

## School References & Grade Summary

The KGV Careers Office coordinates all our student references and grade summaries, including potential exit & summer programmes.

To protect our students' privacy, parental permission is required before KGV can release any student information to external parties. KGV will only fulfil requests once we have received this permission.

To request a school reference or grade summary, parents are kindly asked to **complete this form**.

Students should not use their KGV account to log in to this form. This is to ensure that parental consent is obtained before we release any student information.

Students should reach out to teachers to invite them to be recommenders. It is beneficial for students to provide teachers with information about the programme for which they are applying, as this helps in preparing meaningful recommendations. Please be mindful of additional workloads on teachers when making these requests.

Typical lead time for teachers to prepare references is **four working weeks**.

School references for higher education applications are managed in a separate process.

*If students are pursuing external extension programmes outside of KGV, they should read and follow the information on this website: <https://sites.google.com/kgv.hk/kgv-extension-opportunities> .*

KGV Careers & H.E. Team