The Role of the Academic Advisor

> In the grad program at Flex Academy, students are connected with an Academic Advisor. The Academic Advisor works alongside students and families throughout their time in the grad program to help plan, support and guide students to successfully complete grade 12.

Academic Advisors are typically available during regular school hours to connect with students and families. They are willing and able to communicate in a variety of ways, including email, phone calls, in-person meetings or Zoom chats. Below is a brief outline of what your Academic Advisor can help you with, and what things are outside of their responsibilities.

Academic Advisors are Responsible for:

Knowing Students	GA's want to get to know students in order to understand a student's strengths and challenges. This helps them tailor a specific path to graduation for each student. • In some cases this may also include connecting students with supports through Learning Services or Inclusive Education departments when appropriate
Academic Advising and Course Selection	This is the main job of our Academic Advisors and it includes: • Monitoring overall student progress • Reporting of external credits • Changing and withdrawing courses throughout the year • Matching course selection with post-secondary goals
Grad Planner	GA's update and maintain the grad planner tool in Encom. This represents a student's current plan and path to graduation.
Share Relevant Community Information	GA's will communicate general information as it is made available. Throughout the year this may include: • Scholarship information communicated to Flex Academy • Graduation event information • Local Flex community events

Student Record Transfers	Ga's will facilitate the transfer of student records and information to new schools when students leave Flex Academy. • This includes submitting requests to deactivate student accounts or instructing families on how to finish courses in progress

Academic Advisors may also:

Give advice, share ideas, brainstorm options	GA's may give advice on or suggest potential careers or areas of study that line up with student interests and abilities. This will vary among GA's as each of them have different life experiences and areas of expertise.
Discuss Provincial Assessment preparation	GA's can provide guidance to help plan, register, and prepare for Provincial Assessments • Session registration is completed through the Provincial Assessment Coordinator. • GA's are not involved in Provincial Assessments beyond discussing recommended sessions for students to write assessments in, alerting students to the registration windows, and providing resources students can use to prepare for assessments.
Write Reference Letters	With enough time and information provided, GA's are willing to write reference letters for scholarships and post-secondary applications. • If your GA feels there is another individual better suited to write the reference letter, they may suggest you contact that person for a stronger reference.

Academic Advisors do not:

Act on behalf of a course instructor or teacher	GA's will not respond to or interpret course specific questions or instructions (interpret teacher emails etc). • If you have questions about a specific course, they will direct you to contact the course teacher for more information.

Complete application forms for students	Post-Secondary Applications • Academic Advisors will work with families to help students plan for the appropriate course or program prerequisites IF families bring that information to their Academic Advisor. • Academic Advisors do not research post-secondary programs or institutions to determine entrance requirements, course prerequisites, application deadlines, etc for students. This is the responsibility of the student/family. Scholarship Applications • Academic Advisors do not research scholarship information and/or apply for scholarships for students. This is the responsibility of the student/family.
Provide regular, daily support for students	GA's do not monitor student work, activity, or engagement of students in their courses (or with teachers) on a daily basis to report to parents. It is the responsibility of the parent to maintain the ongoing, regular oversight of their student as they work through their grade 10-12 courses. • Students may access the Student Success Centre at any time if they need extra help with specific assignments, planning, or time management.
Set up LS/IE Assessments or Services	This is the responsibility of the Flex Academy IE Coordinator. They will contact you directly once the referral process is completed.

Revision #7
Created 1 September 2023 03:49:12 by Ryan McGuire
Updated 8 July 2026 21:46:05 by Shawna Giesbrecht