

Instructions to the referee: This student is applying for admission to Carleton University's Enriched Support Program (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 emailing it to 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).

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?

7. Consent (required)

I agree to the privacy policy.

Personal information collected through this application will be used and disclosed by Carleton University under the authority of the Carleton University Act, 1952, and in accordance with sections 39, 41 and 42 of Ontario's Freedom of Information and Protection of Privacy Act. The information provided will not be used for any purposes other than those stated upon this form unless you give your consent. Should you have any questions concerning your personal information please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via University_Privacy_Office@carleton.ca. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.