



# ANCASTER HIGH SCHOOL

## *STUDENT SERVICES*



### Instructions for Current Grade 12 and Year 5 students for September 2021

#### GENERAL

1. Students will begin their planning by circling choices on the Ancaster High Option Sheet which can be found in the “Guidance class” in the HUB. If you are a student who is not graduating by June 2021, this year it is critical that you use your Status Sheets to ensure that all graduation requirements will be completed by June 2022!
2. If you will be a graduate by June 2021 and would still like to return to take some new classes, or upgrade, begin your planning by circling choices on the Ancaster High Option Sheet which can be found in the “Guidance class” in the HUB. 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, 2021. Please note there is a 34 credit cap that we monitor (exceptions apply, please see your guidance counsellor).
3. Use the Option sheet to guide your selections and enter these into XELLO (replaced Career Cruising) by **Friday, March 5, 2021**.
4. Option Input: Due Date –**Friday, March 5, 2021**.
  - a. Students will input their option choices AT HOME through XELLO
  - b. Find XELLO in The Hub and follow the instructions that were emailed to you from Student Services.
5. PLEASE CHOOSE CAREFULLY, as the choices you make will be used to determine what courses are being offered at Ancaster High.
6. 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.
7. Student Services will be hosting a presentation and Q&A on **Monday February 22 @10:00am** in your first period class to answer any questions you may have about options and Xello.

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



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### HOW TO MAKE THE CORRECT CHOICES

1. 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 before the submission deadline of Friday, March 5, 2021**
2. 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.
3. **e-Learning:** most courses are offered both in-class and online. Students will select their preference in XELLO (see instruction sheet). Some courses are offered only online, and are designated by the @ symbol (*Example: CGW4C1@*)

### **How to fill out the Ancaster High Option Sheet**

- 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 2021

### 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>