



**Henry Wise Wood High School  
Continuing Grade 12 Student Registration  
2018-2019 Registration Package Checklist**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

This checklist applies to all current Grade 12 students at Henry Wise Wood High School who wish to register as a Continuing Grade 12 student for one or two semesters in the 2018-2019 school year.

**□ Step 1: Complete Registration Form**

- Students will need to meet with their counsellor to complete the registration form
- Students will need to review the Calgary Board of Education Administration Regulation 6093 available on our website or a hard copy is available in Student Services

**□ Step 2: Complete Learning Plan**

Registrations for Continuing Grade 12 Student's at Henry Wise Wood must include the following:

1. The program the student is working to complete. ( i.e. what is your goal)
2. The student plan following high school and how continuing as a Grade 12 student will support these plans.
3. The reasons that the student is unable to complete this program at the conclusion of the current school year.
4. Supports that the student has in place to increase the likelihood of success of their current learning plan.
5. Any other factors that the student would like to be considered in this registration.
6. List of requested courses.

**□ Step 3: Obtain Supporting Documents**

Students registering to Henry Wise Wood High School as a Continuing Grade 12 Student are asked to provide the following documents with their registration by contacting the Student Services Secretary or accessing HomeLogic

- Current Transcript of Grades and/or most recent School Report Card
- Current Year Attendance
- List requested courses

**□ Step 4: Deliver Your Complete Registration Package before the Deadline to the Student Services Secretary**

Each registration will be reviewed by our administrative and student services staff. All registrations will be contacted by the end of May:

<i>Continuing Grade 12 Student Registration Available</i>	School Office, Student Services Office, and on-line at henrywisewood.com	Mid February
<i>Registrations Due</i>	Student Services Office	February 26, 2018
<i>Registrations Notified</i>	By Mail	End of May

**Step 1: Registration Form**

Registering to Attend (circle choice): Full Year    Semester One    Semester Two    2018-2019

Registration Date: \_\_\_\_\_ CBE ID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Phone#: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Student Email: \_\_\_\_\_ Independent Student: Yes \_\_\_\_\_ No \_\_\_\_\_

I have reviewed and understand the CBE Administrative Regulation AR6093: Fourth Year of High School independently or with my parents/guardian or my counsellor.

I have met with my counsellor to discuss this application.

Counsellor Comments: \_\_\_\_\_

Counsellor Initials: \_\_\_\_\_

I agree to:

- create a learning plan that is achievable and realistic
- attend regularly
- follow appropriate school conduct
- successfully complete all or most of the requested courses to complete my program of studies
- take the initiative to monitor my progress and to act proactively to ensure my success

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

List of Requested Courses

Course Name & Level (i.e. ELA 30-1)	Prerequisite Course & Marks	Course Name & Level	Prerequisite Course & Marks

## **Step 2: Learning Plan**

What is the program you wish to complete? What is your goal?

What are your plans following high school and how will this process support your plans?

Why were you unable to complete this program at the conclusion of the current school year?

What supports are in place to increase your success of completing your learning plan?

What other factors would you like to share?

**Step 3: Attach Supporting Documents** (Transcripts/Report Card, Current Attendance)

**Henry Wise Wood Office Only**

Student Name: \_\_\_\_\_

CBE ID#: \_\_\_\_\_

Student Services Secretary Received Registration:

Date: \_\_\_\_\_

**Counsellor Considerations/Comments:**

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**Assistant Principal Recommendation:**       Accept    Deny

Date: \_\_\_\_\_

**Principal Decision:**                               Accept    Deny

Date: \_\_\_\_\_

**Admin Secretary:**                               Letter    Tracking

Date: \_\_\_\_\_

**Student Services Secretary: Activated in SIRS**       Yes

Date: \_\_\_\_\_

Registration Sent to Business Office                       Yes

Date: \_\_\_\_\_

**Counsellor Program Set Up:**                       Yes

Date: \_\_\_\_\_