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

This letter is to advise you that as of the today, you have not successfully 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 at least two areas: 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 have not been addressed. *(****Advisor:*** *Please indicate the elements that still need to be addressed.)*

* Documentation to demonstrate eighteen (18) months of meaningful engagement is incomplete.
* A relative balance of Creativity, Activity and Service has not been demonstrated.
* A major project has not been completed.
* Reflection and evidence on Managebac does not demonstrate **ongoing** engagement in each project or **meaningful consideration of personal growth** to address **all** of the Learning Objectives.
* A summative, portfolio has not been submitted or does not meet the content or structural requirements.
* One or more required interviews has not been completed.

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

If these issues are NOT addressed, by the deadline, you are advised that you have twelve (12) months from the date of exams to complete the CAS requirements and still qualify for the diploma. Failure to complete it within twelve (12) months indicates that you have decided not to pursue the IB Diploma.

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´s Signature |  | CAS Advisor / Tutor |
|  |  |  |  |  |
| Today´s Date |  |  |  | CAS Coordinator Signature |