***Highland Park Senior High School***

1015 Snelling Avenue South ● Saint Paul, Minnesota 55116-2497

Telephone: (651) 293-8940 ● Fax: (651) 293-8939 ● www.highlandsr.spps.org

Dear IB Senior,

Congratulations on your graduation! I am excited for you to take the next step into the “real world” but remember, with great freedom comes great responsibility. Therefore, I wanted to make you aware of the process about how to get the most out of your IB experience here at HPHS.

**Skills:**  Remember you are already more prepared then you would have been if you hadn’t taken your IB classes. Use the skills you’ve learned as you head off to college!

**Scores:** Your scores will be available July 5th. Use your Personal Code and Pin to log into: https://candidates.ibo.org (firefox is best) to see your scores. (Included with this letter)

**Action Steps**: When you get to college you will need to do the following:

* 1. Check with the registrar’s office to make sure they received your scores. (I have sent the transcript request to the school you indicated in May, but they have to download them as a school)
	2. If they received your scores:
		1. GREAT… now ask them what credit you’ll be receiving from those scores
			1. They should have a clear credit policy that indicates how credit is awarded (search online for the “School Name IB Credit” and the policy should be easy to find)
			2. If you are told you will not receive credit then ask “how can I appeal for credit”?
				1. They may tell you:

You need to fill out an appeal

You need to talk to the department leader

You need to submit a copy of the course syllabus or a teacher recommendation

* + - 1. If you are told you can’t appeal, or you try to appeal and you feel like you still should have received credit, then please contact the IB Office at HPSH so we can help you further reach out to try to receive credit if possible.
	1. If they did not receive your scores:
		1. DON’T PANIC… ask them how you can submit your scores to them (you can always go onto ibo.org and search “transcript” to submit your IB transcript to any school)
		2. Once your scores are received (you may have to check back again after you submit to make sure they got them) then return to (b) above for how to try to get credit for your scores

Remember, I am here to help even after you graduate! I know with your IB Courses you’ll be successful and wish you the best of luck!

Sincerely,



Mr. Schlukebier, IB Diploma Coordinator

jason.schlukebier@spps.org