

2010

The Ontario Student Transcript (OST)

Manual



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Une publication équivalente est disponible en français sous le titre suivant : *Manuel du relevé de notes de l'Ontario, 2010*.

This publication is available on the Ministry of Education's website, at www.edu.gov.on.ca.

Introduction

The *Ontario Student Transcript (OST): Manual, 2010* provides the information and guidelines required for the establishment, maintenance, issue, and storage of the Ontario Student Transcript (OST). It also outlines the regulations and procedures that apply to the recording of information in various situations.

This manual supersedes the *Ontario Student Transcript (OST): Manual, 2007*, and comes into effect for the 2009–10 school year. The revised OST form also comes into effect for the 2009–10 school year for all students in Ontario secondary schools.

The OST form is bilingual. It should be noted that two bilingual forms are available. The form on which English appears first is intended for the use of secondary schools under the jurisdiction of English-language district school boards or school authorities. The form on which French appears first is intended for the use of secondary schools under the jurisdiction of French-language district school boards or school authorities.

Purpose of the OST

The Ontario Student Transcript (OST) was developed in 1983 to provide an official and consistent record of the Ontario secondary school credit courses successfully completed by a student.

Since the 1999–2000 school year, schools have been required to provide a complete record of students' performance in Grade 11 and 12 courses.¹ Under this requirement, both successful and unsuccessful attempts at completing Grade 11 and 12 courses must be recorded on the OST. The OST will include:

- all Grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned;
- all Grade 11 and 12 courses completed or attempted by the student, with percentage grades obtained and credits earned;
- all equivalent credits granted through the Prior Learning Assessment and Recognition (PLAR) equivalency process under OSS or through the equivalency process under OSIS;
- all Grade 10 courses for which the student successfully challenged for credit through the PLAR challenge process, with percentage grades obtained and credits earned;
- all Grade 11 and 12 courses for which the student successfully or unsuccessfully challenged for credit through the PLAR challenge process, with percentage grades obtained and credits earned;
- identification of compulsory credits, including credits that are substitutions for compulsory credits identified by the ministry as diploma requirements;
- confirmation that the student has completed the forty hours of community involvement;
- confirmation that the student has successfully completed the provincial secondary school literacy requirement.

Since September 1, 1999, the OST has also had to include a record of the achievement of exceptional students who have alternative learning expectations in an individualized, non-credit program. (See OSS, section 6.2.2.2.)

1. This requirement is outlined in *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999* (OSS), section 6.2.2.2. All references to Grade 11 and 12 courses include Ontario Academic Courses offered under *Ontario Schools: Intermediate and Senior Divisions (Grades 7–12/OACs): Program and Diploma Requirements, 1989*, rev. ed. (OSIS).

The OST is a component of the Ontario Student Record (OSR), and the legislation that applies to the OSR applies also to the OST. This legislation is set out in section 266 of the Education Act and in the *Ontario Student Record (OSR): Guideline, 2000*. Updated pages for the OSR guideline are distributed to school boards if there are policy changes.

Regulations Pertaining to the OST

Establishment

Since September 1, 1984, an OST has been established for each student enrolled in an Ontario secondary school course for the purpose of earning a credit. Since September 1, 1999, an OST has been established for each student enrolled in an Ontario secondary school course, whether or not he or she is taking the course for credit.

Maintenance

Since September 1, 1984, an OST has been maintained for each student enrolled in an Ontario secondary school course for the purpose of earning a credit. Since September 1, 1999, an OST has been maintained for each student enrolled in an Ontario secondary school course, whether or not he or she is taking the course for credit. The OST will be maintained in accordance with the guidelines and instructions outlined in this manual (see pages 7 to 17).

The OST will be maintained and kept up to date by recording all pertinent information related to the student's achievements and diploma requirements as they occur. *The OST is an official document, and all information recorded on it must be accurate and up to date.*

The current copy of the OST may be printed or maintained electronically. This current copy must be copied onto an official OST form when it is issued to the student, when it is required for external use, or when it is placed in the OSR of a student who transfers to another school in Ontario. Upon graduation or retirement, a current and accurate copy of the student's OST must be stored in the OSR folder for internal school use.

Issue

Since September 1, 1984, OSTs have been issued for students who were enrolled in an Ontario secondary school course and who earned a credit for the course. Since September 1, 1999, an OST has been issued for any student enrolled in an Ontario secondary school course, in accordance with the requirements given on page 3 of this manual and the directions set out in the *Ontario Student Record (OSR): Guideline, 2000*, whether or not the student has taken the course for credit.

When a student transfers to another school, an official OST containing a summary of course work and diploma requirements completed will be issued and placed in the OSR.

An official OST containing a summary of all course work and diploma requirements completed will be issued to any student who requires a transcript, regardless of his or her last date of attendance at school. Sections A and C of Form 1 of the OSR folder may still be used as the official record of student achievement in secondary school courses for all students who have withdrawn, transferred, or graduated from an Ontario secondary school before September 1, 1984. If such students request a record of their secondary school academic achievement,² they will be issued an official OST showing the courses with the original course titles that are recorded in the student's OSR. Note that boards are no longer required to convert these original course titles to common course titles (or their abbreviations) or to provide common course codes for the original course titles. (If a board has already done the conversion for a student and has provided common course codes, it may continue to use these course data when issuing an official OST instead of the original course titles.)

Storage

The OST is an official component of the OSR and should be stored in the student's OSR folder.

2. For students who completed secondary school credit courses prior to September 1, 1999, such a record will include data only for courses successfully completed.

Instructions for Completing the OST

Versions of the OST

The official OST form is available in two versions:

- a preprinted form, which may be filled in using a typewriter or computer (see page 20)
- a blank form onto which the completed form may be printed electronically or onto which a current copy of the transcript may be photocopied

General Instructions

The following general instructions should be followed in completing the OST form:

- Dates should be entered numerically in the following order: year, month, day (yyyy/mm/dd). If only the year and month are required, enter these in the order indicated (yyyy/mm).
- All courses (including those the student has repeated, failed, or withdrawn from in Grades 11 and 12) should be entered chronologically by date.
- Every transcript must include the student's Ministry Identification Number (MIN) or Ontario Education Number (OEN), issued by the Ministry of Education.

The Three Main Sections of the OST

A. The General Information Section

(See also chart 1, on page 23, and the samples of completed OST forms on pages 25 to 37.)

Date of Issue	Enter the date (yyyy/mm/dd) on which the transcript was issued to the student or sent to another school.
Page Number of Transcript	If the OST consists of several pages, enter the appropriate page number on each page.
Surname/Given Names	Enter the student's surname first, ³ then the first given name, second given name, and initial, if any.
MIN/OEN	Enter the student's Ministry Identification Number (MIN) or Ontario Education Number (OEN), issued by the Ministry of Education.

3. For policy on change of surname, see *Ontario Student Record (OSR): Guideline, 2000*.

Student Number	Enter the number assigned by the school or school board, if applicable.
Gender	Use “M” or “F”.
Date of Birth	Give the student’s date of birth, using numerals (yyyy/mm/dd).
Name and Number of District School Board/ School Authority	Enter the name of the district school board or school authority in whose jurisdiction the school is located. Enter the identification number assigned to the board or school authority by the ministry.
Name and Number of School	Give the name of the school that the student is currently attending or last attended, and enter the identification number assigned to the school by the ministry.
Date of Entry	Enter the date (yyyy/mm/dd) on which the student began or resumed studies in the school that he or she is currently attending or last attended.

