

*Sir Winston Churchill
High School*



Grade 12 & Beyond

This booklet belongs to: _____

My H.S. Counsellor is: _____

This booklet has been designed to assist and help guide you through your grade 12 year here at Sir Winston Churchill HS. You will be asked to complete this booklet along with the help of your school counsellor.

Index

Grade 12 Timetable/Credit Count	Page 3
High School Diploma Requirements	Page 4
Rules Governing Credits	Page 5
Requirements To Participate In Graduation Exercises	Page 5
Upon Completing My Grade 12 Year I will Be	Page 5
Upgrading High School Courses and Grades	Page 5
Attending Post Secondary Institutions	Page 6
Steps For Applying To Post Secondary Institutions	Page 6-7
Transcripts	Page 7
American Universities	Page 8
Funding For Post-Secondary Institutions	Page 9
Post Secondary Worksheet	Page 10

Grade 12 Timetable**Semester 1****Semester 1 Current Grades**

Period 1 _____ %

Period 2 _____ %

Period 3 _____ %

Period 4 _____ %

Total Credits from semester1 _____

Semester 2

Period 1 _____

Period 2 _____

Period 3 _____

Period 4 _____

Total credits from semester 2 _____

Total number of credits from grade 10 _____

Total number of credits from grade 11 _____

Total number of credits from grade 12 _____

Total number of credits _____

Alberta High School Diploma Requirements

Students must:

- Earn a minimum of 100 credits.
- Complete and meet the standards of the following courses:
 - English Language Arts 30-1 **OR** English Language Arts 30-2 **OR** Français 30
 - Social Studies 30-1 **OR** Social Studies 30-2
 - Applied Math 20 **OR** Pure Math 20 **OR** Math 24
 - Math 20-1, Math 20-2, Math 20-3
 - Science 20 **OR** Science 24 **OR** Biology 20 **OR** Chemistry 20 **OR** Physics 20 (**OR** Science 10 and any other 5 credit science course)
- Complete and meet the standards of the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) 20 (3 credits)
 - 10 credits, in **any** combination from:
 - Career and Technology Studies (CTS) **OR**
 - Fine Arts **OR**
 - Second Languages **OR**
 - Physical Education 20 and/or Physical Education 30 **OR**
 - Locally developed/acquired and authorized courses in CTS, Fine Arts or Second Languages.
 - This 10 credit requirement may also be met by: one 36-level course from any occupational cluster **OR** two 35-level courses from any trade in the Registered Apprenticeship Program.
 - 10 credits in any 30 level courses (including locally developed) in addition to English Language Arts 30-1 **OR** English Language Arts 30-2 and Social Studies 30 **OR** Social Studies 30-2.

Will you meet the requirements necessary to obtain your Alberta High School Diploma by the end of their grade 12 year provided you are successful in completing and earning the standard required in each of your grade 12 courses?

Yes _____ No _____ (Why not?)

Rules Governing The Awarding Of Credits

1. A minimum of 50% (final grade) is required to receive credit in a course.
2. A mark of at least 50% (final grade) is required to move to the next level of the course (i.e. from Math 10 to Math 20).
3. You receive credit in a course only once.

Requirements To Participate In Graduation Exercises

In order to participate in the graduation exercises, you must

1. Be enrolled in courses that will allow you to obtain your high school diploma by the end of June. (current grade 12 year)
2. Be in good standing in all courses leading to the high school diploma.
3. Be in good standing at Sir Winston Churchill HS at the time of graduation.

Upon Completing My grade 12 Year, I will Be;

1. Upgrading my high school courses and grades _____
2. Taking time off to work, travel, etc. _____
3. Attending a post secondary institute _____

Upgrading High School Courses And Grades

In Calgary, there are a number of ways to upgrade. You should discuss with your counsellor which method would most suit you. You can upgrade by enrolling in one of the following institutions;

1. Chinook College
2. CBe-learn
3. Alberta Distance Learning (Correspondence)
4. Institutions such as Mt. Royal University, Bow Valley College

Attending Post Secondary Institutions

You will find that if you are looking at making an application for admission to a post secondary institute in Canada, you will most likely begin the actual process sometime after the first of November of your grade 12 year (for most institutes). Applications are normally completed on line from the institution's website. However, if you are considering an institute in Ontario, their process is somewhat different. For Ontario institutions, you submit a general application to a common website which is www.ouac.on.ca. A post secondary bulletin board can be found near the entrance to Student Services.

Steps For Applying To Post Secondary Institutions

This is the general process for illustration only. Dates and process will vary with each institution.

