

**TO BE COMPLETED BY APPLICANT'S IMMEDIATE SUPERVISOR**



**Letter of Reference**

Name of Applicant: \_\_\_\_\_

Each applicant is required to secure a letter of reference from an immediate supervisor.

**To the Applicant's Reference:**

The NAESP Pre-K-3 Leadership Academy® selection team appreciates your help in assessing this applicant's skills, knowledge, and potential in the area of leadership. Please base your comments on the Applicant's professional performance. Limit your comments to one 8 ½ x 11" page, using at least 12 pt. type. If you prefer, your letter of reference may be submitted directly to: NAESP Pre-K-3 Leadership Academy®, P.O. Box 428, Montgomery, AL 36101-0428 or [pd@clasleaders.org](mailto:pd@clasleaders.org) or via facsimile to (334) 265-3611.

**Please print or type:**

\_\_\_\_\_  
Printed Name of Reference Title

\_\_\_\_\_  
Company/Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone (including area code) Fax (including area code) E-Mail Address

\_\_\_\_\_  
Signature of Reference Date