



# **ANCASTER HIGH SCHOOL**

## ***STUDENT SERVICES***



### **Instructions for Current Grade 12 and Year 5 students for September 2020**

#### **GENERAL**

1. Students will circle choices on the Ancaster High Option Sheet. If you will NOT graduate by June 2020, use your Student Status Sheet to make sure you will meet graduation requirements next year!
2. If you will be a graduate by June and would still like to return to take some new classes, or upgrade, then please submit an option sheet. All students are invited for Semester One only (unless otherwise instructed) and must take between 2 and 4 courses (we ask you to choose at least three as insurance). Students who wish to stay for Semester Two must apply in December, 2020. Please note there is a 34 credit cap that we monitor (exceptions apply, please see your guidance counsellor).
3. Option Sheets must be signed by a parent/guardian if you are under 18, then returned to Student Services by March 2, 2020.
4. School fees will be paid online using “School Cash Online”. Please follow the steps below to process the payment of your school fees:
  - a. Accounts only need to be established once. Separate accounts for each child at Ancaster High School are required
  - b. School Cash Online: <https://hwdsb.schoolcashonline.com>
  - c. Pay appropriate fees
    - i. All students must pay the \$20 Student Activity Fee
    - ii. The yearbook pre-order guarantees a yearbook at the lowest cost: \$40.00 (*optional*)
  - d. Repeat for each child you have attending Ancaster High (each child is given a P.I.N.)
  - e. 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. Please contact Ancaster High’s main office for P.I.N. information at 905-648-4468
5. Option Input: Due Date –March 2, 2020.
  - a. Students will input their option choices AT HOME through Career Cruising
  - b. Find Career Cruising on “The Hub” and follow the instructions on the attached sheet
6. After March Break, students will receive an OPTION VERIFICATION SHEET to be signed by a parent/guardian. This will confirm the option choices for the 2020-2021 school year. PLEASE CHOOSE CAREFULLY, as the choices you make will be used to determine what courses are being offered at Ancaster High.
7. Review the Secondary School Course Calendar carefully before choosing your options (go to the HWDSB website under Secondary – Plan for High School). Please note that not all of the courses in this calendar are offered at Ancaster High School – only the ones on the option sheet.

***\*\*Please see the reverse side for more instructions\*\****



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### **HOW TO MAKE THE CORRECT CHOICES**

1. Option Sheets must be returned by **all Grade 12 students** whether you are returning or not. Each student must also log into Career Cruising Course and input their choices. Most students will choose “Not Returning” because they are moving on to post-secondary
2. Students who wish to return for Year 5 of high school should plan for one 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. If two semesters are needed to graduate, then you are exempted from the Semester One Only rule.

#### **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 – apprenticeship, college, university, 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 December 2020

### **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://www.hwdsb.on.ca/ancasterhigh/student-services>