B. The Academic Information Section

(See also chart 2, on page 23, and the samples of completed OST forms on pages 25 to 37.)

For Grade 9 and 10 courses, provide an entry only for courses that the student has successfully completed. For Grade 11 and 12 courses, provide an entry for all courses that the student has completed or attempted – that is, courses successfully completed, courses repeated, courses failed, and courses from which the student has withdrawn.

For Grade 10 courses for which a regular day school student has sought credit through the Prior Learning Assessment and Recognition (PLAR) challenge process, provide an entry only for courses for which the student has successfully completed the requirements. For Grade 11 and 12 courses for which a regular day school student or a mature student has sought credit through the PLAR challenge process, provide an entry for courses for which the student has successfully completed the requirements, has repeated the PLAR challenge process for the course, or has failed to successfully complete the requirements. Do not provide an entry if the student withdrew from the challenge process. (See Policy/Program Memorandum No. 129, “Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools”, July 6, 2001; and Policy/Program Memorandum No. 132, “Prior Learning Assessment and Recognition (PLAR) for Mature Students: Implementation in Ontario Secondary Schools”, May 7, 2003. See also “Procedures for Mature Students” on pages 15 to 17 of this manual.)

Date	For Grade 9 and 10 courses, give the date (yyyy/mm) on which the student successfully completed the requirements for a course. For Grade 11 and 12 courses, give the date on which the student completed the requirements for a course (successfully or unsuccessfully) or withdrew from a course. (Note that no entry will be made if the student withdrew from the PLAR challenge process for a Grade 11 or 12 course.)
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Course Grade/Level	<p>Enter the grade of the course (9, 10, 11, or 12), <i>not</i> the grade in which the student is enrolled.</p> <p>For courses in English as a second language/English literacy development (ESL/ELD), classical and international languages, and Native languages, enter the level of the course (1, 2, 3, 4, or 5).</p> <p>For purposes of disclosure of successful and unsuccessful attempts at completing Grade 11 and 12 courses, note that Levels 2 and 3 in classical languages are equivalent to Grades 11 and 12, respectively; Levels 3 and 4 in international languages are equivalent to Grades 11 and 12, respectively; and Levels 4 and 5 in Native languages are equivalent to Grades 11 and 12, respectively. The disclosure policy does not apply to courses in English as a second language/English literacy development (ESL/ELD).</p> <p>For a student with an IEP who is taking an alternative course, which does not lead to a credit, enter "N/A" in this column. (For a definition of <i>alternative courses</i>, see under "Alternative" in <i>The Individual Education Plan (IEP): A Resource Guide, 2004</i>, page 26.)</p>
Course Title	<p>Use the common course title, as given in the list of common course codes.</p> <p>For equivalent credits that have to be entered as a total for regular day school students, enter "Equivalent Credits" (see "Equivalent credits", pages 13 and 14).</p> <p>For a cooperative education course, enter "(Co-op)" after the course title. Include as a separate entry the title of the related course – that is, the course in an Ontario curriculum policy document or the ministry-approved locally developed course on which the cooperative education course is based. (The title of the cooperative education course and the related course will be the same.)</p>
Course Code	<p>Use the common course code (CCC) given in the ministry's list of common course codes.</p> <p>For equivalent credits that have to be entered as a total for regular day school students, enter "PLE" (see "Equivalent credits", pages 13 and 14).</p> <p>For a cooperative education course, enter the same course code as the code of the related course.</p> <p>For a student with an IEP who is taking a <i>non-credit</i> course with modified curriculum expectations, enter the common course code that is given in the Ontario curriculum policy document for the corresponding credit course.</p> <p>For a student with an IEP who is taking an alternative course, which does not lead to a credit, use the course code beginning with "K" given for that course in the ministry's list of common course codes.</p>
Percentage Grade	<p><i>For Grade 9 courses:</i></p> <ul style="list-style-type: none"> • Enter the final percentage grade that the student received in the course. If a Grade 9 course is repeated, only the attempt on which the student earned the higher percentage grade will be recorded on the OST.

For Grade 10 courses:

- Enter the final percentage grade that the student received in the course. If a Grade 10 course is repeated, only the attempt on which the student earned the higher percentage grade will be recorded on the OST. If the student withdrew from or received a failing grade in a Grade 10 course taken through a credit recovery program, no notation will be entered on the OST.
- Where applicable, record the percentage grade assigned to a regular day school student through the PLAR challenge process for a Grade 10 course. Only passing percentage grades will be entered on the OST. If the student subsequently takes the Grade 10 course, only the higher percentage grade will be recorded on the OST. No notation will be entered on the OST if the student withdrew from or received a failing grade in the challenge process.

For Grade 11 and 12 courses:

- Enter the final percentage grade that the student received in the course. Record percentage grades for courses successfully completed, courses repeated, courses failed, and courses from which the student has withdrawn. For students who have withdrawn from a course after five instructional days following the issue of the first provincial report card in a semestered school or five instructional days following the issue of the second provincial report card in a non-semestered school, enter the student's percentage grade at the time of withdrawal (see also "Withdrawal from a course", pages 12 and 13).
- Where applicable, record the percentage grade assigned to a regular day school student through the PLAR challenge process for a Grade 11 or 12 course. Enter passing and failing percentage grades. No notation will be entered on the OST if the student withdrew from the challenge process.
- Where applicable, record the percentage grade for a Grade 11 or 12 course taken through a credit recovery program only after the student submits or completes a culminating activity identified in the student's learning plan. Enter passing and failing percentage grades. No notation will be entered on the OST if the student withdrew from the course before submitting or completing the culminating activity.

Use "EQV" in this column for equivalent credits that have to be entered as a total for regular day school students (see "Equivalent credits", pages 13 and 14).

"ALT" may be used in this column for alternative courses, which do not lead to credits.

Credit

The course credit is to be expressed as a number with two decimal places (e.g., 1.00, 0.75, 0.50, 0.25).

For Grade 9 courses:

- Enter credits for courses that the student has successfully completed. Students who repeat a course are granted only one credit for the course.

For Grade 10 courses:

- Enter credits for courses for which the student has successfully completed the requirements either by taking the course or (for regular day school students) by going through the PLAR challenge process. Students who repeat a course are granted only one credit for the course.

For Grade 11 and 12 courses:

- Enter credits for courses for which the student has successfully completed the requirements by taking the course, by going through the PLAR challenge process, or by going through a credit recovery program.
- For students who failed a course, enter “0” (zero) in this column. (No credit is granted for students who fail a course.) This applies whether the student has taken the course or has unsuccessfully challenged for credit for the course through the PLAR process.
- For students who have repeated a course that they have previously completed successfully, enter an “R” in this column for the course with the lower percentage grade (see “Repetition of a course”, page 13.)
- For students who have withdrawn from a course that they are taking, enter a “W” for the course in this column. No entry will be made if the student withdrew from the PLAR challenge process. No entry will be made if the student withdrew from a Grade 11 or 12 course taken through a credit recovery program prior to submitting or completing the culminating activity identified in the student’s learning plan. (See “Withdrawal from a course”, pages 12 and 13.)

