



STUDENT GRADUATION SUMMARY IN ASPEN

Students can now view their Graduation Summary (GS) through Aspen. The GS lists all your completed courses with final marks and your current year courses. It also lists your Community Involvement Hours (only up to 40 as that is the requirement) and whether you have successfully completed the Literacy Requirement.

To access your GS:

- 1. On Westlane's website go to "Student & Staff Login" tab***
- 2. In "My Apps" choose Aspen SIS***
- 3. Go to "My Info"***
- 4. Choose "Transcript"***
- 5. Then "Graduation Summary"***



Every year Guidance reviews every student's Graduation Summary. Guidance teachers cross-reference the information found on the Grad Summary against next year's course requests. We look to ensure that students:

- are on track to meet grad requirements
- will have completed prerequisite courses for next year's requests
- are not accidentally requesting a course for which they already have the credit,
- and, if in Gr. 11, that students who are interested in pursuing a post-secondary degree program have at least 6 Grade 12 U/M courses (students are responsible for ensuring that they are requesting the "right" U/M courses, according to their desired program of study, that is not something we can verify).

If something seems wrong, Guidance will reach out to students. Likewise, if you find any errors or omissions, please connect with a Guidance teacher, and we'll investigate it together!