

Post-Secondary Planning Checklist

Windsor Secondary School - Transition Planning 12

Grade 12 is a time of planning and transitioning into your future after high school. Use the following checklist to make sure you are successfully planning a smooth transition.

- **Apply Early!!**
 - For **BC Post-Secondary**: create an account on www.applybc.ca
 - For **Ontario Post-Secondary**: create an account on www.ouac.ca
 - You will need your **PEN number**
 - Make sure you have an **appropriate e-mail address** for your application.
 - You will also need to know your **faculty** and/or **program** choices.
 - Check post-secondary websites to see if you will have to write any essays, submit a personal information form, or submit additional criteria such as letters of reference or a portfolio to accompany your application.
- When you begin the application process, print out your confirmation number or password so that you can access it later. **Print everything for your records!**
- Once you have applied, **check your email regularly** and respond to any information requests by the post-secondary institutions. Make sure to check your junk mail as well so that you do not miss any important communication.
- Have a discussion with your parents in regards to your post-secondary choices and keep them informed about the options you have and the decisions that you are making.
- Double check application deadlines and record in your agenda.
- Check application deadlines for housing if you plan to live on campus and record in your agenda.
- Check deadlines for post-secondary scholarships and record in your agenda.
- Attend post-secondary information sessions: you will learn more about the institution and you will be able to ask the representatives about their programs and facilities.
- **Transcript Verification Reports**: you will be asked to review your official transcript in Transitional Planning 12. Make sure that all of your courses are on your transcript (with correct grades) and that all of your personal information is correct.
- **PSI Form**: **MUST** be completed by all grade 12 students in order for the Ministry of Education to send your marks to post-secondary institutions. If this form isn't completed you will have to pay every time you want your marks sent. Your applications to post-secondary institutions will also be delayed. To authorize the Ministry to transfer your marks go online to: www.bced.gov.bc.ca/exams. You will need your **PEN number**. You will also need your **password** if you created a previous account on this site to check your provincial exam marks.
- If you are currently taking an on-line course, ensure that your mark is being reported to the Ministry of Education. Remember:
 - The Distributed Learning School is responsible for submitting student grades to the Ministry.
 - The Ministry sends grades directly to post-secondary institutions during the official PSI transmissions in May and August.
 - Some post-secondary institutions are **NOT** accepting self-reported Distributed Learning course marks for courses that are in progress.
 - Students are advised to complete DL courses **EARLY** to ensure that a final grade is available for the electronic marks transmission in May, 2013.
- **Find out if you need to write the LPI**. To do this you will need check with the post-secondary institutions for exemption guidelines. There will be an opportunity to write the LPI at Windsor:
 - Date: **TBA (April, 2014)**
 - Time: 3:15pm - 5:45pm
 - Place: Windsor Secondary (room 205)
 - LPI registration fee: \$109.00 + tax
 - Register online at <http://www.lpi.ca/>
- Talk to your parents about plans to finance your university education and the financial commitment.

Check the **Windsor Grad Information** site regularly for updates: www.windsorgradinfo.ca