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## High school transcript

A high school transcript is a document that details a student's academic achievement in Grades 9-12. A transcript is, quite simply, a copy of a student's high school record. Although the appearance of secondary school transcripts varies across Canada, transcripts generally contain the following information:

1. Marks and credits for each course completed
2. Completion of other requirements for graduation
3. Any specialization or focus program accomplishments

An official transcript has a signature, stamp, or seal verifying its authenticity. An unofficial transcript is exactly the same as an official transcript, except that it has no signature, stamp, or seal. Students can usually get an unofficial transcript (to check their credits or to take on a college/university visit) by going to their guidance office.

Transcripts are used when a high school, college/university, or organization needs an official copy of a student's academic record. For example, if you were to transfer to another high school, your new high school would need to have a record of the courses you've taken, the marks and credits you've earned, etc. Your new school would, therefore, ask your current high school to send them an official transcript.

Colleges/universities need to see an applicant's high school record in order to determine whether or not the applicant meets their admission requirements. Most colleges/universities, therefore, require that a transcript be submitted along with a student's application for admission. A transcript is also usually required when a student applies for a scholarship.

*“Continuous effort - not strength or intelligence - is the key to unlocking our potential.”*

*Winston Churchill*



## Step Two

# Know Your School

*Most high schools have a student handbook that explains their attendance and late policies, code of conduct, rules, dress code, etc. Make sure that you understand your school's rules and procedures, and that you know where to go for help.*

### School calendar



Every school has a calendar that shows when each grading period begins and ends, when report cards come out, and when their school will be closed for holidays and vacations. Get a copy of your school's calendar and write all of these dates in your student planner. Also put these dates on your calendar at home.

### Attendance and tardy policies

All schools have policies that encourage regular attendance. Know what your school's attendance and late policies are, and know what you're supposed to do if you're ever late or absent. Does a parent need to call the school? Do you need to bring in a note? Do you need to report to the office first?

You are expected to be in school every day unless you are ill. If you have a health problem or an extended illness, have a parent call the attendance office or the vice-principal and explain what's going on. If you're absent for more than a day or two, try to get some work to do at home so that you don't get too far behind.

*It doesn't matter whether you're in high school, attending college/university, or working at a job, you're expected to be there every day on time. You're expected to dress appropriately, and to be courteous to the people around you. You're also expected to give your best effort each day. School rules are really just "rules for life."*

## Code of conduct / School rules

In order to provide students with a safe environment that encourages learning, schools need to have rules regarding student conduct and behavior. Most students understand that rules are necessary, and they follow them. For the students who don't follow the rules, there are consequences.

Consequences can range anywhere from detention to expulsion. The consequences for an offense generally depend on the seriousness of the offense and the past history of the student(s) involved. While some rules vary from school to school, no high school will allow weapons, drugs, violence, smoking, alcohol, intimidation, or bullying.

All students need to take an active role in making their high school a safe, inviting place to learn. If you ever feel threatened, or if you become aware of a situation that may put you or someone else at risk, tell a teacher, vice-principal, or counsellor immediately.

If you ever have a question or concern about a rule or policy, talk to your counsellor or vice-principal.

*“School rules are common sense. Just follow them.” Owen*

*“It seems to me that school rules are only preparing us for what we'll have to deal with later.” Emily*

*“Character is what you do when no one is looking.”*

*J.C. Watts*

## Take good notes

- ▶ Be an active listener. Think about what's being said.
- ▶ Recognize and write down important information.
- ▶ Take notes that are neat and easy to read.
- ▶ If you're absent, get copies of the notes you missed.

*"I remember things better if I write them down, so I take notes whenever I can. Later, I go back over my notes and I highlight the information that's most important."* Andre

## Know how to read a textbook

- ▶ Before you start to read, look over the headings and the words in **bold** and *italic* print.
- ▶ Read the assignment.
- ▶ Review what you've read.

*"I have a couple of classes with a lot of reading. I really try not to get behind - it's just too hard to catch up."* Jacob

## Study smart

- ▶ Find a good place to study.
- ▶ Organize your study time.
- ▶ Focus on one thing at a time.
- ▶ Allow more time for homework than you think you'll need.
- ▶ Use strategies/mnemonics to help you memorize things.



*"Before I start to study, I make a plan. I figure out what I need to do and the order I'm going to do it in."* Megan

## Use test-taking strategies

- ▶ Have everything you need for the test (pencils, calculator, etc.).
- ▶ Before you start, look over the entire test and develop a plan.
- ▶ Mark the questions that you want to return to.
- ▶ Check your answers, and use all of the time available.

*"As soon as I get my test, I write any facts, dates, or equations that I need to remember at the top of my test. Then when I need the information, it's right there."* Jack



## Step Five Set Goals

*Setting goals is important for people of all ages. Get in the habit of setting both short-term and long-term goals.*

Setting goals helps you determine where you want to go and what you want to accomplish. Goals give you focus, direction, and purpose. Having a goal also helps you determine a plan of action. For example, if your goal is to go to college/university, there are specific things that you must do in order to achieve your goal.

