

Employer Letter

Your employee, a student at the Rotman School, is requesting an academic accommodation due to an unanticipated work emergency. To support their request, you are asked to complete this form.

Employee Name:

Date(s) of unanticipated work emergency

Nature of unanticipated work emergency

Employer Information:

Company name

Address

Employer Name

Title

Telephone

Email

Signature

Date

Once completed, the student must submit this form online along with the Request for Academic Accommodation Form within 48 hours of the deliverable due date.

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, [12 Queen's Park Crescent West, Toronto, ON, M5S 1A8](https://www.utoronto.ca/locations).