For students in any grade whose IEP describes modified curriculum expectations or alternative expectations that will not lead to a credit, enter “N/A” in this column.

Compulsory

Enter an “X” in this column for courses in which a compulsory credit has been earned. For equivalent compulsory credits for regular day school students, enter *the total number* of credits granted. For partial compulsory credits (e.g., Civics, Grade 10), enter the appropriate fraction, expressed as a number with two decimal places (e.g., 0.50). When one credit of a two-credit cooperative education course is being used as a compulsory credit, enter “1” in this column.

Use an “X” to indicate credits that are substitutions for compulsory credits identified by the ministry as diploma requirements. (Such substitutions can only be made with the approval of the principal.) For these credits, also enter an “X” in the “Note” column (see page 12).

A maximum of *seven* locally developed compulsory credit courses can be recorded as compulsory credits, in accordance with Policy/Program Memorandum No. 134, “Increase in the Number of Locally Developed Compulsory Credit Courses”, March 8, 2010. If a student earns more than seven credits for locally developed compulsory credit courses, these credits will be recorded on the OST without an “X” in this column and will be counted towards the 30 credits required for graduation.

A maximum of *two* credits in cooperative education can be recorded as compulsory credits, in accordance with Policy/Program Memorandum No. 139, “Revisions to Ontario Secondary Schools (OSS) to Support Student Success and Learning to 18”, February 1, 2006.

A maximum of *three* credits in French as a second language can be recorded as compulsory credits, in accordance with Policy/Program Memorandum No. 146, “Revisions to Credit Requirements to Support Student Success and Learning to 18”, March 8, 2010.

A maximum of *three* credits in ESL/ELD can be recorded as compulsory credits, in accordance with OSS, section 7.3.1.1. As stated in Policy/Program Memorandum No. 146, “Revisions to Credit Requirements to Support Student Success and Learning to 18”, March 8, 2010, the fourth compulsory credit in English must be earned for a *Grade 12* English course.

Note	Enter the special indicator “S” (see page 14) or one of the following notations, as applicable: “F” (course taught in French in Core, Extended, or Immersion program); “C” (cooperative education); “I” (interdisciplinary studies); “X” (substitution for a compulsory credit course); “H” (a required specialist high skills major course); “P” (credit earned at an inspected private school by a student registered in a publicly funded school); “M” (modified curriculum expectations that do not lead to a credit, as described in the student’s IEP); “A” (alternative expectations, which do not lead to a credit, as described in the student’s IEP).
Summary of Credits	Enter the total number of credits and the total number of compulsory credits in the appropriate columns.

Regulations and procedures pertaining to special cases

The following regulations and procedures should be reviewed and followed in completing the OST for students who fall into one of the following categories: students who have withdrawn from a course; students who have repeated a course; students who have been granted equivalent credits; and students whose performance in a course has been affected by extraordinary circumstances.

Withdrawal from a course

Grade 9

Withdrawals from Grade 9 courses are not recorded on the OST. Only successfully completed courses are recorded on the OST.

Grade 10

Withdrawals from Grade 10 courses are not recorded on the OST. Withdrawals from the PLAR challenge process for Grade 10 courses are also not recorded. (Note that, since mature students cannot challenge for credit for Grade 10 courses, this applies only to regular day school students.) Only successfully completed courses, as well as credits granted through the PLAR challenge and equivalency processes, the OSIS equivalency process, and a credit recovery program are recorded on the OST.

Grades 11 and 12

If a student (including a student with an Individual Education Plan) withdraws from a Grade 11 or 12 course within five instructional days following the issue of the first provincial report card in a semestered school or five instructional days following the issue of the second provincial report card in a non-semestered school, the withdrawal is not recorded on the OST.

If a student withdraws from a course after five instructional days following the issue of the first provincial report card in a semestered school or five instructional days following the issue of the second provincial report card in a non-semestered school, the withdrawal is recorded on the OST by entering a “W” in the “Credit”

column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.

No entry will be made on the OST if the student withdrew from a Grade 11 or Grade 12 course taken through a credit recovery program prior to submitting or completing the required culminating activity identified in the student's learning plan.

Students who transfer from another school after the semester or term has started are allowed an equivalent amount of time to withdraw from a course. The principal of the receiving school will determine the amount of time allowed before the withdrawal must be recorded on the OST. If the student withdraws after the time allowed, a "W" is entered in the "Credit" column and the student's percentage grade at the time of withdrawal is recorded in the "Percentage Grade" column.

No entry will be made on the OST if the student withdrew from the PLAR challenge process for a Grade 11 or 12 course.

Students who withdraw from credit courses offered through continuing education (night school or summer school) or through distance education, including the Independent Learning Centre, also are allowed an equivalent amount of time to withdraw from a course. The principal who oversees the continuing education or distance education program will determine the amount of time allowed before the withdrawal must be recorded on the OST. If the student withdraws after the time allowed, a "W" is entered in the "Credit" column and the student's percentage grade at the time of withdrawal is recorded in the "Percentage Grade" column. The principal is also responsible for reporting this information to the school that maintains the student's OSR and OST.

Where there are extraordinary circumstances relating to a student's withdrawal from a Grade 11 or 12 course, a student's poor performance in a successfully completed course, or a student's failure to complete a course successfully, the special indicator "S" may be entered in the "Note" column on the OST (see "Special indicator", on page 14, and OSS, section 6.2.2.2).

Repetition of a course Students who repeat a Grade 11 or 12 course that they have previously completed successfully earn only one credit for the course. However, each attempt and the percentage grade obtained is recorded on the OST, and an "R" is entered in the "Credit" column for the course(s) with the lower percentage grade.

Equivalent credits Regular day school students who transfer to an Ontario secondary school from a school outside Ontario or from a non-inspected private school may be granted equivalent credits through the PLAR equivalency process for regular day school students based on the principal's evaluation of their previous learning. The total number of equivalent credits and the corresponding number of compulsory credits are recorded on the OST. The equivalent credits should be entered as a total, and the required items of information should appear as follows: "Equivalent Credits" should be entered in the "Course Title" column; "PLE" in the "Course Code" column; "EQV" in the "Percentage Grade" column; the total number of credits in the "Credit" column; and the total number of compulsory credits in the "Compulsory" column. (See OSS, sections 6.6 and 6.7.2 and appendix 8, and Policy/Program

Memorandum No. 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools", July 6, 2001.)

Special indicator

A student's parents or a student who is an adult (eighteen years of age or over) may request that the principal identify Grade 11 and 12 courses in which the student's performance was affected by extraordinary circumstances by using a special indicator. If the principal agrees with the student's or parents' claim, the special indicator "S" is entered in the "Note" column for these courses. However, the student's percentage grades are also recorded. The special indicator may also be used for courses from which the student has withdrawn because of extraordinary circumstances.

If the principal does not agree with the parents' or student's claim that extraordinary circumstances have had a significant effect on the student's achievement, the parents or the student may request that the appropriate supervisory officer review the matter. (See OSS, section 6.2.2.2.)

C. The Diploma Information Section

(See also chart 3, on page 24, and the samples of completed OST forms on pages 25 to 37.)

