



REFERENCE LETTER or TEACHER RECOMMENDATION REQUEST

Congratulations on your new undertaking. In order to enable us to prepare the most detailed reference/recommendation possible, please ensure that you submit the following information and documents along with your request.

Please note that a minimum of *two weeks* notice is required to complete each request.

Full-time student at N.T.C.I.

Purpose of reference or recommendation: _____

Name of organisation requesting reference or recommendation: _____

Name of person to whom letter is to be addressed: _____

Date reference or recommendation is required: _____

Where is the reference letter/recommendation to be submitted?: _____

Have you sent this link to my email address?:

Please list four teachers who know you well (classroom & extra-curricular) who I can contact on your behalf:

If applicable, which other teacher(s) or referees are submitting a reference or recommendation on your behalf?:

Have you included?

Your current resume

Your Ontario Status Sheet showing your current marks (You can get this from Guidance, and not needed if only submitting to your counsellor)

Completed Student Activities Information Chart (See reverse)

Information on the organisation and award you are applying for
(i.e. Criteria for opportunity or award, organisation website and contact information, your applicant/reference #)

A written statement outlining your interest in the opportunity or award in consideration (i.e. Why do you believe you are the most deserving recipient of this opportunity or award? Why is the school in consideration the best fit for you?)

Student signature: _____ Parent/guardian signature: _____

Date request submitted: _____

Student Activity Information

	Awards, Recognition, and Honours (In and Out of School, Use proper name of award and describe what it is for)	School Clubs, Activities	School-Related Activities (Peer Tutoring, Job Shadowing/Work Study, Co-Op Education)	Activities Outside of School (i.e. Hobbies, Athletics)	Community Service & Jobs (Volunteer and/or Paid)
Grade 9					
Grade 10					
Grade 11					
Grade 12					

Is there any other information relevant to this award or recognition that you would like considered?