



# Sa-Hali Secondary School

## Student Data Sheet for Reference Letters

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Date Submitted to Teacher: \_\_\_\_\_ Date Required by: \_\_\_\_\_

Award/Scholarship being applied for: \_\_\_\_\_

A good reference letter requires several hours to write. As a courtesy, give the person writing your letter at least one week's notice. The accurateness 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. Ensure that you have attached a current grades transcript. Indicate awards, honours, contests (including placement), special courses, etc., that you have received or been involved in. Be specific when recording post-secondary goals and personal/career aspirations.
2. Complete the activity record section (on the back of this 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. Don't be modest here! Use this section to blow your own horn! Remember the more complete and concise your data sheet is, the better your letter of reference will be!

### Academic Information

- Attach the most up-to-date student transcript to this form.

#### List Scholastic Awards Received (Grade 10/11/12) ie. Awards, contests, special recognition, honour roll

#### Post-Secondary Goals and Career Aspirations (be specific)

Are you currently employed? YES \_\_\_\_ NO \_\_\_\_ If yes, employed at: \_\_\_\_\_



## Activity and Service Record

IN SCHOOL ACTIVITIES: Fine Arts, Athletics, Service Clubs, etc.						
Activity Name Role and/or Duties	Grade Level:			Hours/ Week	Weeks/ Year	Total Hours
	12	11	10			

COMMUNITY ACTIVITIES: Fine Arts, Athletics, Service Clubs, etc.						
Activity Name Role and/or Duties	Grade Level:			Hours/ Week	Weeks/ Year	Total Hours
	12	11	10			

**Other things I consider important or accomplishments of which I am proud:**

Please attach a separate sheet if needed.