

# GRADUATION 2025 INFORMATION BOOKLET



**Springbank Community High School**  
**Saturday, May 24<sup>th</sup>, 2025**

Email: [amrogers@rvschools.ab.ca](mailto:amrogers@rvschools.ab.ca)

Please email your graduate's photo (age 1-3 yrs. old) to the above email address and include "Grad Baby Photo and your student's name" in the subject line.

Photos can be sent from **Feb 01, 2025 until April 17, 2025.**

## TABLE OF CONTENTS:

FORWARD

GRADUATION REQUIREMENTS

VALEDICTORIAN

SCHS SCHOOL GRADUATION CEREMONY

GRAD FEES

GRADUATION PHOTOS

GRADUATION RINGS

GRADUATION CLOTHING

GRADUATION COMMITTEE

FAQ

Please Note: A committee comprised of grade twelve students and a teacher representative will meet, as required, to plan and co-ordinate the events.

### FORWARD

Graduation is, first and foremost, an academic celebration, an acknowledgment of your successful completion of high school. Graduation is a meaningful event that requires your active participation. You can participate by:

- Being informed about diploma requirements and ensuring that you have passed or are registered in all the necessary courses
- Watching for and reading any grad info in the monthly newsletters, on the school website <http://springhs.rockyview.ab.ca/> or on the grad bulletin board
- Providing input as requested by participating in surveys
- Providing necessary information and pictures, as needed, for the graduation committee, the newspaper, and the yearbook
- Volunteering to help either on a short-term or long-term basis
- Cooperating with the Grad Committee

**It doesn't just happen – don't rely on others to make your graduation a success!**



## GRADUATION REQUIREMENTS

In order to obtain an Alberta High School Diploma, students must meet these minimum requirements:

- Earn a minimum of 100 credits
- Complete and meet the standards of the following courses:
  - English 30-1 or 30-2
  - Social Studies 30-1 or 30-2
  - Mathematics 20-1, 20-2, 20-3 or 20-4
  - Science 20 level or Science 10 + Science 14
  - Physical Education 10 (3 or 5 credits)
  - Career and Life Management (3 credits)
  - 10 credits from either Career and Technology Studies, Fine Arts, Second Languages, and/or Physical Education 20/30
  - 10 credits in any 30-level course in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2, including 35-level Work Experience, or Advanced level Career and Technology Students (3000 series), RAP

In order to be placed and remain on the Springbank Community High School graduation list, all students must comply with certain conditions:

1. You are responsible for checking the accuracy of your high school record of courses, marks, credits, and demographic information. Detailed Academic Report can be accessed through **student My Pass accounts**. Any questions regarding your high school records should be discussed with Ms. Chen.
2. You must ensure that you are registered in the necessary credits and courses to fulfill high school diploma requirements.
3. If you lack credits in any compulsory grade 10 or 11 courses, you must be registered in or take them in grade 12.
4. No mark is below 50% by **April 15<sup>th</sup>, 2025** in any course that is a prerequisite to graduate.
5. Absences, excused or unexcused, must not exceed 15 in any course required for graduation. If you have accumulated 15 or more absences in any course required for graduation, regardless of semester, you may not participate in the commencement ceremony. Extenuating circumstances must be discussed with the principal, Mr. Makkreel.
6. If you are taking prerequisite courses by distance learning or correspondence courses, documentation to indicate your enrollment must be provided to the guidance office and 70% of all lessons must be completed by **May 1<sup>st</sup>, 2025**. If you have not completed the lessons, you will not participate in the graduating ceremony.
7. Students with an Individual Program Plan (IPP) and receiving accommodations must contact Learning/Student Services of their post-secondary school upon acceptance. It is the students' responsibility to set up a meeting to discuss accommodation at the post-secondary level. This contact should occur no later than **May 30<sup>th</sup>** of their high school graduation year.

It is the **student's responsibility** to ensure that these requirements have been met!



