



Discovering Choices Returning Grade

12 English as Additional Language Cohort Expression of Interest

Criteria and Standards for Acceptance 2025-26

Step 1: Student information

Registering to Attend (circle one)	Full Year <input type="checkbox"/>	Semester One <input type="checkbox"/>	Semester Two <input type="checkbox"/>	Year: _____
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Application Date:		CBE ID#:	
Last Name:		First Name:	
Student Phone #:		Birthdate:	
Age:		Independent Student: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Address:			
Postal Code:			
Student Email:			
Parent name:			
Parent email:		Parent Phone #:	
Credits Anticipated as of June (Year):			
Have you previously applied as a Returning Grade 12 Student? Yes <input type="checkbox"/> No <input type="checkbox"/>			

☐ I have reviewed and understand the [CBE Administrative Regulation AR6093](#): Fourth Year of High School independently **or** with my parent/legal guardian.

Reason for requesting a fourth year:

- ☐ EAL Student – Require additional semester(s) to complete diploma requirements
- ☐ IPP Student – Require additional semester(s) to complete certificate or diploma requirements due to not being able to engage in full course load
- ☐ Medical, Personal, Family circumstances created conditions deeming additional semester(s) necessary to complete certificate or diploma requirements
- ☐ Other: _____

Learner profile

- English language proficiency (Overall LP) is at least LP3
- At least 70 credits have been confirmed by June 2025
- Credits for English Language Arts 30 and/or Social Studies 30 are still required for graduation
- Demonstrated adherence to the CBE student code of conduct
- Has not yet been able to complete high school graduation requirements within a three-year period
- Possesses the literacy and numeracy skills necessary to be successful in the K&E or Diploma level pathways
- Agree to attend in person, as scheduled

Requirements:

- Applicants must be in good standing, demonstrating commitment and responsibility in the areas of attendance and achievement
- Applicants must create a learning plan that is achievable and realistic
- A fourth year is not appropriate for upgrading course grades. An alternate setting should be explored in these circumstances
- Students must adhere to [Administrative Regulation 6005](#) (CBE Student Code of Conduct)
- Students must take the initiative to monitor progress and act proactively to ensure success

Applicants acknowledge the learner profile and the requirements, and understand registration may be cancelled if acceptable achievement and attendance is not demonstrated during the fourth year.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

List of Requested Courses

Course Name & Level (i.e. ELA 30-1)	Prerequisite course & mark

Step 2: Learning Plan

1. Tell us about yourself:

2. What is the program of instruction (graduation pathway) you wish to complete?

☐ Alberta Diploma

☐ KAE Certificate

3. Why were you unable to complete this pathway at the conclusion of the current school year?

4. What are your plans after high school?

☐ Post-secondary

☐ Work

☐ Trades

☐ Other: _____

☐ Not yet decided

Step 3: Attach Supporting Documents

Detailed Academic Report (DAR): _____ Attendance record: _____ Current Timetable: _____

School Processes for Returning Grade 12 Applications Review

Main Office Received Application Date: _____

Student Name: _____ CBE ID: _____

☐ KAE Student

☐ EAL Student

☐ Individualized Program Plan (IPP) (*code if known*): _____

DC Assistant Principal considerations/comments:

Temporary Residents 18 +

☐ Office administrator has emailed Welcome Centre (welcome@cbe.ab.ca) to check eligibility for funding. Date: _____

Eligibility Decision Date: _____

☐ Yes

☐ Pending: _____

☐ Not eligible

DC Assistant Principal Recommendation: ☐ **Accept** ☐ **Deny**

Signature: _____

Date: _____

☐ Acceptance conditions _____

DC Principal Decision: ☐ **Accept** ☐ **Deny**

Signature: _____

Date: _____

Admin Secretary: Email

☐ Yes Date: _____

SIS Secretary: Activated in PowerSchool

☐ Yes Date: _____

DVF Completed

☐ Yes Date: _____

Unique Setting Transfer Form Completed

☐ Yes Date: _____

Counsellor Program Set up

☐ Yes Date: _____

MyPass Access

☐ Yes Date: _____

Parent Portal MyCBE Access

☐ Yes Date: _____