

# Administrative Reference Cover Letter

Dear Administrative Recommender,

The person who has given you this reference form is an applicant for a school principalship in the Catholic Schools of Western Washington and has indicated that you are in a position to give us a reliable evaluation of their administrative ability.

The Catholic school strives to be a Catholic educational community and depends on the Catholic leadership qualities of the principal to reach this goal. Because this leadership responsibility is a serious one, we appreciate your candid opinion of this applicant.

No applicant will be eliminated on the basis of a single reference. Recommendations will be obtained from several sources. Prompt return of the reference will be most appreciated.

Please return your reference to:

Pam Schwartz

Assist. Superintendent for Personnel  
Office for Catholic Schools

pam.schwartz@seattlearch.org  
206-790-1925

Thank you for your assistance. Sincerely,

Nicholas Ford

Superintendent for Catholic Schools

Phone:206-382-4861

Fax: 206-654-4651

Email: [Superintendent@SeattleArch.org](mailto:Superintendent@SeattleArch.org)

Note to the Recommender:

Be aware that the recommendation you provide will be made available to the search committees of schools where the applicant is seeking employment. It will not be made available to anyone else, even at the request of the applicant or the recommender. The applicant may have access to your recommendation if he/she has not waived the right of access on the top of the Reference Form.

# Administrative Reference Form

## Applicant’s Name: Applying for a position as

*With reference to the Family Education Rights and Privacy Act of 1974:*

I waive my viewing option I claim my viewing option to my recommendations.

Applicant’s Signature: Date:

## The applicant whose name and signature appear above has given your name as a reference. Please evaluate the candidate’s administrative skills by using the following table and by answering questions to the best of your knowledge.

Name: Current Position:

Address: City: State: Zip Code:

How long have you known the applicant? and in what official relationship?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attributes** | **Excellent** | **Good** | **Below Average** | **No opportunity to Observe** |
| Knowledge of Catholic Faith |  |  |  |  |
| Practices of Catholic Faith |  |  |  |  |
| Understanding of Catholic philosophy of education |  |  |  |  |
| Administrative ability or potential |  |  |  |  |
| **Interpersonal relationships:** a) Faculty |  |  |  |  |
| b) Students |  |  |  |  |
| c) Parents |  |  |  |  |
| Cooperation |  |  |  |  |
| Leadership ability |  |  |  |  |
| Personality |  |  |  |  |
| Personal appearance |  |  |  |  |
| Health |  |  |  |  |
| Emotional stability |  |  |  |  |
| **Ability to work with:** a) Faculty/Staff |  |  |  |  |
| b) Parents |  |  |  |  |
| c) Board of Education |  |  |  |  |
| Skill in area of Fiscal Management |  |  |  |  |
| Reliability |  |  |  |  |
| Ability to develop curriculum |  |  |  |  |

## Overall recommendation for Principal/President in the Seattle Archdiocese:

I recommend the applicant without reservation.

I have some reservations, but would recommend the applicant.

I have substantial doubts, but think the applicant might be given a chance to prove himself/herself.

I feel the applicant is unsuited for school administration.

Please comment if an explanation would help the committee better understand this applicant’s skills.

Do you have knowledge of any behavior that shows this applicant is not reliable, honest or of good character? Yes No If yes, please explain:

Signature: Date: Title:

Email: Phone:

## Please return directly to:

Pam Schwartz

Assist. Superintendent for Personnel  
Office for Catholic Schools

pam.schwartz@seattlearch.org  
206-790-1925