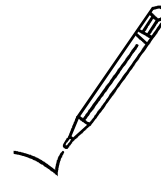


Grade 12 Student Checklist



When it comes to planning for a successful future, you don't want to find out *too late* what you were supposed to do *years ago*. For example, who wants to find out *last semester of Grade 12* that they should have taken all three sciences to get into post-secondary when they've only taken two? Or that Phys. Ed 30 cannot be used as a subject for admission to many post-secondary institutions in Alberta?

Let's face it - the earlier you know what's coming up, the more prepared you'll be to **SUCCESSFULLY** tackle the tasks that lie ahead.

So...here are some guidelines to help you stay organized during your grade 12 year. ***Please note this is a general list; please check with your counsellor for specifics when making your post-secondary plans.***

September

- ❑ **Check the Alberta High School Diploma Requirements (enclosed) to make sure you have all the courses you need to graduate this year.**
- ❑ Talk with counselors and parents about career and post-secondary choices.
- ❑ If you are not considering post-secondary education directly after high school, examine what other options are open to you. Determine what you need to do to achieve your goals. If joining the workforce or traveling for a year is an interim plan, get all the information you will need to apply for post-secondary in the future.
- ❑ Request information from schools (including financial aid/housing).
- ❑ Contact schools to schedule visits to **buddy days** and **open houses** at schools you are interested in (information included).
- ❑ Begin to work on admissions applications – see your counsellor for assistance if needed.
- ❑ Keep copies of applications and forms sent to schools.
- ❑ Request financial aid applications from post-secondary institutions.
- ❑ **Check the monthly scholarship updates**, scholarship websites (enclosed) to see what scholarships have deadlines this fall.
- ❑ Keep this checklist – **you've got deadlines to meet!**

October / November

- ❑ **APPLY! APPLY!** Many institutions have moved their application date to October!! Make sure you apply early to guarantee yourself admission (information included). Make sure you fulfill **other requirements of application** to the program: a career investigation report, student for a day, essays, etc.
- ❑ If you do not have pre-requisites (course marks) for the program of your choice, **make an appointment with your counsellor**. There are often alternative routes to get into the program of your choice.

December / January

- ❑ Continue to check available scholarship opportunities.
- ❑ Check out Diploma Exam Prep seminars if you need help preparing for an exam in a particular subject area.

- ❑ Focus on studying for diplomas. Visit your counsellor for study tips.
- ❑ If you are still unsure of what your future plans are, make an appointment with your counsellor. Better to be unsure now and check things out than to proceed blindly or do nothing at all!!!

February / March

- ❑ ***If you have not yet applied to a post-secondary institution, but wish to attend one next fall, make an appointment with the counsellor to find out whether there are still spaces in the program you wish to enter.***
- ❑ Request ***official transcripts*** – When you **apply on the ApplyAlberta online application system** you authorize institutions to request your final transcripts on your behalf. There is **no cost for the transcripts** if the institute you apply to is one of the institutions that is part of the ApplyAlberta system. The list of institutes that is part of the ApplyAlberta system is found on the ApplyAlberta information sheet provide in this package. If the institute you are applying to is not part of the ApplyAlberta you will need to fill out a transcript form and request the transcript be submitted to the institution you have applied to, if a transcript is required (form can be found in package or online at www.alis.gov.ab.ca; costs \$10 per transcript).
- ❑ Check out scholarships that are available to you, many have spring deadlines.
- ❑ Keep grades up - it matters!

April

- ❑ Visit schools where accepted, if needed.
- ❑ Make final decision - mail deposit to school.
- ❑ Notify, in writing, all schools of your choice.
- ❑ If wait listed, contact admissions office if still interested.
- ❑ Contact financial aid office if you have any special financial aid circumstances.
- ❑ Check out the scholarships for the school you are planning to attend.
- ❑ Apply for Rutherford Scholarship – **DUE MAY 1st**.

May-June

- ❑ Meet with counsellors with any questions or concerns about post-secondary. Some programs may still be accepting applications.
- ❑ If you have not yet heard from your post-secondary institution of choice regarding acceptance, see a counsellor for advice regarding your next steps.
- ❑ **Apply for Financial Aid** www.alis.gov.ab.ca/studentsfinance - If you have any questions attend a financial aid presentation or see your counsellor for help.
- ❑ Check to make sure your final transcript(s) are being sent to the school(s) you are planning to attend.
- ❑ Follow procedure for school housing and orientation.

******At the time of print the above information was correct. Check specifics with the post secondary institution you are planning to attend******