## REFUND POLICY

**If a student is removed from the graduand list, the following refund policy applies:**

Students can be removed from the graduand list at **ANY** time if the above rules or rules pertaining to attendance are not followed. Fees for any graduand removed from the graduand list are non-refundable. **Graduation is 100% user pay.** Throughout the year, various items will be purchased or booked for each graduating student; therefore, it is necessary for each graduand to be responsible for covering everything that has been bought for them up until the time they have been removed from the graduation list.

## VALEDICTORIAN

The Valedictorian Selection Committee chooses the Valedictorian based on set criteria.

The Valedictorian candidates are expected to:

- a) be actively involved in the extra-curricular life of the Springbank Community High School
- b) have demonstrated academic achievement (90%+ average)
- c) be carrying a minimum of 30 credits in their grade 12 year
- d) attend SCHS for a minimum of two years
- e) have shown good character and citizenship while attending Springbank Community High School
- f) embody RISE characteristics (Responsibility, Integrity, Strength, Excellence)

Students eligible for this honor will be invited to apply and must complete an application form, video, and short essay. The successful candidate will then work with school personnel to prepare the valedictory address.

## GRADUATION CEREMONY

The graduation ceremony will take place on **Saturday, May 24, 2025, at the Hyatt Regency Hotel**, Calgary, beginning promptly at **10:00 am** and lasting for approximately 2/2.5 hours. Graduands must arrive by 9:00am to prepare for the ceremony. Doors will open for guests at 9:30a.m. Due to venue capacity, each graduand will be required to declare in advance how many guests will be attending the Commencement Ceremony to a maximum of four people per graduand.

Graduands will be buying their gowns, hats, and stoles. Attire beneath the gowns is business casual, which means semi-formal. For example, graduands can wear dress pants, dress shoes, skirt and blouse, and dressy sandals. No flip-flops are allowed. A proper dress code is mandatory for students to participate in the ceremony. Failure to comply with this code may mean the graduate will be denied the privilege of walking across the stage to receive their certificate.

Students must be eligible to graduate in order to participate in these ceremonies. See previous sections for details on how students can ensure their eligibility.

## GRADUATION BANQUET AND DANCE

This year, parents are solely responsible for the planning of the graduation banquet and dance. The parents leading the coordination of this event for 2025 are Arlene Abboud, Steph Morson, and Raquel Chondronikolis. Details about this event, including timing and ticket information, and any other festivities will be shared directly from the organizers moving forward.

If you are interested in helping, please email [schsgrad2025@gmail.com](mailto:schsgrad2025@gmail.com). Please complete Form AF180-J and return it to our school office if you are wishing to state that you are agreeing that your email contact information can be shared with this Parent Committee for this graduation event so that you will be able to receive any information they are sending out.

## GRAD FEES

Grad fees are set at \$180.00 and cover the cost of the following:

- Gown and stole purchase
- Memento cap and tassel purchase
- Facility rental
- Other incidentals

Students who earn the right to be placed back on the graduand list AFTER the gown order deadline date has passed, will be required to pay all expenses associated with missing the deadline.

## GRADUATION PHOTOS

The Graduation Committee arranges for a Lifetouch photographer to come to the school to take individual portraits. This is done in the lower level of the Learning Commons. **Each graduand must have his/her picture taken at this time for the composite picture and the yearbook.** There is no charge for the composite and yearbook picture, and you are under no obligation to order any further photographs from this photographer. If you choose to sit for other pictures, there is a fee of \$40.00. This sitting will include 16 to 20 proofs for the graduate. These photographs will be taken from **February 28 – March 10, 2025**. Appointments can be booked online at [www.lifetouch.ca/southernalberta](http://www.lifetouch.ca/southernalberta) **30 days before**. Proof delivery will be mailed home April 2025. Orders can be placed online, by mail or by phone. For more information on Lifetouch graduation photography, visit their site at <http://www.lifetouch.ca/graduation-portraits>

If you wish to order photographs from this photographer:

- Picture packages are made available to individual graduates, with the cost varying according to the package contents
- There will be a sitting fee of \$40.00 charged
- Cost information is made available by the photographer at the time
- Retakes, if needed, will be done at Lifetouch Studio, Ph. (403) 255-5440
- Graduation Customer Service number is 1-888-676-1647

## HANDSHAKE PHOTO:

Lifetouch takes this complimentary picture of your graduate onstage, shaking hands with principal, Mr. Makkreel at the ceremony on May 24th. These photographs will be digitally accessible after graduation. This guarantees a professional photo of the graduate receiving his/her certificate. This will be available for purchase.