Community Involvement

Enter an "X" in the "Completed" box if the student has completed the community involvement requirement. (Students are required to complete 40 hours of community involvement activities in order to graduate.)

"N/A" applies to students whose IEP states that they are not working towards the Ontario Secondary School Diploma (OSSD) and to students who are working towards the OSSD under OSIS or towards an earlier diploma, such as the Secondary School Graduation Diploma (SSGD).

Enter an "X" in the "Completed" box for students who are taking non-credit courses with alternative expectations and who have completed the 40 hours of community involvement (see sample 9).

Provincial Secondary School Literacy Requirement

Enter an "X" in the "Successfully Completed in English" box if the student has successfully completed the provincial secondary school literacy requirement in English.

"N/A" applies to students whose IEP states that they are not working towards the OSSD and to students who are working towards the OSSD under OSIS or towards an earlier diploma, such as the SSGD.

Specialized Program

Enter the name of any specialized board program in which the student has participated. Identify the program area (e.g., arts, business, technological studies, immersion French, extended French, career preparation, science and technology, school/college articulation). (See OSS, section 7.4.)

Diploma or Certificate

Enter the name of the Ministry of Education diploma or certificate awarded to the student.

Date of Issue	Give the date (yyyy/mm) on which the ministry diploma or certificate was issued.
Authorization	The signature of the secondary school principal or that of his or her representative, accompanied by the principal's name, should appear in this box. The OST may also be authorized by a ministry official for a student who has completed credits by correspondence, who has attended a private school that is now closed, or who has obtained a diploma or certificate before 1968.

Procedures for Mature Students⁴

There are two possible procedures for mature students. Previous learning may be assessed and credits granted either under OSIS (Procedure 1) or under OSS (Procedure 2), as outlined below. (See also samples 5A and 5B on pages 31 and 32.)

Procedure 1

Principals will follow the process described in OSIS, section 6.14: Equivalent Standing for Mature Students, for granting equivalent credits to the following groups of mature students:⁵

- mature students who were *enrolled previously* in the Ontario secondary school system, and were placed in Grade 9 before 1999–2000, Grade 10 before 2000–2001, Grade 11 before 2001–02, or Grade 12 before 2002–03; and who are working towards the OSSD under OSIS diploma requirements; *OR* mature students who were *enrolled previously* in the Ontario secondary school system and who are working towards the Secondary School Graduation Diploma (SSGD) under *Circular H.S.1, 1979–81*
- mature students who were *new* to the Ontario secondary school system, and were *enrolled as mature students* in the Ontario secondary school system *before February 1, 2004*; who were placed in Grade 9 in 1999–2000 or later, Grade 10 in 2000–2001 or later, Grade 11 in 2001–02 or later, or Grade 12 in 2002–03 or later; and who are working towards the OSSD under OSS diploma requirements

Date	Enter the date (yyyy/mm) on which the equivalent credits were granted by the Ontario secondary school principal.
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Course Title	For equivalent credits that have to be entered as a total, enter “Equivalent Credits”. Use the common course titles given in the list of common course codes for all courses completed through an Ontario secondary school program.
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4. A *mature student* is defined as a student who is at least eighteen years of age and who has not attended day school for a period of at least one year. For policies pertaining to mature students, see section 6.6 of OSS and Policy/Program Memorandum No. 132, “Prior Learning Assessment and Recognition (PLAR) for Mature Students: Implementation in Ontario Secondary Schools”, May 7, 2003.

5. These two groups are, respectively, group 3 and group 4 in Policy/Program Memorandum No. 132.

Course Code	Enter the appropriate code for each type of equivalent credit granted. (See OSIS, section 6.14, for a description of the first three types.) The codes for equivalent credits are: QEE Equivalent-education allowance QAP Apprenticeship-training allowance QMA Maturity allowance QSE Credits granted for course work completed outside Ontario
Percentage Grade	When “QEE”, “QAP”, “QMA”, or “QSE” has been recorded in the “Course Code” column, enter the code “EQV” in the “Percentage Grade” column.
Credit	Enter <i>the total number</i> of equivalent credits in this column.
Compulsory	Enter <i>the total number</i> of compulsory equivalent credits in this column.

Procedure 2

Principals will follow the Prior Learning Assessment and Recognition (PLAR) process for granting credits for prior learning to the following groups of mature students:⁶

- mature students who are *new* to the Ontario secondary school system as of February 1, 2004, and who are working towards the Ontario Secondary School Diploma (OSSD) under OSS diploma requirements
- mature students who were *enrolled as regular day school students* in the Ontario secondary school system, and were placed in Grade 9 in 1999–2000 or later, Grade 10 in 2000–2001 or later, Grade 11 in 2001–02 or later, or Grade 12 in 2002–03 or later; and who return to school as mature students on February 1, 2004, or later to work towards the OSSD under OSS diploma requirements


Such credits may be granted through the equivalency process or the challenge process. (See section 6.6 of OSS and Policy/Program Memorandum No. 132.)

Date	Enter the date (yyyy/mm) on which the credits were granted through the PLAR challenge or equivalency process by the Ontario secondary school principal. If the student was not successful in challenging for credit for the course, enter the date on which it was determined that he or she was not successful in the challenge attempt.
Course Title	For equivalent credits that have to be entered as a total (that is, those for Grades 9 and 10), enter “Equivalent Credits”. Use the common course titles given in the list of common course codes for all of the following: <ul style="list-style-type: none"> • courses successfully completed through an Ontario secondary school program • equivalent credits granted for Grade 11 and 12 courses through the equivalency process

6. These two groups are, respectively, group 1 and group 2 in Policy/Program Memorandum No. 132.

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- credits granted for Grade 11 or 12 courses through the challenge process
 - Grade 11 or 12 courses for which the student has repeated the challenge process
 - Grade 11 or 12 courses that the student failed, and Grade 11 or 12 courses for which the student was unsuccessful in challenging for credit
- Course Code** Enter the code “PLE” for Grade 9 and 10 equivalent credits. *These credits must be recorded as one total.*
- Use the appropriate course codes for all of the following:
- courses successfully completed through an Ontario secondary school program
 - equivalent credits granted for Grade 11 and 12 courses through the equivalency process
 - credits granted for Grade 11 or 12 courses through the challenge process
 - Grade 11 or 12 courses for which the student has repeated the challenge process
 - Grade 11 or 12 courses that the student failed, and Grade 11 or 12 courses for which the student was unsuccessful in challenging for credit
- Percentage Grade** For equivalent credits granted through the equivalency process, enter the code “EQV” in the “Percentage Grade” column.
- Enter the percentage grade earned in all of the following:
- courses successfully completed through an Ontario secondary school program
 - credits granted for Grade 11 or 12 courses through the challenge process
 - Grade 11 or 12 courses for which the student has repeated the challenge process
 - Grade 11 or 12 courses that the student failed, and Grade 11 or 12 courses for which the student was unsuccessful in challenging for credit
- Credit** For Grade 9 and 10 courses, record *the total number* of equivalent credits in this column. Up to 16 equivalent credits may be granted for Grade 9 and 10 courses. No more than 16 credits, earned and equivalent combined, may be granted for Grade 9 and 10 courses.
- For Grade 11 and 12 courses, enter the appropriate value for individual credits granted or earned. Up to 10 credits may be granted through the PLAR equivalency and/or challenge processes. (Students may, of course, have earned some or all of these 10 credits through a secondary school program.) Students must earn 4 *additional* Grade 11 and 12 credits through an Ontario secondary school program.
- Compulsory** For Grade 9 and 10 courses, enter *the total number* of compulsory credits granted as equivalent credits.
- For Grade 11 or 12 credits granted through the PLAR process, enter an “X” in this column for each compulsory credit granted.

