

CALVARY CHRISTIAN SCHOOL P.S.P. HIGH SCHOOL
SEMESTER 2/QUARTER 4 CHECKLIST

✓ = completed — = not applicable

- Senior Gradelink must be complete and materials must be received by High School Coordinator (address below) 1 week prior to graduation in order to participate in graduation ceremony
- Seniors keep current with Graduation Activities and College Prep

- Gradelink is current including Attendance
- Review Gradelink Instruction Sheet for updated information
- Enter quarter/semester grades from other schools (except CCS), following Gradelink Instruction Sheet
- Conclude Qtr. 4 classes on Gradelink
- Make Copies of Semester Finals (must be comprehensive over Qtrs. 3 & 4) for all academic subjects (Turn in legible copies; keep originals)
- Make Copies of Writing Sample* and Rubric (explanation on website)
- Print, Complete and Attach labels to each of the above copies
(Labels are on the website and can be printed on Avery 5162 Laser or 8162 Ink Jet)
- Make Copies of Report Cards from other schools (except CCS)
- Make Copy of completed Community Service Form if applicable
- Arrange materials in the following order, top to bottom and clip or band them together:
 - Semester 2/Quarter 4 Checklist
 - Semester Finals
 - Writing Sample* with attached Rubric
OR enrolled in English at CCS or an accredited college

(name of school where English class is being taken)

 - Report Cards from other schools (except CCS)
 - Community Service Form

- Mail or Deliver (no emails) materials to the High School Coordinator so that they are received by the 7th day following the end of the quarter
Cynthia Petersen, Villa Real Apts. Office
2701 Avenida de Anita
Carlsbad, CA 92010
(There is a drop slot in the office door for after hours.)

PREPARE FOR NEXT YEAR

- Re-enroll if you are planning to stay with CCS-PSP next year
- Begin looking for workshops for continuing education (CHEA Convention is usually in July)
- Print, review and begin Re-enrollment Checklist

I have completed all of the above Semester 2/Quarter 4 requirements.

(Parent/Teacher Signature)

Date Completed)

* Writing Samples are still required from outside writing classes that are not included in an accredited English class.