

Dear Staff,

Final CAS interviews are upon us! Shortly, I will be sending out an email to seniors indicating their responsibilities/timeline for completion. This email details advisor responsibilities for completing the final interview and turning in materials to me no later than Friday, March 28th.

CAS Levels of Intervention (I will send a reminder email for these):

Level 1: no later than Friday, March 14th

Level 2: no later than Friday, March 21st

Level 3: on Friday, March 28th

Attached is a copy of the final interview rubric, which CAS advisors should submit to me for each student. Also, I have provided a step-by-step checklist that assures that your CAS interview covers all bases for students. Please print a copy of both the rubric and the checklist for each student, and complete them during each final interview. Doing so will save all of us the hassle of repeating the process.

Please do not allow the scheduling of final interviews for students:

1. who have not updated reflections to your satisfaction
2. whose activities/projects listed on CAS page are not yet “completed” by the supervisors—you can tell by the green checkmark by each activity. The exception here includes activities/projects that you yourself are supervising and will complete at the final interview

Finally, an important note on CAS athletic days: For a plethora of reasons including student availability, weather, access to the Heritage gym, the athletic days were going to be a challenge to complete. Coupled with new guidelines released from the IBO regarding reasonable documentation and expectations of students, the CAS athletic days post-tests are cancelled. I will update the staff briefly with details at a future staff meeting. The cohort of students who were relying on these dates as their documentation should be excused so long as their reflections are up-to-date. However, if you did previously require your students to document their activities in a log, you can require them to bring those in for the final interview.

Please see me with any other questions or concerns. I hope your third winter break was as enjoyable as your others.

Best,