



## *Request for Formal Review of Essential Skills Notice Form*

This is a fillable PDF form and should be downloaded and opened using Adobe. Please download the form first, then open it with Adobe. If you are having problems with the form, contact Lucas Johnson, Education Technologies Coordinator, [ljohnson@lakeheadu.ca](mailto:ljohnson@lakeheadu.ca)

A request for a formal review of the Essential Skills Notice must be made on the “*Request for Formal Review of Essential Skills Notice Form*” to the Office of the Dean of Education in accordance with the Essential Skills Policy and Procedures.

All communication to the student related to the Request shall only be sent to their Lakehead University email account.

**Section A: Student Information**

Name	
Student Number	
Lakehead Email Account	

I have read and understood the Faculty of Education Essential Skills Policy and Procedures.

Date	
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<b>FOR FINANCE OFFICE USE ONLY</b>		<b>FEE: \$45.00 (per Request)</b>
Receipt No.	Amount \$	Date of Receipt:
IT IS THE STUDENT'S RESPONSIBILITY TO RETURN THE COMPLETED APPLICATION TO THE OFFICE OF THE DEAN OF EDUCATION.		
<b>DATE RECEIVED:</b>		
By Office of the Dean of the Faculty of Education		

# Faculty of Education Request for Formal Review of Essential Skills Notice Form

The Review will only be considered for the reasons stated below and if the student has followed the steps outlined in the Essential Skills Procedures.

Please ensure that you provide all the information indicated below as part of your Request.

The Dean of Education may in their discretion request and introduce any evidence deemed relevant.

**Section B: Reasons for the Request**

Please identify your reasons for disagreeing with the Conclusion or the Proposal:

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## Section C: Desired Outcome

Please state briefly the desired outcome of the Request:

## Section D: Grounds for the Request

Please check below the appropriate grounds for the Request:

Relevant information was not considered or new evidence was not reasonably available to the student at a previous level of the Procedures.

Evidence of a factual error or procedural irregularity in the consideration of the Request at a previous level of the Procedures.

Evidence of a breach of procedural fairness at a previous level of the Procedures.

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Please provide a reasoned argument (maximum two pages or 500 words) in support of each of the grounds that you are claiming for your Request (insert below or submit with this form).



**Section E: Supporting Argument/Documentation**

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1. Summarize the evidence which you are prepared to offer in support of your grounds for the Request. You may attach any pertinent documents that you feel would support your Request (examples may include written testimonials, assessments from courses and placements, certificates of workshop completion, etc.).

2. The student must present their own Request subject to any accommodation. In addition, the student may have one support person present during any meetings related to the Review as requested by the Dean. Please list below the individual who you will be calling upon to attend any scheduled meetings.

Name	Title and Contact Information

Upon completing the Review, the Dean shall provide a decision, in writing with reasons, to the student and Chair and order whatever actions are necessary to carry out the terms of the Dean's decision, normally within 10 working days of receipt of the Request.

### RETURN completed form to:

Dr. John O'Meara, Dean  
 Faculty of Education  
 Lakehead University  
 955 Oliver Road, Thunder Bay, ON P7B 5E1  
 BL 1016B, T: 807-343-8054  
 Email: [jomeara@lakeheadu.ca](mailto:jomeara@lakeheadu.ca)