Appendix

 Ministry of Education Ministère de l'Éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance _____ / _____	Page _____ of / de _____		
Surname / Nom _____		Given Names / Prénoms _____		Student Number / Numéro matricule _____			
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire _____		Number / Numéro _____		Date of Birth / Date de naissance Year / Année _____ Month / Mois _____ Day / Jour _____			
Name of School / Nom de l'école _____		Number / Numéro _____		Date of Entry / Date de l'admission Year / Année _____ Month / Mois _____ Day / Jour _____			
Date Year Année	Month Mois	Course Grade/Level cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
Sample							
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							
<input type="checkbox"/> Completed / Terminé		<input type="checkbox"/> N/A / S.O.		<input type="checkbox"/> Successfully / Réussi en français		<input type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat		Date of Issue / Date de délivrance Year / Année _____ Month / Mois _____		Authorization / Autorisé par _____			

The collection and maintenance of this information are authorized under the *Education Act, R.S.O., 1990, c.E.2, s.266*. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school.

La collecte et la conservation de ces renseignements sont autorisées par la *Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266*. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.

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The following information appears on the back of the OST form.

The Ontario Student Transcript (OST) is the official record of a student's academic achievement in the province of Ontario. The OST contains a record of the following:

- all courses in all secondary school grades successfully completed before September 1, 1999
- all Grade 9 and 10 courses begun and successfully completed during or after the 1999–2000 school year
- all successful and unsuccessful attempts at completing Grade 11 and 12 courses and Ontario Academic Courses (OACs) made during or after the 1999–2000 school year

“Course Code” column

The *first three characters* of the course codes are those given in the ministry's list of common course codes.

The *fourth character* indicates the grade of a course, as follows: **1** (Grade 9), **2** (Grade 10), **3** (Grade 11), **4** (Grade 12), and **0** (OAC). For courses in ESL, classical/international languages, and Native languages only, it indicates the level of a course, as follows: **A** (Level 1), **B** (Level 2), **C** (Level 3), **D** (Level 4), and **E** (Level 5).

The *fifth character* indicates the type of course, as follows: **D** (academic), **P** (applied), **O** (open), **U** (university preparation), **M** (university/college preparation), **C** (college preparation), and **E** (workplace preparation). Transfer courses are indicated as follows: **H** (academic), **J** (applied), **K** (university preparation), **V** (university/college preparation), **Q** or **R** (college preparation), and **S** (workplace preparation). Locally developed courses are indicated as follows: **1** (academic), **2** (applied), **3** (open), **4** (board-developed compulsory Grade 9 or 10 English, math, science, or Canadian history), **L** (compulsory Grade 9 or 10 English, math, science, or Canadian history developed by the Council of Ontario Directors of Education), **5** (workplace preparation), **6** (college preparation), **7** (university preparation), and **8** (university/college preparation).

For students who began secondary school between 1984–85 and 1999–2000, the fifth character indicates the level of difficulty of a course, as follows: **A** (advanced), **B** (basic), and **G** (general) for courses based on ministry curriculum guidelines; and **X** (advanced), **Y** (basic), and **Z** (general) for non-guideline courses.

Course codes beginning with “**K**” indicate courses consisting of alternative expectations, which do not lead to credits. These codes are structured somewhat differently: the fourth character indicates the year of attendance in secondary school (**A** for the first year, **B** for the second, etc.); and the fifth character, **N**, indicates a non-credit course.

QEV is the code for credits received in the Grade 9 program from 1993–94 to 1998–99 (a total of 8 credits, including the compulsory credits).

PLE is the code for equivalent credits granted as one total for previous learning outside Ontario or in a non-inspected private school in Ontario.

The codes indicating credits granted to *mature students* who re-entered secondary school before February 1, 2004, are as follows: **QEE** (equivalent-education credit), **QAP** (apprenticeship-training credit), **QMA** (maturity-allowance credit), and **QSE** (credit for course work completed outside Ontario).

“Percentage Grade” column

EQV is used instead of a percentage grade when equivalent credits are recorded.

ALT may be used instead of a percentage grade for alternative courses, which do not lead to credits.

“Credit” column

1.00 indicates one credit for the successful completion of a course scheduled for a minimum of 110 hours. Partial credits are indicated as 0.50 (a half credit), 0.25 (one-quarter credit), etc.

- 0** (zero) indicates that the student failed the course
- W** indicates that the student withdrew from the course
- R** indicates that the student repeated the course and that the percentage grade given for this attempt is the lower grade
- N/A** indicates a course with modified or alternative expectations that did not lead to a credit

“Note” column

The following notations may appear in this column:

- S** special indicator noting that the student’s performance in a Grade 11 or 12 course or an OAC was affected by extraordinary circumstances
- I** interdisciplinary studies
- F** course taught in French in a Core, Extended, or Immersion program
- C** cooperative education
- X** substitution for a compulsory credit course
- H** a required specialist high skills major course
- P** credit earned at an inspected private school by a student registered in a publicly funded school
- M** modified curriculum expectations that do not lead to a credit
- A** alternative expectations, which do not lead to a credit

Graduation diplomas

Ontario Secondary School Diploma (OSSD) under OSS, from 2002–3 onwards (for students entering secondary school in 1999–2000 or later)

Ontario Secondary School Diploma (OSSD) under OSIS, from 1986–87 onwards

Secondary School Honour Graduation Diploma (SSHGD), up to 1989–90

Secondary School Graduation Diploma (SSGD), from 1972–73 onwards

Certificates

Ontario Secondary School Certificate, from 1999–2000 onwards

Certificate of Accomplishment, from 1999–2000 onwards (no specific requirements)

