Colonel By Secondary School

International Baccalaureate Application Procedure Checklist

2017-2018

(Please Print)

Applicant Name: _____

All applications will be due at the school between Monday, December 12 and Wednesday, December 14, 2016 for consideration. Applications must be handed in in person. Our business hours are 8:00am - 4:00pm.

☐ **APPLICATION FORM IS COMPLETE**

☐ **APPLICANT'S GRADE 7 FINAL REPORT CARD (for applicants to grade 9 only)**

☐ **APPLICANT'S GRADE 8 PROGRESS REPORT ISSUED IN NOVEMBER**

(if a grade 8 report card with grades is available, this may be included)

☐ **A SCHOOL TRANSCRIPT FOR STUDENTS APPLYING FOR GRADE 10**

(we require grade 8 final report card and most recent grade 9 report card)

☐ **A SAMPLE OF THE APPLICANT'S BEST WRITTEN WORK IN ENGLISH CLASS**

(work will not be returned; the piece can be creative or a report/essay, but must be from class; photocopied work is acceptable; teacher does not have to have marked the work)

☐ **<u>SEALED AND SIGNED</u> FEEDER SCHOOL TEACHER COMMENTARY FORM**

(teacher is to sign across the envelope flap)

☐ **STUDENT REGISTERED ONLINE FOR CANADIAN ACHIEVEMENT TEST**

- ☐ Wednesday, January 11th at 4:00 pm
- ☐ Saturday, January 14th at 8:30 am

INCOMPLETE PACKAGES WILL NOT BE PROCESSED

Parent Volunteer Initials: _____

The Decision Process

Students are considered based on **all** material that they hand in for the application process as well as the CAT examination they sit for in January. Applicants will receive a letter in the mail from Colonel By informing them of their application status.

If a student is not chosen in the first round they will be placed on a wait list. The wait list is divided into quarters, thus someone in the First Quarter is in a better position to be accepted than someone in the Second, Third, or Fourth Quarter. Notification of which quarter a student is in is sent through the mail to the applicant's home address.

We anticipate that we will be able to send letters out by the beginning of March.

Upon being accepted for admission, the school will issue a Memorandum of Understanding to be signed by both the applicant and parent(s)/guardian(s) that is to be returned to the school along with next year's annual fee of $300.

Should a student accept and at a later date decide to decline the offer of admission, a $150 refund of the annual fee will be issued up until March 10th.

The personal information on this application and all related application documentation is collected under the authority of the Education Act and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The information will only be used for the purpose of considering applications to the International Bacclaureate Program. Original applications and reference submissions will not be returned to or shared with applicants or others. Any questions regarding the collection and use of the information can be directed to the Principal, Colonel By Secondary School.

COLONEL BY SECONDARY SCHOOL

INTERNATIONAL BACCALAUREATE PROGRAM TEACHER COMMENTARY FORM (2017-2018) Page 1 of 2

Student Name: _____ School Name: _____
Subject/Level: _____ Teacher Name: _____

To the Student: Give this form to an academic subject teacher. With it, provide an envelope and a due date for you to pick it up. The envelope is to be sealed by this teacher and the envelope flap signed by them. Only submit **ONE** teacher commentary form.

To the teacher: The above student is applying to the International Baccalaureate Program. This rigorous, academic curriculum challenges students to push themselves in multiple subject areas. The intent is that the student should learn how to learn, to analyze, and to engage in critical reflection with tolerance and superior communication skills. Please include comments and anecdotal evidence to help us determine the applicant's suitability for the program. Should you wish to ensure delivery of your commentary, please fax the form to Colonel By Secondary School (613-745-4680) with ATTN: IB Coordinator. If giving the form back to the applicant, please place the form in a sealed envelope and sign across the flap. We value your professional opinion; your responses are never shared with the student or parent(s)/guardian(s).

Learning Characteristics

Please check the column which you feel best describes the student

	1	2	3	4	5	COMMENT
1. Does the student perform well in class assignments, and tests?						
2. Does the student complete homework and outside research on time and thoroughly?						
3. Does the student grasp new or different concepts easily?						
4. Does the student take initiative for his/her own learning?						
5. Does the student communicate maturely and grammatically, orally and in writing?						
6. Does the student demonstrate quick recall and mastery of factual information?						

1-Seldom 2-Sometimes 3-Often 4- Usually 5-Always

COLONEL BY SECONDARY SCHOOL

INTERNATIONAL BACCALAUREATE
PROGRAM TEACHER
COMMENTARY FORM (2017-2018)

Motivational Qualities

	1	2	3	4	5	COMMENT
1. Does the student show excitement and enthusiasm for learning?						
2. Does the student strive towards perfection and is she/he self-critical?						
3. Is the student intellectually playful and imaginative?						
4. Is the student self-confident, emotionally secure, and self-assertive?						
5. Is the student an active participant in class and group activities?						

1-Seldom 2-Sometimes 3-Often 4- Usually 5-Always

Do you recommend this student for the IB Program? _____

Please make any additional comments regarding this student below: