

REFERENCE REQUEST FORM

(Please allow at least two weeks notice)

Teacher: _____

Student: _____

Student #: _____

Date Required: _____

☐ My Scholarship Resume is attached to this form. (required)

Check one of the following:

- ☐ I need a general reference letter suitable for any scholarship or bursary application.
- ☐ I need a reference letter for a specific scholarship application
(Please attach a copy of the scholarship criteria.)

Please check applicable:

- ☐ This letter needs to be confidential and placed in a sealed envelope.
- ☐ This letter can be left unsealed.
- ☐ This letter can be emailed to me as a PDF.