



Reference Form

Comprehensive Transition and Post-Secondary Education (CTP) Program

You have been identified as a reference for a student applying to the LDCC Comprehensive Transition and Post-Secondary Education (CTP) Program.

The LDCC CTP Program offers students with intellectual disabilities the opportunity to attend college. Students will attend academic classes alongside non-disabled peers with the appropriate, individualized level of support. This program focuses on providing work readiness skills, opportunities to socialize with peers, and increased independent living skills.

Student Name: _____

Name of Recommender: _____

Rights of Access: *The Federal Family Educational Rights and Privacy Act of 1970 gives students the right to access their records including letters of recommendation. It is your option to waive your right of access or decline to do so. Please indicate your choice and sign your name.*

☐ I do

☐ I do not waive my right to review this recommendation

Signature of applicant

Date

For the Recommender: Your candid responses will help us to evaluate the applicant's qualifications for admission to the LDCC CTP Program.

Please complete and return this form to the LDCC CTP Program at:

7500 Millhaven Rd.
Monroe, LA 71203
Fax: 318.345.9002
Email: ctp@ladelta.edu

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? _____

3. How do you rate the applicant on the following characteristics in comparison with others with the same level of training?

Factor	Outstanding	Superior	Average	Below Average	No Judgement
Motivation to attend CTP Program/ College					
Intellectual Ability					
Capacity for Independent Work					
Ability to work with others					
Emotional Adjustment					
Communication skills (oral/ written)					
Resourcefulness					
Dependability					
Organizational ability					

4. How do you rate the applicant in overall ability and promise in comparison with others with the same level of training?

☐ Equal to the best in any department ☐ Will perform at a superior level whenever admitted ☐ Performance should be average of most students ☐ Qualifications marginal, but warrants consideration

☐ Questionable whether admission to field of study is warranted ☐ Unable to judge

Additional Comments: _____

Recommender's Signature: _____

Position/ Title: _____ Company/ School: _____

Email address: _____ Phone: _____