**Diploma Verification Check**

Your Diploma Verification Report (DVR) acts like an unofficial transcript. It shows all classes you have taken from grades 10-12. Your final official transcript only shows classes you have successfully completed.

We use this DVR to check your graduation status. **You must go through the following 5 steps to ensure that you have graduation requirements**, and see the sample DVR we have provided for guidance:

1. You must make sure that the **boxes at the top of the sheet are ticked off. The only one that likely will not be ticked yet is the “LTA 12 – Literacy 12” box, as you will be completing the requirement this year.** If other boxes are empty, you are missing grad requirements. Here are some particulars to check:

* You must have at least one class that is categorized as an Arts Education, Applied Design, Skills, and Technologies class. This will be listed as AST under the Diploma Category column. Please note that EAL classes should not show up as AST.
* “NDC-Elective” are any classes over and above the 13 required classes for academics. These may also include extra academics, but to graduate you must have 7+ elective classes (28 credits).

1. See your list of classes – this shows classes you have completed (if you passed, you will see the appropriate number of credits in the earned credits column). It also shows the classes in which you are currently registered (credits will show in the potential credits column).
2. Midterm marks will show once they have been posted, and final marks will show under “School Mark” once final grades are posted for each course.
3. The “Graduation Assessments” section shows the literacy and numeracy assessments. Current grade 12s will write the Literacy 12 assessment this year, which is why that box is not ticked off yet. If you are missing a number under “Proficiency” for the Numeracy and/or Literacy 10 assessments, that means you must also write these this year, or you will not graduate.
4. Finally, at the bottom, in the “# of credits at the grade 12 level” row, **the far right number must be 16 or higher**. In the “Total Credits” row, **the far right number must be 80 or higher**. These are the number of credits you will have if you pass all your current courses. To graduate, students must have 80+ credits, 16+ of which must be at the grade 12 level.

**Please email your counsellor immediately to make an appointment if you have boxes (other than the Lit 12 assessment) at the top of your DVR that are not ticked off and/or if the numbers in the very bottom right boxes are lower than 16 and 80, respectively (see #5 above). If these are not corrected, you will not graduate.**

**Counsellor Contact Info:**

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