

**Instructions to the student:** Give this reference form to your teacher. When you receive your reference form from the teacher, do not open the envelope. Submit the sealed envelope with your application package (where applicable).

**Instructions to the referee:** This student is applying for admission to Carleton University's *Enriched Support Program* ([www.carleton.ca/esp](http://www.carleton.ca/esp)). Your reference is one component of several (including grades and the applicant's application essay) that will be considered in this student's admissibility. Please complete and return this form by: (1) returning it to the student in a sealed envelope, with your signature across the seal; *or* (2) emailing it to [esp@carleton.ca](mailto:esp@carleton.ca) from a valid school board email address (Note: forms returned by email from a non-school board email address will not be accepted, a measure taken to address possible fraudulent submissions); *or* (3) mailing your letter directly to the program at: ESP 1516 DT, Carleton University, 1125 Colonel By Drive, Ottawa ON K1S 5B6.

Applicant's name: \_\_\_\_\_ Referee name, title: \_\_\_\_\_

School: \_\_\_\_\_ Referee's phone number (work): \_\_\_\_\_

Referee's email address (work): \_\_\_\_\_

Is there a way we can contact you (if necessary) after the school year has ended? (phone or email?): \_\_\_\_\_

Signature: \_\_\_\_\_ (not required if submitting by email from school board email) Date: \_\_\_\_\_

Please rate the applicant in the following areas, where 5= very strong, 3=average, 1=needs development, DK=Don't Know

Ability to work with others	5	4	3	2	1	DK
Interpersonal skills	5	4	3	2	1	DK
Ability to be resourceful/self-directed	5	4	3	2	1	DK
Communication skills, written	5	4	3	2	1	DK
Communication skills, oral	5	4	3	2	1	DK
Willingness to receive feedback	5	4	3	2	1	DK
Maturity	5	4	3	2	1	DK
Class attendance	5	4	3	2	1	DK
Overall assessment	5	4	3	2	1	DK

1. What class(es) did the student take with you? And what were the approximate grades received?

\_\_\_\_\_

2. Please comment of the applicant's performance in your class(es). What are the student's academic strengths and what areas need development?



3. If you are aware of any reasons why the student's work may not have reflected the level of his/her ability, please include this information.

4. The Enriched Support Program requires students to learn in collaborative settings. Please comment on this applicant's interpersonal skills and ability to work with others in groups.

5. Has this student's behaviour presented any difficulties?

6. In your opinion, is this student suited to and ready for university level work? Why or why not?