

**IB Creativity, Activity, Service  
12th Grade (Class of 2020)**

**While you are at home during the COVID-19 school closure, you will complete your CAS portfolio and your exit interview. Please be mindful of the CAS completion requirements that are listed below.**

**The Way to CAS Completion**

- Go to your CAS portfolio on ManageBac and ensure that you have:
  - At least one reflection on all short experiences (one day)
  - Several reflections on your ongoing experiences
  - CAS Projects will require at least 4 reflections and several pieces of evidence
  - Experiences spanning 18 months with regular activity (no gaps)
  - Balance of Creativity, Activity, and Service (make sure that each is used when appropriate)
  - A minimum of one completed CAS project
  - Achieved all 7 learning outcomes (make sure your bars are well-balanced)
  - All of your supervisors' reviews
- Once everything is completed, contact me.
- Once I make sure that your portfolio is completed, I will share the CAS Exit Interview with you.
- Please make sure to complete your CAS Exit Interview as soon as you receive it.

If you have questions, please contact Ms. Davis at [eleni.davis@richlandone.org](mailto:eleni.davis@richlandone.org).