

## Senior CAS procedures – Class of 2020

Hello seniors! You are almost across the finish line. This document will help you understand the process for completing your final CAS check. 😊

1. You should be hearing from your advisor very soon. If you do not, please reach out to him/her. You need to meet with your advisor (via Microsoft Teams) by May 22nd, but the sooner, the better. Please be ready to meet with your advisor when he/she is able to meet with you.
2. If you only have a school device to use to meet with your advisor, you may keep it and turn it in on the senior make-up day at school, which is May 22<sup>nd</sup>.
3. You should have 66 completed experiences.
4. Follow your advisor's directions as to how they would like you to submit documentation to them.
5. You WILL be turning in your CAS binder contents, so everything should be printed and organized as usual. Please reach out to your advisor if this is an issue.

Once you have met with your advisor, please prepare your binder contents to be submitted as follows:

1. Organize all contents like you always should have been.
  - Proposal, experience, evidence, reflection
  - Special section for CAS Project and experiences relating to the project
2. Remove the contents from your binder.
3. Bind the contents in some fashion (i.e. folder, paper and tape, rubber band, etc.)
4. Make sure your name is on the outside of the contents.
5. You need to bring the CAS binder contents to the school on either MAY 26<sup>th</sup> or MAY 27<sup>th</sup>. You will drive through and drop off like you did when you picked up your envelope for orals. The time for CAS binder drop off is from 10:15 AM – 11:00 AM. Come closer to 11:00 and grab a lunch, too.

Contact your advisor with any questions or issues.

**DROP OFF BINDER CONTENTS – MAY 26 OR 27 FROM 10:15 AM – 11:00 AM**