



LAKE SUPERIOR STATE UNIVERSITY

Memorandum

School of Education

phone 906•635•2811
fax 906•635•7565

To: Registrar
From: **Dr. Donna Fiebelkorn**
Assistant Dean, School of Education
Date:
Cc: Student File
Re: Ontario College of Teachers Qualifications

Please expedite the submission of the following documents to the Ontario College of Teachers for the student named below.

Ontario College of Teachers
121 Bloor Street East, 6th Floor
Toronto ON M4W 3M5

- Official Statement of Enrollment bearing a seal and signature of the registrar
- Official Student transcript bearing the seal and signature of the registrar
- Copy of grade-to-percentage correlation table (i.e. A=90%)
- The attached "Letter of content, field work completed, and status of candidate" bearing the signature of the Chair of the School of Education

TO BE COMPLETED BY STUDENT

I request that the above documents be sent to the Ontario College of Teachers on my behalf.

STUDENT NAME (PRINT)

STUDENT NUMBER

STUDENT SIGNATURE

DATE