

**School District Leader Advanced Certificate
 Nine Essential Characteristics Checklist
 (To be completed by Candidate's District Superintendent)**

TO THE APPLICANT: Please provide a stamped envelope to your principal with this form, addressed to:
 Graduate Admissions, Plattsburgh State University, Kehoe 113, 101 Broad Street, Plattsburgh, NY 12901

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including recommendations. However, some admission committees may assign greater significance to those that will remain confidential. You may waive, or decline to waive, your right to review recommendations.

[] *I waive my right to review this recommendation.* [] *I DO NOT waive my right to review this recommendation.*

Applicant's Name (Print): _____

Applicant's Signature _____ **Date** _____

TO THE SCHOOL DISTRICT SUPERINTENDENT:

School District Superintendent's Name (Print): _____

School District: _____

Please use the table below to rate the School District Leader Program candidate's level of capacity for the following New York State Education Department's Nine Essential Characteristics of Effective Leaders:

Essential Characteristics	Candidate's Level of Performance		
	Low	Moderate	High
Leaders know and understand what it means and what it takes to be a leader;			
Leaders have a vision for schools that they constantly share and promote;			
Leaders communicate clearly and effectively;			
Leaders collaborate and cooperate with others;			
Leaders persevere and take the long view;			
Leaders support, develop and nurture staff;			
Leaders hold themselves and others responsible and accountable;			
Leaders never stop learning and honing their skills; and			
Leaders have the courage to take informed risks.			

School District Superintendent Signature: _____ **Date:** _____