



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:

Assistant Principal Recommendation: Accept Deny

Date: _____

Acceptance Conditional

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: _____