**Reference Letter Form- Teacher or Guidance Counselor**

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:

School:

Phone/email:

As an academic reference, we would like to learn more about the applicant through your explanation of him/her and the academic relationship you have developed. The reference letter should elaborate on your knowledge of the applicant, in terms of academic skills and support needs, as well as address qualities valuable to their opportunity to participate in KU-TPE.

Please address the following in your letter:

* Your relationship to the applicant;
* Length of time you have known the applicant;
* Address the applicant’s strengths academically;
* How the applicant was included in general education curriculum and coursework;
* What accommodations, adaptations or modifications were used to support him/her in general education courses;
* Describe a specific academic achievement the applicant has made and what made it noteworthy;
* Identify challenges you may anticipate for the applicant’s successful engagement in campus life; and,
* Reasons why you feel the applicant would be a good candidate for KU-TPE.