

ALPHA Calendar Senior Year Planning & Graduation Workflow

By A Wenhold | Updated 16 September 2026



Purpose: A one-page family workflow for the January–December ALPHA senior year.

For the full current calendar, see [Choosing Your Academic Calendar](#).

PLAN → ENROL → RECORD → APPLY → REPORT → COMPLETE → GRADUATE

Timeframe	Family Actions – ALPHA Calendar (January–December)
Grade 10–11 PREPARE	• Explore future pathways: attend open days, note application/scholarship deadlines and build a realistic senior plan. • Check current requirements: use Legal & Other Requirements and Explore Essential Tertiary Resources and Bursaries. Plan SAT/NBT/AP only where relevant; see our SAT journey.
Oct–Dec ENROL & SET UP	• Plan Grade 12: independently or through a Kairos+ Consultation; review the Graduation Request Process and Grade 12 resources. • 15 Oct–15 Nov: preferred enrol/re-enrol window. 16–30 Nov: final standard-fee window. From 1 Dec: late fee applies; paid, complete applications continue in HLA batches. Timeous standard-window enrolments are expected finalised by about 20 Dec. • Education Plan: record planned courses on myHLA after confirmation and review/finalise Jan–Mar. Kairos+ Applecore Service families submit planning info for assistance. Order Senior items via Blue Eagle Store / Jostens.
Jan–Feb START STRONG	• Begin Grade 12 academics, skills, service and character-building; keep Applecore current and finalise/update the Education Plan. • By 1 March: submit Senior Shoutout and HLA scholarship applications. If relevant, schedule the SAT exam.
Mar–May APPLY & REVIEW	• Review your record: apply Kairos+ Transcript Review/HLA Graduation Review feedback. Request an interim transcript on myHLA at least 10 business days before needed. • Apply and monitor: submit tertiary/job/scholarship applications and watch portals/email for requests and offers. 5 May: returning Seniors re-enrolled/paid after this date attract the late returning fee (similar to a new Senior).
By 15 June REPORT S1	• Submit Semester 1 report by 15 June. Kairos+ Applecore families use the Semester Reporting Form. • If all HLA graduation requirements are already complete after Semester 1, follow the Graduation Request Process to request final documents.
Jul–Sep COMPLETE S2	• Continue Semester 2 and finish strong. Keep Applecore current and respond to tertiary admission requirements. • 15 Aug: last day to enrol a new student in the current ALPHA year before increased enrollment fees applied (1–30 Sept). • 30 Sep: last day to upload previous records before increased TRX fees apply.
Oct–15 Jan GRADUATE 1 Oct opens	• 1 Oct: earliest release of the final HLA Transcript and Diploma for Grade 12 students using Semester 2. Complete coursework, enter final grades, verify Applecore/records, then submit the Graduation Request Process. • Semester 2 report: submit before graduation and no later than 15 January of the following year. Kairos+ Applecore families use the Semester Reporting Form.
By 15 Mar FINALISE & NEXT 15 Mar final	• 15 March: final date for Grade 12 graduation in that ALPHA academic year; later completion will trigger re-enrolment/late-graduation implications. • After graduation: submit the PDF transcript/diploma to tertiary institutions or employers; apply to SAQA for the NQF equivalency letter and complete USAf/university exemption steps where applicable. Safeguard the original hard copies — and celebrate!