

## Grade 12 Checklist



### **September / October / November**

- Find and store your Personal Education Number (PEN - put it in your phone)
- Sign up for Remind Text @okm23 to 438-793-2670
- Identify a post-secondary plan through research (myBlueprint, Education Planner BC, School websites, etc...), post-secondary school visits and information sessions and meetings with school Counsellors or Career Life Coordinator
- Begin research on post-secondary institutions with careful attention to deadlines and entrance requirements
- Read and respond to correspondence from post-secondary institutions
- Find the name and contact of a student recruiter so you have a personal contact at each of your schools to answer all of your questions
- Create a post-secondary planning file where you can keep your notes and research
- Compile a list of your volunteer activities and community involvement for employment and scholarship applications
- Keep your essays and application responses in case you need to re-use them for other applications
- Update your resume and cover letter. Obtain current references
- Research scholarship and bursary opportunities and make a plan to apply as they become available. The information can be found on the Counselling Centre website and will be advertised through Remind
- Check your post-secondary institutions for separate financial aid and awards applications. Every year, \$100,000 + are un-claimed due to lack of applications
- Make a budget for next year
- Start to prepare for Capstone <http://www.careerlifeprograms.com/capstone.html>
- Check OKM Grad page for the year's timeline (including grad photos, grad dates, grad tickets, yearbook quotes, etc...) Keep checking regularly for updates and exact dates, instructions etc. [Grad Website](#)
- Go to [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca) to create an account, to view your transcript, send your transcript to post-secondary institutions and allow access for your post-secondary institutions to view your grades (OKM DOES NOT DO THIS FOR YOU!). You can also access your numeracy and literacy assessment scores, so check back regularly
- Attend any open houses, career fairs or other information sessions given by post-secondary institutions
- Attend required Capstone prep session

## **Grade 12 Checklist**

### **December / January / February**

- Begin research on student housing if needed
- Attend a COBSS Bursary information session at your school - November 29th @ 6:00 pm in the Multi
- Apply for COBSS bursaries by school based deadline - January 10th at 9:00 am
- Complete online courses (check with your post-secondary institution for their policy on online courses as they may be earlier than June)
- Inquire about BC Excellence Scholarship
- Book Grad photo session
- Attend required Capstone prep session



### **March / April / May / June**

- Confirm with your post-secondary institution on how to report your grades (either through Student Transcript Services or self-reporting)
- Complete yearbook quotes, baby photo (March)
- Write grad stage talk (this is what will be read as you cross the stage at Convocation)
- Inquire about District Awards, etc.
- Watch for correspondence from your post-secondary institution for any additional deadlines (typically sent by email - check regularly)
- Register for classes at your post-secondary institution on the date and time given by the institution. Classes fill up quickly and there may not be alternative sections of the course you want or need
- Prepare for and attend grad ceremony (June)
- Make sure all current courses (online and in class) are in good standing. Students who are failing or at risk or failing may be taken off the grad list and therefore not be allowed to attend grad events
- Attend last mandatory Capstone prep session
- Complete required Capstone presentation - May 10th, 2023

**Grade 12 students - it is YOUR responsibility to check websites and deadlines etc. as they change frequently!**

