27 February 2023

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

This letter is to advise you that as of the today, you have not met all of the CAS requirements to qualify for the IB Diploma.

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

* **Ongoing and consistent engagement** in CAS projects that are real and purposeful, t**hroughout 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. *(****Advisor:*** *Please highlight the appropriate remediation.)*

* Gaps of one or more months in engagement must be made up.
* Projects need to have a relative 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.

The deadline to address these issues is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If these issues are addressed, the CAS requirements should be completed by \_\_\_\_\_\_\_\_\_\_\_(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 |