

Letters of Reference Fact Sheet

PRINT OR WRITE CLEARLY to provide information when requesting a reference to be used with applications or post-secondary, scholarships, etc. If you are asking a teacher/counsellor/administrator/etc., **you must submit this form to that person at least two weeks in advance.** Complete all relevant sections, adding any pertinent information and using back of form if needed.

Full Name: **Grad Year:** **Current Grade:**

To Be Used For: **Date Required:**

Post-Secondary Plans:

Honours Gr. 10 **Honours Gr. 11** **Honours Anticipated Gr. 12** **Partial IB**

IB Dip Candidate with TOK, Extended Essay & CAS **Partial IB Courses:**

Sr. High Awards/Scholarships:

School Activities & Teams (Including Grades/Years of Activities) *I.e., Member: BCHS Leadership Program – Gr. 10, 11, 12; Participant: Run For the Cure – Gr. 11, 12; Grade Rep: Student Council – Gr. 11; Team Leader: BCHS Food Bank – Gr. 11*

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Community Involvement (Including Grades/Years of Activities) *I.e., Member: St. Albert Youth Council – Gr. 10, 11 (1999-2001); Volunteer: St. Albert Parent's Place – Gr. 11 (summer 2000)*

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Major Commitments in Sports, Dance, Music, Other Activities *I.e., Piano: Royal Conservatory (Gr. 7 Piano & Gr. 3 Theory) – last 10 year)*

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Personal Interests, Activities, Job, Accomplishments

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Additional Information