

**ECOLE SECONDAIRE  
ROBERT A. MCMATH SECONDARY**  
"Together We Learn"

**REFERENCE LETTER REQUEST/SCHOLARSHIP NOMINATION FORM**  
2023 - 2024

Request for Reference Letter(s) may be refused if this package is not submitted at least 14 days prior to scholarship/award deadline date. Please remember that teachers take this task on in addition to their other duties. Be sure to THANK them for their efforts when you pick up the letter.

**DEMOGRAPHIC INFORMATION:**

McMath Student No:	Date:
Name:	Telephone:
Address:	Postal Code:
City:	PEN:
Cell:	Email:
Previous Elementary School:	

**EMPLOYMENT: (Circle N/A if you do not have paid work experience).**

COMPANY	RESPONSIBILITIES	START DATE – END DATE
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

**ACADEMIC ABILITY:**

*Check the most appropriate description:*

- Principal's Honour Roll    
  Honour Roll    
  Honourable Mention  
 Strong Academic Student    
  Competent Academic Student    
  Outstanding Work Habits

**HOBBIES AND INTERESTS:**

<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	
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Please list **THREE** activities within either the school or the community that have been the most **significant** to you over the past 3 years, and state in a sentence or two why each was important. Activities can also include volunteer service, athletics, competitions, leadership, awards (e.g. the Euclid Math Competition) etc.

Activity and years participated:
Your function/role/position in the activity:
Why it is/was significant:

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Your function/role/position in the activity:
Why it is/was significant:

Is there anything else you would like to add that would be applicable to a reference letter?
• _____
• _____
• _____

**ACTIVITIES:**

*In 'date' order from most recent, highlight your contributions in the areas of extra-curricular programs. Be specific and concise about your experiences. DIGITIZE this information in a WORD DOCUMENT so that it can be e-mailed upon request, AND **ATTACH IT** to this Student Information Package.*

For example:

**Name of Student:**

Contributions and recognition in the areas of extra-curricular programs, athletics, awards, leadership and community service/citizenship

- ❖ Commitment:
- ❖ Commitment:
- ❖ Commitment:
- ❖ Commitment:
- ❖ Commitment:

**SPECIFIC SCHOLARSHIP/AWARD INFORMATION:**

**\*\*\*\* ATTACH A COPY OF THE SCHOLARSHIP CRITERIA SHEET \*\*\*\***

Scholarship/Award for which you are applying: \_\_\_\_\_

**NAME** of the person receiving the letter: \_\_\_\_\_

Nomination or Application **DEADLINE DATE:** \_\_\_\_\_

How long has the referee known you: \_\_\_\_\_

In what capacity has the referee known you? (i.e. teacher, coach, club sponsor, etc.) \_\_\_\_\_

Briefly describe three specific personal attributes you wish the reference letter to emphasize (i.e. leadership, management, reliability, consistency, enthusiasm, etc).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**POST-SECONDARY INSTITUTIONS** you are interested in attending:

First Choice:	Program/Major:	Already Accepted? Yes / No
Second Choice:	Program/Major:	Already Accepted? Yes / No
Third Choice:	Program/Major:	Already Accepted? Yes / No
After post-secondary study, what profession, trade or employment do you hope to enter?		

**SPECIAL REQUIREMENTS:**

*Check all that apply:*

- Limited to one page
- Multiple copies                      Number needed \_\_\_\_\_
- Requires a SCHOOL SEAL
- Mailed by the school
- Other: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

I certify that all the information I have provided is true and accurate.