________________
Signature of Recommender: ___________________________________ Date: _____________

Instructions for the Recommender:
Applicants to the School Building Leader Certification Program at The College of Saint Rose must
provide two letters of recommendation. At least one letter must come from a school administrator
who knows the applicant’s work as an educator in a school setting and has supervisory or
organizational responsibility for the applicant. Applicants should not seek letters of support from
subordinates or from other applicants to the program.

In your letter, please address the following points:
1. Your professional relationship to the applicant
2. Your perspective on the applicant’s performance in current and/or previous positions in an
   educational setting
3. Your assessment of the applicant’s academic ability to succeed in an advanced graduate program
4. Your assessment of the applicant’s potential as a school leader

Please submit the letter in typed (not hand-written) form on letterhead with your signature and
salutation. Enclose the letter in a sealed envelope. Letters may be given to applicants for inclusion
with their materials or sent directly to The College of Saint Rose. Graduate Admissions office at
432 Western Avenue, Albany NY 12203. Recommendations may also be submitted electronically
through the applicant’s application portal.

Thank you for your contribution to the graduate application process at The College of Saint Rose.