

**Hello Grade 12 students,**

Because it is early fall, there is still time before graduation to review your **Diploma Verification Report (DVR)** and correct any issues.

I. Please look for the following:

1. **Duplicated courses** - You will not receive credits for duplicated courses, so please ensure that courses appear only once on your DVR.
2. **Missing external credits** - There are many ways a student may earn credits outside of school. Have you earned credits through external music courses or for being on a provincial sports team, etc.?
3. **Missing DL courses** - Did you take a distance learning course outside of North Vancouver School District? If so, it is your responsibility to see that your report card is sent to Carson Graham. Only then will your DL course be recognized.
4. **Missing course(s)?** - Check to see that all you have done has been properly documented. Completed Grade 10 & 11 courses should be under the completed credits column and **NOT** the potential credit column.

II. Count your credits!

1. You need a **minimum of 80** credits in total to graduate.
2. **16** of those credits need to be labelled as **Grade 12**. Career-Life Connections 12 gives you credits, but **NOT** Grade 12 credits.
3. **All required courses** must be completed...many of these credits come from your Grade 10 classes. Please ensure all boxes at the top of your DVR are ticked off. Read very carefully.

III. Ensure your personal information is accurate. If change(s) need to be made in this area, please neatly write them on your DVR.

1. Is your **name spelled correctly** and written out completely?
2. Have you moved in the past while? If you have, please write your new address with postal code anywhere on your DVR.

IV. Once you have reviewed your transcript and verified its accuracy, please:

1. **date it**, 2. **sign it**, and 3. **return it to your counsellor**. Concerns or problems? Please see your counsellor ASAP.

Mrs. Marshall (C-Z & International students) and Mrs. Weyell (A-B)