

DATA SHEET FOR REFERENCE LETTERS

Name: _____

Post Secondary Plans (be as specific as possible):

Date Submitted to Teacher: **Date Required:**

Award/Scholarship being applied for:

A good reference letter requires 2-4 hours to write. As a courtesy, give the person writing your letter at least one week's notice. The accuracy and completeness of the information you supply has a direct bearing on the final quality of the letter. Some general rules to follow are:

1. Complete the academic side of this form first. Give Grade 12 level information first, and then work backward to Grade 11. Indicate awards, honours, contests (including placement), special courses, etc., that you have received or been involved in.
2. Complete the activity record section (on the next page) next. Note leadership roles and the depth of involvement and dates/duration of involvement. (Saying you did something for five years has different significance if it took place between ages five and ten, rather than between twelve and seventeen.) When applicable, give the duties/accomplishments/involvement which you played a direct part in with respect to the activities of the club/group.
3. There is a "brag" section for you at the end (other things you consider important and accomplishments which you are proud of). Don't be afraid to use this section to blow your own horn! Remember, the more complete your data sheet is, the better your letter of reference will be!

ACADEMIC INFORMATION

[illegible][illegible]

ACADEMIC AWARDS RECEIVED (Awards, Honours, Contests, Special Courses, etc.) e.g. Honour Roll - Grade 8, 9, 10

SCHOOL AND COMMUNITY INVOLVEMENT

IN-SCHOOL ACTIVITY: Fine Arts, Athletics, Service, Clubs, etc.			
Activity/Role Indicate role/duty:	GRADES INVOLVED IN	# OF HOURS PER WEEK	# OF WEEKS PER YEAR
<i>i.e.</i> <i>Basketball Team – Manager – Grade 11 & 12</i>	<i>8 – 12</i>	<i>12 hrs/week</i>	<i>20 weeks</i>

COMMUNITY ACTIVITIES: Fine Arts, Athletics, Service, Clubs, etc.			
Activity/Role (use above example format)	GRADES INVOLVED IN	# OF HOURS PER WEEK	# OF WEEKS PER YEAR

OTHER THINGS I CONSIDER IMPORTANT OR ACCOMPLISHMENTS OF WHICH I AM PROUD:

Please attach a separate sheet if needed