

REQUEST FOR CHARACTER REFERENCE FORM

A request for a character reference is an application for the college to provide assurance on recommendable qualities.

For us to grant this request we must find evidences of:

- Very good attendance,
- high levels of engagement in your learning,
- good grades,
- punctuality in submitting assignments,
- participation in class discussions,
- involvement in college development e.g. clubs, associations, planning committee etc.,
- cooperation with your peers and good team-working
- No instances of your grade being f-plagiarism

We are assessing you in four critical areas that organizations are usually interested in:
Commitment to learning, punctuality, Interpersonal skills, honesty and demonstrated leadership.

If we're unable to confirm these criteria in your records, we will not lie. Instead, we will offer you the option to request a status letter which is a confirmation of your program, attendance and tenure.

PERSONAL INFORMATION					
Your Name		Name Of Program			
Your Email		Attendance From - To			
Your Address					
INFORMATION FOR THE RECEIVER					
Name Of Organization					
Name Of Personnel					
Email					
Address					
YOUR ENGAGEMENT					From - To
Names Of Organizations you belong to at Colbourne and the roles you played:					
Names Of Organizations you belong to in high school and the roles you played:					
Community associations / clubs you are part of					
COLBOURNE COLLEGE SSO: FOR OFFICE USE ONLY					
Good Attendance Record	Y	N	High engagement in college activities	Y	N
Punctuality in submitting work	Y	N	High engagement in personal development	Y	N
Participates in class	Y	N	Honest	Y	N
Cooperates well in team	Y	N	Shows potential for leadership	Y	N
ASSESSMENT OF THE EVIDENCES FOR THE CHARACTER REFERENCE					
APPROVED				DENIED	
STAFF SIGNATURE:			DATED:		