

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 requirements below) by **Tuesday, October 28, 2025**. Applications submitted after the deadline will not be considered. Please note that all required materials, including supporting documents, must be submitted electronically as part of the application. Before getting started, we recommend familiarizing yourself with the requirements listed below.

Application Requirements:

- ☐ **Recent Job History** – Provide information about your current role and three most recent, full-time professional roles, including professional responsibilities and accomplishments.
- ☐ **Resume** – Upload your professional resume, including information about your current role, work history, and educational background.
- ☐ **Four Short Essays (250-300 words)** – Reflect on past professional experiences in the public education sector, career aspirations, and interest in the Broad Master's program, answering the following prompts:
 1. *Why is pursuing the Master's in Public Education Management the right next step for your leadership development? How will this program contribute to your short-term and long-term career goals?*
 2. *How do you see your current role contributing to your school system's broader mission and goals? Please describe your most significant accomplishment in your role thus far.*
 3. *Why have you chosen a career in public education?*
 4. *Reflecting on your personal and professional journey, what perspectives, experiences, or strengths do you believe would most meaningfully contribute to your cohort's growth and the shared learning environment, and why?*
- ☐ **Unofficial Transcripts** – Submit unofficial transcripts from all degree granting institutions attended. We strongly encourage you to request unofficial 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 Demographic Data** – Submit specifics about your current school system, including the number of students served, demographic information, etc.
- ☐ **Identify Two Professional Recommenders** – Applicants must list the names and emails 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. We strongly recommend that, if possible, one of your recommendations comes from your current direct supervisor. Other recommenders may include, but are not limited to, indirect supervisors, former supervisors, peer colleagues, and direct reports.

***Please note:** You will provide 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.