



The Master's in Public Education Management Application Checklist

Thank you for your interest in The Master's in Public Education Management! Please submit your complete application (including all required components) by **Wednesday, October 26, 2022**. Applications submitted after the deadline will not be considered for admission. Please note all required components, including supporting documents must be submitted electronically as part of the application. Before getting started, we recommend getting familiar with the key components listed below.

Application Requirements:

- Recent Job History – Provide information about your three most recent, full-time professional roles and professional accomplishments.
- Resume – Upload your professional resume, which includes your current role, work history, educational background
- Four Short Essays – Reflect on your past professional experiences in the public education sector, career aspirations, and interest in the Broad Master's program in short essay responses (250-300 words.)
- Collect Unofficial Transcripts – Submit unofficial transcripts from all degree granting institutions attended. We strongly encourage you to request transcripts as soon as possible.
- Organization & Supervisor Acknowledgement Form – Your supervisor and current organization must approve and acknowledge that you will be granted time out of the office to attend all required class sessions held on the Yale School of Management campus.
- Organization Demographics Form – Complete the form with specifics about your current school system, including the number of students served, demographic information, etc.
- Identify Two Professional Recommenders - Applicants must list the name and email for two professional recommendations. Recommenders should be able to speak to your performance in your current role, as well as your leadership potential and management style. They may include but are not limited to current and former supervisors, peer colleagues, and direct reports. ****Please note:** You will provide only the contact information for your recommenders, who will receive a personalized link to complete and submit a recommendation form in The Broad Center's application system. Letters of recommendation sent directly to The Broad Center will not be accepted.