27 February 2023

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| Student Name |  | Parent Name(s) |
|  |  |  |
| Tutor |  |  |

This letter is to advise you that as of the end of year 12, you have not made satisfactory progress in CAS to assure your ability to complete it by the end of Year 13.

In order to qualify for the IB Diploma, a candidate must have:

* Ongoing and consistent engagement in CAS projects that are real and purposeful, throughout the 18 months of the Diploma program.
* A relative balance of Creativity, Physical Activity and Service to the community.
* Completed at least one major project that is collaborative with at least one other Diploma candidate, is long-term and includes two areas of Creativity, Activity and / or Service.
* Ongoing reflection on engagement in each project, that demonstrates thoughtful consideration of personal growth by addressing all of the Learning Objectives in a meaningful way.
* Submitted a well-structured portfolio that illustrates how each learning objective has been addressed through the CAS projects.
* Completed all required interviews.

The highlighted points below must be addressed.

* Gaps in engagement must be made up.
* Subsequent projects need to create a better balance of projects between Creativity, Physical Activity and Service to the community.
* At least one major project must be completed.
* Reflections and evidence must be submitted to Managebac that demonstrate that engagement in each project has been ongoing and there has been thoughtful consideration of personal growth by addressing all of the Learning Objectives in a meaningful way.
* A well-structured portfolio that illustrates how each learning objective has been addressed through the CAS projects must be submitted.
* Makeup any missing interviews.

The deadline to complete missing documentation and interviews is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no further gaps in engagement or documentation occur, CAS can be completed in \_\_\_\_\_\_\_\_\_\_\_(month) of \_\_\_\_\_\_\_\_\_\_(year).

I have read and understand the requirements and commit to addressing the gaps by the specified deadline. I understand that failure to do so will prevent me from qualifying for the IB Diploma.

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| Student Signature |  | Parent Signature(s) |
|  |  |  |
| Tutor |  | CAS Coordinator Signature |