

Name _____

Year _____

It is the case that in years to come colleges and employers will ring the school to ask for a reference on you as you were as a student. It helps considerably in making a complete and accurate reference if I can source in one location information I can develop for a reference. You can provide this by completing the following form in as much detail as possible.

Examination Subjects	Teacher	Level	Grade expected

Non examination subjects	Teacher	Describe your participation in this subject

Involvement in the life of the school	Teacher	Describe your involvement

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In the following table please fill in what you believe to be your 5 strongest characteristics – from an employers/college point of view. Give details of where we would have seen evidence of this from your life in school as these details help to strengthen the reference.

Characteristic	Where it would have been seen
1	
2	
3	
4	
5	

Many thanks, Eva Duhig.