While goals can be **short-term** (get a 75 on tomorrow's History test) or **long-term** (graduate on the honour roll), every goal should be SMART: Specific, Measurable, Attainable, Realistic, Timely.

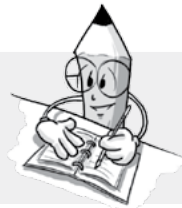
Let's say, for example, that you've decided that your goal for the semester is to "try harder in math." This goal is not specific, it's not measurable, and it's hard to judge whether or not it's realistic. A much better goal would be to "get a 75 in math this semester." This goal is specific and it's measurable. If you're in the right math class and you work hard, it should also be realistic.

At the beginning of each term, set three academic and three non-academic goals for yourself. Once you've set your goals, make a list of the specific things that you need to do to reach each goal.

*"For every class I take, I set a goal based on what grade I think I can get. This gives me something to work for and it keeps me focused on what I want to accomplish." Maria*

*"I'm always setting goals for myself. My new goal is to save enough money to buy a used car by the end of next summer." John*

*Write your goals down. Studies have shown that you are more likely to achieve a goal that's written down.*





## Step Six Get Involved

***High school is like anything else - the more you put into it, the more you get out of it.***

Students who are involved in activities do better academically and they enjoy high school more. Being involved in school activities provides you with the opportunity to do the following:

### **Spend time with friends and meet new people**

*“Marching band has changed my life. We are all friends and we just enjoy being together. It is so much fun.” Hannah*

### **Become a leader**

*“Being on student council has helped me gain confidence and develop the skills that I need to be a leader.” Kate*

### **Enjoy school more**

*“I didn’t really like school that much last year. This year I’m an office assistant and I’m on the track team. I know more people now, and school is a lot more fun.” Andre*

### **Relieve stress**

*“I get rid of a lot of stress during basketball practice. It’s great to be with my friends and just forget about school for a while.” Megan*



### **Provide a valuable service**

*“My work on the school newspaper is really important to me. I’ve made lots of new friends, and I feel like I am doing something useful.” Jasmine*

### **Try something new**

*“My drama teacher told me that I should try out for the school play. I’d never been in a play before, but I ended up getting one of the leads.” Tyler*

## Have activities to put on applications

"I take pictures for our school yearbook and I'm on the basketball team. My counsellor tells me that my activities will look good on college/university and scholarship applications." Maria

## Develop a variety of skills and talents

"I'm in orchestra and although I'm not the best musician, I'm getting better. And I'm having a really good time." John



## Have fun

"School activities are half the fun of high school." Jenna

*I have been a high school counselor for twenty years. Each year I ask all of my seniors to complete a questionnaire before they graduate. The last question on this questionnaire is, "What do you wish you would have done differently in high school?"*

*Every year for the past twenty years, the number one response to this question has been, "I wish I would have gotten more involved in school activities." Mrs. Johnson*

All high schools have some, if not all, of the following: theatre programs, athletic teams, leadership organizations, music programs, service organizations, and special interest clubs. There are also volunteer activities available. There is definitely an organization, club, team, or activity for everyone.

Find out what extracurricular activities are available at your high school and become involved in two or three. You'll make new friends, you'll gain new skills, and you'll be doing something positive for your school. You will also have a lot of fun!

If you don't know what activities are available, or if you need additional information, go to the office or talk to your counsellor. Also, listen to announcements and check your school's website.



## Step Seven - Make Good Choices and Decisions

*When you make good choices and decisions, you reap the rewards. When you make poor choices and decisions, you suffer the consequences.*

You are required to make lots of decisions in high school. To help you make decisions that are going to be right for you, go through these four steps whenever you have a difficult decision to make.

1. Determine what your choices are.
2. Write down the positives and negatives about each choice.
3. Make sure that you have all the information you need.
4. Think about your choices, and then make a decision.

### How Ashley Used These Steps to Make a Decision

*There's a course I need to take, but I couldn't decide if I should take it this summer or next year. So I got out a piece of paper and wrote down the positive and negative things about each choice.*

#### A. Taking the Course in Summer School - POSITIVES

1. I get the class out of the way in 3 weeks.
2. My best friend, Kara, is taking the same class.

#### Taking the Course in Summer School - NEGATIVES

1. I have to get up at 7:30 A.M. for 3 weeks.
2. I have to travel on a bus.
3. There's no air conditioning, so it will probably be hot.



#### B. Taking the Course Next Year - POSITIVES

1. I like the teacher who will be teaching the class.

#### Taking the Course Next Year - NEGATIVES

1. It would make next year's schedule a lot harder.
2. If I take it next year, I won't have room for art.