

## Graduation Year Timeline and Checklist

### September/October/November

- Find and record, (where you can find it again!) your Ministry of Education Personal Education Number (PEN) found on your report cards and transcripts.
- Ensure that your courses will satisfy graduation requirements
- Identify a post secondary plan through your own research, talking to as many people as possible (people who know you, university and college recruiters, teachers, school counselors), post secondary meetings and information sessions
- Create a post secondary planning file where you keep your notes and research
- Plan a budget for next year and beyond
- Compile a list of your volunteer activities and community involvement for employment and scholarship applications.
- Update your resume and cover letter.
- Obtain current letters of reference and/or permission to use references.
- Apply to post secondary institutions with careful attention to deadlines and entrance requirements.
- Research scholarship and bursary opportunities and make a plan to apply as they become available. Prepare to spend time on this.
- Keep in communication with your school counselor regarding your plans.
- Thoroughly read and respond to correspondence (snail and email) from post secondary institutions and keep copies in your planning or computer files.
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