Certificate of Education, September 1985 to August 1999

Certificate of Training, before 1988

“Specialized Program” box

The name of a specialized program developed by a school board

Chart 1. General Information Section of OST

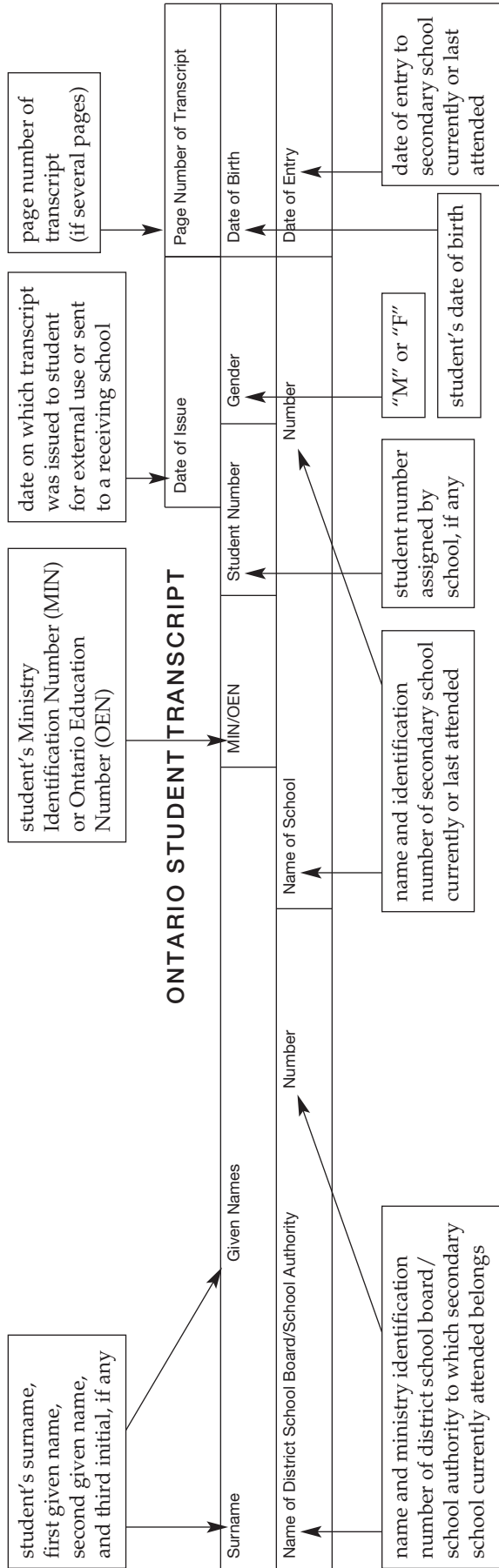


Chart 2. Academic Information Section of OST

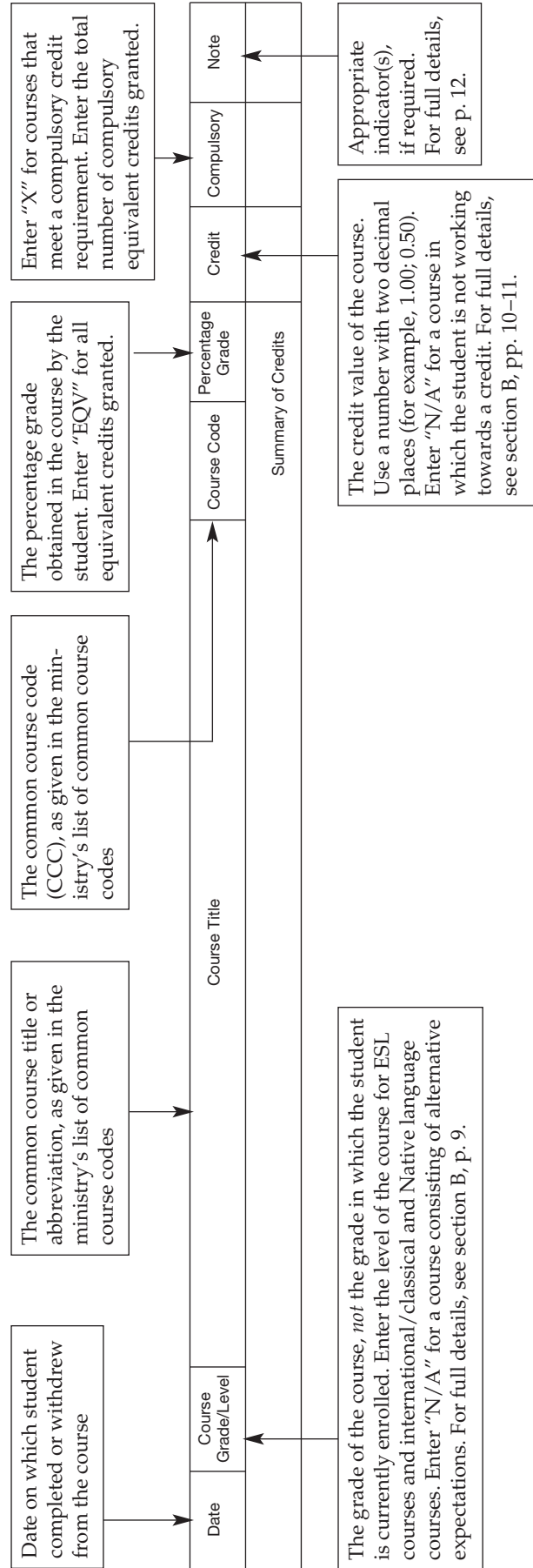
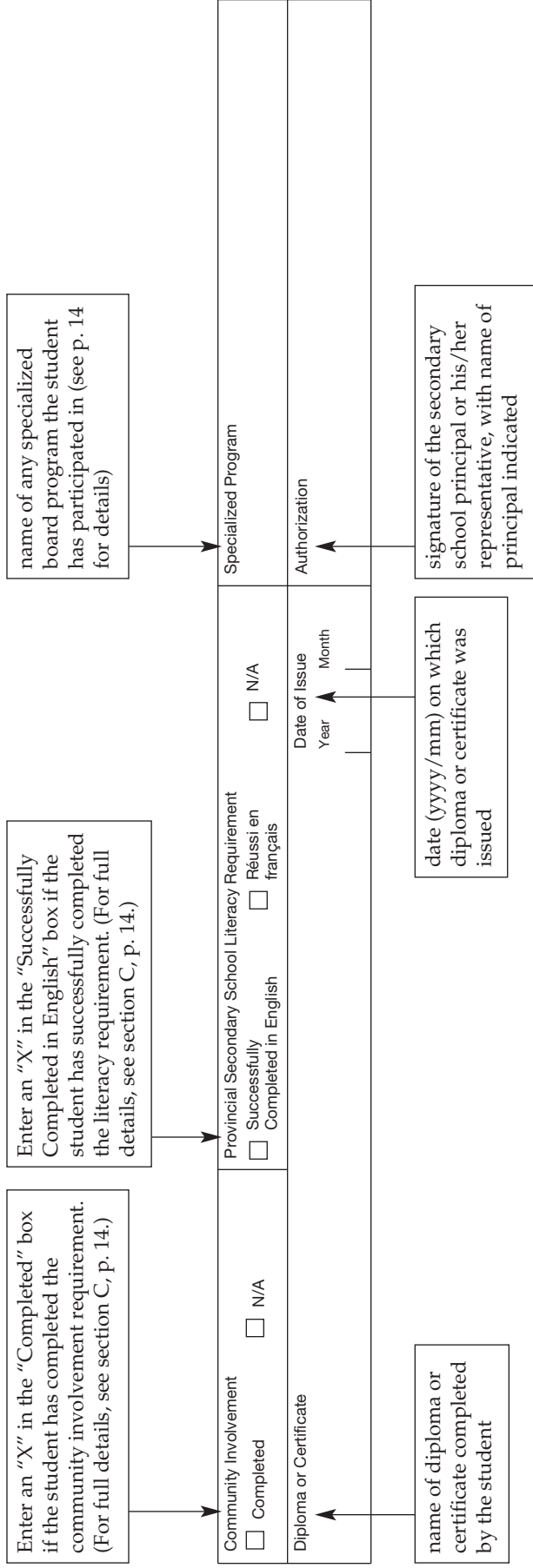


