**Recommendation Letter Form- Personal Friend**

Name of Applicant:

The applicant is applying for admission to the University of Kansas-Transition to Postsecondary Education (TPE) program. KU-TPE promotes a supported education model that provides individualized supports to students with intellectual disabilities seeking postsecondary education to enhance academic, social, and career development. This program provides opportunities for career development using a person-centered approach, enrollment in college courses, work-based learning, internships, and participation in all aspects of KU campus life. Each student will complete 4 semesters of academic coursework and career-focused internships, earning a certificate upon completion.

Name:

Phone/email:

As a personal reference, we would like to learn more about the applicant from your perspective of him/her. In your reference letter please address the following:

* Your relationship and length of time you have known the applicant;
* Address the applicant’s attributes associated with communication, problem-solving, and work ethic ;
* Address the applicant’s capabilities to be on their own for 2-4 hours of time, and support needed (if any) for him/her to be on their own;
* Describe the applicant’s home responsibilities such as chores and other activities related to independent living;
* Describe a specific personal achievement the applicant has made and what made it noteworthy; and,
* Reasons why you feel the applicant would be a good candidate for KU-TPE.