**QUESTIONS REGARDING PHOTOGRAPHS MUST BE DIRECTED TO  
LIFETOUCH PHONE 403-255-5440.**

## GRAD RINGS

If you are interested in purchasing a ring, please be in touch with Josten's. You are under no obligation to order a ring. This is an additional cost and varies as to the style of the ring.

**QUESTIONS REGARDING RINGS MUST BE DIRECTED TO JOSTEN'S  
PHONE 403-252-1774**

## GRAD COMMITTEE

The members of this committee are Springbank Community High School students of the graduating class and staff. Students who wish to participate in the organization of graduation must be available for LUNCH TIME meetings. Initially in the fall, there will be only a few meetings, but they will become more frequent in semester two as graduation approaches.

The students of the Grad Committee will ask for input from all members of the graduating class. Based on this input, the Grad Committee will coordinate the following activities.

**Student committee members have been assigned leadership roles on each of these activities.**

- **For the Ceremony:**
  - Program and yearbook graduation information
  - Program
  - Student performer(s)
  - Teacher/Staff Presenters
  - Invitations to and thank you's for special guests
  - Decorations
  
- **For General Purposes**
  - Graduation Information Board and Online Communication
  - Graduate clothing
  - Baby Picture Display and PowerPoint
  - Graduation Video
  - Legacy Project

## PARENT GRADUATION LIAISON S: **Stephanie Morson and Arlene Abboud**

As parent liaisons, Stephanie Morson and Arlene Abboud will be consulted in:

- all matters relating to graduation activities
- soliciting and / or coordinating parent volunteers to assist with any/all graduation sub-committees
- providing feedback regarding current and future graduation activities

## STAFF ADVISORY COMMITTEE

In addition to overseeing and consulting with student and parent committees, the staff advisors are responsible for the following:

- CHAIRPERSON: Ms. Rogers and Ms. O'Neill**
- Liaising with parent and student volunteers

- Setting dates and booking locations for all events and activities
- Informing students, parents, and school staff
- Organizing ceremony program
- Organizing reception and caterer
- Organizing, planning, and setting up/taking down for the ceremony stage and reception.

**FINANCE: Mrs. Janell Ilagan**

- Paying deposits for locations where necessary
- Ensuring accurate financial records
- Setting budget, determining, and collecting grad fees

**GRAD REQUIREMENTS: Ms. Vivian Chen**

- Maintaining an accurate graduation list

**LIFETOUCH/JOSTENS: Mrs. Janell Ilagan and Ms. Amber Rogers**

- Making arrangements for composite photo
- Making arrangements for individual grad photo dates and times
- Making arrangements for ring ordering dates and times

**CAP & GOWN: Ms. Rogers and Ms. O'Neill**

- Making arrangements for parent coordinator to take all measurements/size of all graduands for gowns
- Arrangements for order and delivery of caps & gown for ceremony and pick up afterward

**VALEDICTORIAN COMMITTEE: Valedictorian Selection Committee**

- Choosing a valedictorian as per policy and procedure

**DIPLOMA CERTIFICATES: Mrs. Janell Ilagan**

- *Official diplomas are mailed DIRECTLY from Alberta Education in Edmonton to the student in the fall of 2025 or potentially earlier depending on student programming)*
- Designing and printing
- Ordering and receiving certificates

**PROGRAMMING/GUEST INVITES: Ms. Rogers and Ms. O'Neill**

- Overseeing student writing and practice of toasts and/or speeches
- Overseeing student writing of Letters of invitation and thank you notes