Chart 3. Diploma Information Section of OST




Samples of Completed OST Forms


The following samples of completed OST forms are provided:


- Sample 1: Student Who Entered Grade 9 in September 2003
- Sample 2: Student Who Has Earned an OSSD Under OSS
- Sample 3: Student Who Requires Selected Indicators Under “Credit” and “Note”; Student Who Has Earned One Compulsory Credit in Cooperative Education
- Sample 4: Student Taking ESL Courses
- Sample 5A: Mature Student Who Re-entered Before February 1, 2004, to Complete an OSSD Under OSIS Diploma Requirements (Procedure 1)
- Sample 5B: Mature Student Entering OSS Program on February 1, 2004, or Later (Procedure 2)
- Sample 6: Student Entering With Equivalent Credits Granted for Course Work Completed Outside Ontario
- Sample 7: Student Taking Locally Developed Compulsory Credit Courses
- Sample 8: Student Taking Courses That Have Modified Curriculum Expectations
- Sample 9: Student Taking Alternative (Non-credit) Courses
- Sample 10: Student Who Has Completed a Specialist High Skills Major

Sample 1: Student Who Entered Grade 9 in September 2003


		Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2004 08 31		Page 1 of /de 1	
Surname / Nom Jabar		Given Names / Prénoms Mohamed		Student Number / Numéro matricule 88888999		Date of Birth / Date de naissance Year / Année 1989 09 01 Month / Mois 09 01 Day / Jour 01	
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Name of School / Nom de l'école ABC Secondary School		Date of Entry / Date de l'admission Year / Année 2003 09 02 Month / Mois 09 02 Day / Jour 02	
Course Title / Titre du cours		Course Code Code du cours		Percentage Grade / Note en pourcentage		Credit / Crédit	
Date Year / Année Month / Mois 2004 02	Course Grade/Level / Année du cours/Niveau 9	Music	AMU10	70	1.00	X	Note / Prédiction
2004 02	9	Introduction to Business	BB10	65	1.00	X	
2004 02	9	Geography of Canada	CGC1D	70	1.00	X	
2004 02	9	English	ENGLD	85	1.00	X	
2004 06	9	Core French	FSF1D	69	1.00	X	F
2004 06	9	Food & Nutrition	HFN10	75	1.00	X	
2004 06	9	Principles of Mathematics	MPM1D	80	1.00	X	
2004 06	9	Science	SNC1D	82	1.00	X	
2004 08	9	Healthy Active Living Education	PPL10	75	1.00	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS						9.00	9.00
<input type="checkbox"/> Community involvement / Service communautaire		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.		<input type="checkbox"/> Successfully Completed in English <input type="checkbox"/> Réussi en français		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat				Authorization / Autorisé par			
The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.							

Sample 2: Student Who Has Earned an OSSD Under OSS


		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2004 06 30	Page 1 of 2		
Ministry of Education Ministère de l'Éducation		Student Number / Numéro matricule 999888999		Date of Birth / Date de naissance 1986 08 24			
Given Names / Prénoms Mary		Name of School / Nom de l'école ABC School		Gender / Sexe F			
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Date of Entry / Date de l'admission 2000 09 07			
Course Title / Titre du cours		Number / Numéro 456789		Date of Birth / Date de naissance 1986 08 24			
Date Year / Année	Month / Mois	Course Grade/Level Année du cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2001	02	9	AV110	86	1.00	X	
2001	02	9	FSF1D	90	1.00	X	F
2001	02	9	SNC1D	93	1.00	X	
2001	02	9	BT110	96	1.00	X	
2001	06	9	CGC1D	88	1.00	X	
2001	06	9	ENG1D	90	1.00	X	
2001	06	2	LKCB D	90	1.00	X	
2001	06	9	MPM1D	95	1.00	X	
2001	08	10	BB12A	90	1.00	X	
2002	02	10	CHC2D	88	1.00	X	
2002	02	10	ENG2D	84	1.00	X	
2002	02	10	TIK2O	90	1.00	X	
2002	06	10	CHV2O	88	0.50	X	
2002	06	10	GLC2O	96	0.50	X	
2002	06	10	MPM2D	93	1.00	X	
2002	06	10	PPL2O	83	1.00	X	
2002	06	10	SNC2D	88	1.00	X	
2003	02	11	ENG3U	75	1.00	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							
Community involvement / Service communautaire		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		Specialized Program / Programme spécialisé			
<input type="checkbox"/> Completed / Terminé	<input type="checkbox"/> N/A / S.O.	<input type="checkbox"/> Successfully Completed in English / Réussi en français	<input type="checkbox"/> N/A / S.O.				
Diploma or Certificate / Diplôme ou certificat				Date of Issue / Date de délivrance Year / Année Month / Mois			
				Authorization / Autorisé par			
<p>The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.</p>							

		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2004 06 30	Page 2 of /de 2	
Ministry of Education Ministère de l'Éducation		MIN / OEN / NIM / NISO 999888999		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 1986 08 24		
Given Names / Prénoms Mary		Name of School / Nom de l'école ABC School		Gender / Sexe F		
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2000 09 07		
Student Number / Numéro matricule 456789						
Date Year / Année	Course Grade/Level Année du cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2003 02	11	SCH3U	70	1.00		
2003 02	11	SPH3U	73	1.00		
2003 06	11	BAF3M	87	1.00		
2003 06	11	CIE3M	89	1.00		
2003 06	11	MCR3U	85	1.00	X	
2003 06	11	TGJ3M	90	1.00		
2004 01	12	BAT4M	80	1.00		
2004 01	12	CIA4U	88	1.00		
2004 01	12	HZT4U	95	1.00		
2004 01	12	MCB4U	90	1.00		
2004 06	12	BOH4M	84	1.00		
2004 06	12	ENG4U	88	1.00	X	
2004 06	12	MDM4U	96	1.00		
SUMMARY OF CREDITS / TOTAL DES CRÉDITS				30.00	18.00	
<input checked="" type="checkbox"/> Community involvement / Service communautaire		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques / Specialized Program / Programme spécialisé		
<input checked="" type="checkbox"/> Completed / Terminé		<input checked="" type="checkbox"/> Successfully Completed in English <input type="checkbox"/> Réussi en français		Date of Issue / Date de délivrance Year / Année Month / Mois		
Diploma or Certificate / Diplôme ou certificat Ontario Secondary School Diploma		Authorization / Autorisé par				
The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.						

