

**STUDENT REFERENCE LETTER INFO SHEET**

Name \_\_\_\_\_

Date \_\_\_\_\_

List the courses that you are taking this year and the grade you've achieved on your most recent report card.

_____	_____	_____
_____	_____	_____
_____	_____	_____

List any school or community activities in which you have participated.

\_\_\_\_\_

\_\_\_\_\_

List any volunteer work you have done in the community.

\_\_\_\_\_

\_\_\_\_\_

List any special achievements or awards that you have received at ATSS or elsewhere (e.g., Honour Roll, School Service, Academic competitions, awards in Athletics, Visual/Performing Arts or Technology/Business, etc.).

\_\_\_\_\_

\_\_\_\_\_

List any part-time work you have done during the school year or in summer.

\_\_\_\_\_

\_\_\_\_\_

What are your current post-secondary plans?

\_\_\_\_\_

\_\_\_\_\_

Do you have any special skills or certificates (e.g., music, swimming, first aid, Foodsafe, driver's license, etc.)?

\_\_\_\_\_

How many days of school have you missed on average over the past two years?

\_\_\_\_\_

This is other information about me that might help you write a letter of reference for me.

\_\_\_\_\_

\_\_\_\_\_

*Thank you very much for your time in writing this letter.*