**GRADUATE CLOTHING: Ms. Rogers and Ms. O'Neill**

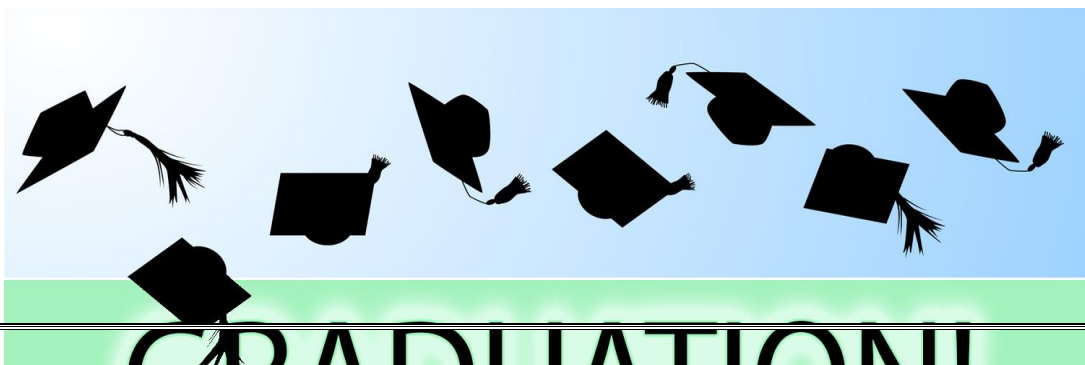
- Resource and consultant with students regarding graduate clothing order

**LEGACY PROJECT: Ms. Rogers and Ms. O'Neill**

- Resource for and consultant with students regarding Class of 2025 Legacy Project

**GRADUATION PHOTOS AND VIDEO: TBD**

- Resource for and consultant with students regarding Class of 202 photos, PowerPoint and Video



### SCHS Gr. 12 FAQ's

**Q: I want to check my credit count.**

A: Go to MyPass and create an account. Here you will be able to see your most up to date credit count on your Detailed Academic Report (Unofficial Transcript). Visit [mypass.alberta.ca](http://mypass.alberta.ca) to request access. You will need your Alberta Student Number (ASN#), which can be obtained from your powerschool account and a personal email address. Your RVS email will cease to exist July of your graduating year and you don't want to have future issues of accessing your MyPass account. Support: Alberta Education at [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca) or 780-427-5732

**Q: I want to see my diploma mark.**

A: Once the diploma marks have been released by Alberta Education, you access them in your MyPass account. Alberta Education will not mail you your marks. You must access your marks through MyPass! They are generally available 3-4 weeks after the diploma is written.

**Q: I need my high school transcripts for a post-secondary institution or scholarships.**

A: Most times, it is an official transcript that is being requested, so it will need to come directly from Alberta Education. Students can order these through their MyPass account. They cost \$10 each and will be sent directly to the Out of Province Institution or the Scholarship organization. When requesting the official transcript through MyPass, you will find the institution on a drop-down menu or enter the destination address you wish to send it to.

Alberta post-secondary institutions do not require an Official Transcript as they can automatically pull your transcript directly from Alberta Education.

If the requesting school or organization is asking for an unofficial transcript, you can download this for free from your MyPass account (Detailed Academic Report).



**Q: How do I apply for post-secondary?**

A: In Alberta, students will apply online using Apply Alberta website: [www.applyalberta.ca](http://www.applyalberta.ca). You will set up a profile there and fill out all sections. On the last page of the profile, you will select the institution(s), and this will take you to their site to complete your application. You will need a credit card to pay application fees.'

Outside of Alberta, you will need to do your application following the instructions on the institution's website. British Columbia has a common application: Education Planner BC. Ontario has a common application: Ontario University Application System(OUAC). Be sure to get your application before this system's closing deadline.

**Q: On Apply Alberta, it asks for my grade 12 marks. How can I fill that out when I have not finished grade 12?**

A: Here they are asking you to make an educated estimate of what you believe your final marks will be. You will base your estimate on your past performance, as well as how you feel you will realistically do in this course. Very few post-secondaries will use these marks. The few who do will offer conditional acceptance based on these grades. If they are not realistic, you may have your acceptance rescinded once the final marks are published.

