



ANCASTER HIGH SCHOOL



STUDENT SERVICES

Instructions for ALL current Grade 12 and PG students for September 2018

GENERAL

1. Students will circle choices on the Ancaster High Option Sheet. If you will NOT graduate by June 2018, use your Student Status Sheet to make sure you will meet graduation requirements next year!
2. Option Sheets must be signed by a parent/guardian if you are under 18, then returned to Student Services by March 2, 2018.
3. **FEES** - ALL school fees will be paid by “School Cash Online”. Please follow the steps below to process the payment of your child’s school fees:
 - a. You need to set this account up one time. You must set up a separate account for each child at Ancaster High School.
 - b. School Cash Online: <https://hwdsb.schoolcashonline.com> .
 - i. Pay appropriate fees : ALL returning students must pay the \$20 Student Activity Fee.
 - c. Repeat for each child attending Ancaster High (each child will be given a unique P.I.N.)
 - d. Any questions? Many details can be found by clicking the “SUPPORT” link on the homepage of <https://hwdsb.schoolcashonline.com>. The Parent Help Desk is available to help anytime at 1-866-961-1803. Contact Ancaster High School – main office – for PIN information.
4. **Option Input:** Due Date – Monday, March 2, 2018.
 - a. ALL Students will input their option choices AT HOME through Career Cruising.
 - b. Find Career Cruising on “The Hub” and follow the instructions on the “Course Input Instruction Sheet”. <http://home.hwdsb.on.ca/?user=student>
5. After March Break, students will receive an OPTION VERIFICATION SHEET to be signed by a parent/guardian if you are under 18.
Read the [Secondary Course Calendar](#) carefully before choosing your options. It is available on the Board Website at www.hwdsb.on.ca/students/coursecalendar/.

HOW TO MAKE THE CORRECT CHOICES

1. **An Ancaster High Option Sheet** must be returned by **all Grade 12 students** whether you are returning or not. Each student must also complete their Career Cruising Course input.
2. Students who wish to return for a 5th year of high school should plan for 1 semester only. All students who wish to return should see their guidance counsellor to make a plan.
3. Returning students who will not graduate this June should review the status sheet to ensure they will meet their diploma requirements after their extra semester/year.
4. **How to fill out the Ancaster High Option Sheet.**
 - If you are NOT RETURNING to Ancaster High, circle – NOTRET and then circle where you intend to go next year – college, university, apprenticeship, or work.
 - If are returning for **one semester only**, then you must circle 3 or 4 course choices on the Ancaster High Option Sheet and circle NORET2 (for not returning semester 2).
 - Students wishing to return for semester 2 must see a Vice Principal in January 2019.

FULL DISCLOSURE (Withdrawn & Repeated Courses)

If a student withdraws from a grade 11 or grade 12 course after the Full Disclosure date (five instructional days following the mid-semester report card), the withdrawn course and current mark is recorded permanently on the transcript. Any repeated courses are recorded on the transcript. Please check the Ancaster High School website under Student Services for more information.

<http://schools.hwdsb.on.ca/ancasterhigh/student-services/course-information/>