1. **Submit an application**
 - Usually online after November 1, but before the deadline.
 - Indicate the faculty and program you wish to pursue.
 - Some institutions will let you indicate your first and second choice.
 - You can submit applications to several institutions.
 - An application fee between \$75 and \$100 per institute.
 - Marks maybe required, some are self-reported only, some will need verification with an interim transcript.
 - You should receive some acknowledgement and receipt of your application.
 - **Read this acknowledgement carefully as it will tell you what to do next.**
2. **Submit application if you wish to live in residence. Do this early before official acceptance is received.**
3. **Submit separate application for Entrance Scholarships (if you think you're eligible). A few institutions have automatic consideration, but most require an application done after you apply for admission.**
4. **Submit an interim transcript if needed after you have final marks from first semester and mid – term marks from second semester (usually the middle of March).**
5. **After receipt of conditional admission, choose and register for classes. You may be required to pay a fee to hold your spot.**

6. Request a final, official transcript to be sent from Alberta Learning to the post secondary institute before the deadline which is usually August 1st.

Transcripts

At some point in your future you may be required to provide a transcript of the grades you have received in high school. There are two types of transcripts.

1. An Interim (sometimes also referred to as a mid-term or mid-year) transcript is an unofficial transcript. When making application to a post secondary institute during your grade 12 year, the institute may require you to provide proof that you are enrolled in certain subjects and that you are achieving grades they require. The transcript you provide them is an Interim (unofficial) transcript. This transcript can be obtained from the guidance secretary by filling out a Request For Unofficial Transcript form.
2. Official Transcript – this is the transcript that all institutions require to complete your application for admission. This is an official record of all the high school subjects you have completed along with the grades you received for them. Alberta Learning usually has these completed by the end of the second week of July once June exams have been accessed. To have this transcript sent to an institution, the student can apply online at www.alis.gov.ca or pick up a paper request from Student Services. Students normally will request this transcript near the end of May or beginning of June.

Please keep the following in mind concerning transcripts

1. Many institutions do not require interim transcripts. They rely on students to self report subjects and grades during the application process.
2. Many eastern Canadian institutions require an interim transcript. The transcript these institutions require is a second semester mid term one, showing a student's final semester one grades as well as mid term grades from semester two. This transcript is not available until after March 15th. If you request one prior to this date, your second semester grades will not be included on it.

American Universities

Students interested in attending institutions in the United States were invited to attend an information meeting in May of their grade 11 year. Students were provided with guidelines for the process of applying to American institutions. See your school counsellor for information if you missed this meeting.

Timeline and deadlines you need to follow when working with Churchill counsellors concerning American applications during your grade 12 year.

September to November

This is when you should be submitting your application for admission to the institutes you are prepared to go to. Prepared to go to means: if you are accepted at that school, it is the program you want, you have your families support and you can financially meet the requirement to attend that institute.

First 2 weeks of October

These are the weeks you must provide your counsellor at Churchill with the **School Report** and **International Supplement**. These are the only weeks that the counsellors will complete and send these reports.

Last week of February

This is the week that you provide your counsellor at Churchill with the **Mid Year Report** (if required). Mid year transcripts that indicate your final marks from first semester will be included by your counsellor. If a school does not require a **Mid Year Report** then you **must** still request this transcript to be sent. This is the only week that the counsellors will complete and send these reports.

Funding For Post Secondary

Scholarships: Free money earned for post-secondary by achieving good marks and / or extracurricular citizenship or leadership. These can be offered by private sponsors, employers, government, or post-secondary institutes. Sometimes an essay or project is also required.

- See Mr. Jones in Student Services with your Completed Scholarship In-Take Form. He will use your information, which will remain confidential, to search for scholarships for which you might be eligible. This form is available from him or the X Path.
- Apply! If the application involves an essay or other type of written component, e-mail a copy to Mr. Jones (lajones@cbe.ab.ca) so he can make editing suggestions.
- If you are eligible, you will send be sent a letter telling you how to access the funds. This will either be in a cheque sent to you directly or to the school you will be attending (which you will indicate once you get the letter).

Please see Mr. Jones if you have specific or even general questions. There will be a meeting in October for Scholarships, hosted by Mr. Jones; watch the Churchillian for more information. Please watch the school website, also, for upcoming opportunities.

Post-Secondary Worksheet**My First Realistic Program Choice Is:**

Program _____

Institution _____

Grade 12 subjects required for admission;

1. _____

2. _____

3. _____

4. _____

5. _____

Competitive average required for this program _____ %

My Second Realistic Program Choice Is:

Program _____

Institution _____

Grade 12 subjects required for admission;

1. _____

2. _____

3. _____

4. _____

5. _____

Competitive average required for this program _____ %