**Q: When should I be applying for school if I want to attend next fall?**

A: Most post-secondary institutions open up their applications in October of the previous year. For example, if you hope to attend right after gr 12, you should be looking to apply the fall of your gr 12 year. Check your preferred institution's application dates. It will be important that you get your application in early as post secondaries will review your application several times throughout the school year. Make sure you are also checking application closing dates for each institution as they are different.

**Q: How do I know if I have the right courses or marks to get into a specific program?**

A: All post-secondary institutions publish information about entrance requirements on their website. This is the best place to look for up-to-date program specific information. This information does change from time to time, so continue to monitor program requirements. If you have any questions, it is best to direct them to the institution directly. Minimum entrance requirements are usually posted on the website, but it is also important to understand these are minimum requirements and the institution usually takes students with the higher marks first. This is what institutions would consider as competitive averages. While they might say you need to meet the "minimum" grade level in a course, in order to be realistically selected for the program, it is best you are also meeting the "competitive" or "recommended" grade average as well.

You can also visit [myblueprint.ca](http://myblueprint.ca) which will help you to find the requirements for programs and compare them across institutions. All Springbank Community High School students have an account. If you are not sure, ask your Career Advisor or Guidance Counsellor.

**Q: I need to apply for scholarships, how do I get them?**

A: The first step is to create a personal email address. Your school email will cease to exist once you are no longer a RVS student (July of your graduating year). This will also allow you to keep all your scholarship information in one spot!

There are many scholarships available in a variety of places. A couple of places to start are:

1. Does your post-secondary institution offer entrance scholarships? Check the deadlines!
2. Do you qualify for the Rutherford Scholarship?

<https://studentaid.alberta.ca/scholarships/alberta-scholarships/alexander-rutherford-scholarship/>

3. Alberta Student Aid Scholarships directory <https://studentaid.alberta.ca/scholarships/alberta-scholarships/>
4. Create a profile at <https://www.scholarshipscanada.com/> and/or <https://scholartree.ca/>

**Q: Do I qualify for the Alexander Rutherford Scholarships? How do I access them?**

A: <https://studentaid.alberta.ca/scholarships/alberta-scholarships/alexander-rutherford-scholarship/>  
Applicants have to have be enrolled in a program at post-secondary prior to applying. This money is available for years after graduation. If you earned it, it's yours! You just have to submit an application to get it. See the website above for more information.

**Q: I will need a student loan, how do I do this?**

A: There is a lot of great information on the Alberta Student Aid Website:

<https://studentaid.alberta.ca/>

These applications don't open up until the spring prior to attending post-secondary. Applicants have to be ACCEPTED into a program at post-secondary prior to applying.

**Q: When can I expect to get my high school diploma?**

A: High School Diplomas are issued by Alberta Education, and they come in the mail after all graduation requirements are met and diploma exams are marked. For example, if a student finishes in June, they can expect to get their Official High School Diploma in the mail in August. It is very important that ALL students check their address within Alberta Education on MyPass. Changes to this address can be made directly on MyPass. If your diploma does not arrive, you should log into MyPass and make sure you met all the graduation requirements.

**Q: Is It really important that I get a MyPass account?**

A: Yes! MyPass is a Government of Alberta Education Portal that all Alberta Students should have access to:

1. View diploma exam results
2. See up-to-date transcripts
3. Order transcripts
4. View progress towards diploma
5. Enroll for diploma exam re-writes.

**Q: I have more questions.**

A: Post-secondary and scholarship inquiries: Ms. Wilhem – [jwilhem@rockyview.ab.ca](mailto:jwilhem@rockyview.ab.ca)

Graduation requirement inquiries: Ms. Chen – [vchen@rockyview.ab.ca](mailto:vchen@rockyview.ab.ca)

Graduation activities inquiries: Ms. Rogers - [amrogers@rvschools.ab.ca](mailto:amrogers@rvschools.ab.ca)