Sample 3: Student Who Requires Selected Indicators Under "Credit" and "Note"
Student Who Has Earned One Compulsory Credit in Cooperative Education

		Ministry of Education Ministère de l'Éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2003 06 30		Page 1 of / de 1	
Surname / Nom Smith		Given Names / Prénoms Mark		MIN / OEN / NIM / NISO 999999887		Student Number / Numéro matricule 456789		Date of Birth / Date de naissance Year / Année 1992 08 12	
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Name of School / Nom de l'école ABC School		Date of Entry / Date de l'admission Year / Année 2006 09 02		Gender / Sexe M	
Date Year / Année	Month / Mois	Course Grade/Level Année du cours/Niveau	Course Title / Titre du cours	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions	
2007	02	9	Geography of Canada	CGC1P	84	1.00	X		
2007	02	9	English	ENG1P	75	1.00	X		
2007	02	9	Dramatic Arts	ADA1O	75	1.00	X		
2007	02	9	Foundations of Mathematics	MF1P	70	1.00	X		
2007	06	9	Introduction to Information Technology in Business	BT1O	80	1.00	X		
2007	06	9	French	FSF1D	78	1.00	X	F	
2007	06	9	Integrated Technologies	TH1O	84	1.00	X	X	
2007	06	9	Science	SNC1P	78	1.00	X		
2008	02	10	Dramatic Arts	ADA2O	70	1.00	X		
2008	02	10	English	ENG2P	75	1.00	X		
2008	02	10	Canadian History in the 20th Century	CHC2P	80	1.00	X		
2008	02	10	Science	SNC2P	73	1.00	X		
2008	06	10	Introduction to Business	BB1O	74	1.00	X	P	
2008	06	10	Foundations of Mathematics	MF2P	90	1.00	X		
2008	06	10	Construction Technology	TC1O	85	1.00	X		
2008	06	10	Civics	CHV2O	78	0.50	0.50		
2008	06	10	Career Studies	GLC2O	80	0.50	0.50		
2009	02	11	English	ENG3C	65	R	X		
2009	02	11	Mathematics of Personal Finance	MBF3C	75	1.00	X		
2009	02	11	Biology	SBI3C	55	W			
2009	02	11	Understanding Canadian Law	CLU3M	45	0		S	
2009	06	11	English	ENG3C	85	1.00	X		
2009	06	11	Construction Technology	TCJ3C	74	1.00	X		
2009	06	11	Construction Technology (Co-op)	TCJ3C	80	2.00	1.00	C	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							21.00	17.00	
<input checked="" type="checkbox"/> Completed / Terminé		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.		<input checked="" type="checkbox"/> Successfully Completed in English		<input type="checkbox"/> Réussi en français		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat				Authorization / Autorisé par					
The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.									

Sample 4: Student Taking ESL Courses



Ministry of Education
Ministère de l'Éducation

ONTARIO STUDENT TRANSCRIPT
RELEVÉ DE NOTES DE L'ONTARIO

Date of Issue / Date de délivrance
2003 06 30

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1 of de 1

Surname / Nom
Figueroa

Given Names / Prénoms
Roberto

Name of District School Board / School Authority
Nom du conseil scolaire de district / de l'administration scolaire
XYZ School Board

MIN / OEN / NIM / NISO
999999884

Name of School / Nom de l'école
ABC School

Number / Numéro
12345

Course Title / Titre du cours
Course Title / Titre du cours

Date of Birth / Date de naissance
Year / Année Month / Mois Day / Jour
1986 06 06

Gender / Sexe
M

Student Number / Numéro matricule
456789

Date of Entry / Date de l'admission
Year / Année Month / Mois Day / Jour
2000 09 04

Date Year / Année	Month Mois	Course Grade/Level Année du cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2001	02	9	ALC10	77	1.00	X	
2001	06	9	CGC1D	96	1.00	X	
2001	06	1	ESLAD	90	1.00	X	
2001	06	9	FSF1D	84	1.00	X	F
2001	06	9	MPM1D	69	1.00	X	
2001	06	9	PPL1O	90	1.00	X	
2001	06	9	SNC1D	84	1.00	X	
2001	06	9	TT1O	68	1.00	X	
2002	01	10	CHC2D	60	1.00	X	
2002	01	10	CHV2O	50	0.50	X	
2002	01	10	GLC2O	62	0.50	X	
2002	01	10	SNC2D	63	1.00	X	
2002	06	2	ESLBO	76	1.00	X	
2002	06	10	MPM2D	70	1.00	X	
2002	06	10	PPL2O	80	1.00	X	
2002	06	10	TCJ2O	88	1.00	X	
2003	01	11	BT A3O	82	1.00	X	
2003	01	3	ESLCO	79	1.00	X	
2003	01	11	MCF3M	76	1.00	X	
2003	01	11	SCH3U	71	1.00	X	
2003	06	4	ESLDO	69	1.00	X	
2003	06	11	HRT3M	76	1.00	X	
2003	06	11	PPL3O	88	1.00	X	
2003	06	11	TCJ3C	96	1.00	X	

SUMMARY OF CREDITS / TOTAL DES CRÉDITS

Community involvement / Service communautaire N/A S.O. Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques/Specialized Program / Programme spécialisé

Completed / Terminé X N/A S.O. Successfully / Réussi en English français S.O.


Diploma or Certificate / Diplôme ou certificat X N/A S.O. Authorization / Autorisé par _____

23.00


17.00

The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school.
La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.


Sample 5A: Mature Student Who Re-entered Before February 1, 2004, to Complete an OSSD Under OSIS Diploma Requirements (Procedure 1)
 (Student had been enrolled in the Ontario secondary school system before the implementation of OSS, and returned to complete the OSSD. Student had previously earned 1.2 credits under OSIS. Equivalent credits are granted according to OSIS.)

		Ontario STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2004 08 31	Page 1 of /de 1			
Ministry of Education Ministère de l'Éducation		Student Number / Numéro matricule 999989877		Gender / Sexe M	Date of Birth / Date de naissance 1974 06 30			
Given Names / Prénoms Allan		Name of School / Nom de l'école ABC School		Date of Entry / Date de l'admission 2003 09 02				
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Number / Numéro 456789				
Course Title / Titre du cours								
Date Year / Année	Course Grade/Level Année du cours/Niveau			Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
1989 06	9	English		ENG1G	68	1.00	X	
1989 06	9	French – Core		FSF1A	67	1.00	X	
1989 06	9	Science		SNC1G	70	1.00	X	
1989 06	9	Visual Arts - Comprehensive		AVI1G	76	1.00	X	
1989 06	9	Mathematics		MAT1G	76	1.00	X	
1989 06	9	Contemporary Canada: Life in the 20th Century		HCT1G	61	1.00	X	
1989 06	9	Physical and Health Education		PHE1G	80	1.00	X	
1989 06	9	Woodwork		TCW1G	85	1.00	X	
1990 02	10	English		ENG2G	64	1.00	X	
1990 02	10	Science		SNC2G	73	1.00	X	
1990 02	10	Mathematics		MAT2G	76	1.00	X	
1990 02	10	Woodwork		TCW2G	84	1.00	X	
2004 06	11	English		ENG3C	71	1.00	X	
2004 06	11	Understanding Canadian Law		CLU3M	74	1.00	X	
2004 06	12	Mathematics for College Technology		MCT4C	65	1.00		
2004 06	12	Construction Technology		TCJ4C	85	1.00		
2004 08	12	English		ENG4C	69	1.00	X	
2004 08		Equivalent Credits		QEE	EQV	1.00		
2004 08		Equivalent Credits		QMA	EQV	12.00	2.00	
				SUMMARY OF CREDITS / TOTAL DES CRÉDITS		30.00		16.00
Community involvement / Service communautaire		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		Specialized Program / Programme spécialisé				
<input type="checkbox"/> Completed / Terminé	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Successfully Completed in English	<input type="checkbox"/> Réussi en français	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> S.O.			
Diploma or Certificate / Diplôme ou certificat				Date of Issue / Date de délivrance		Authorization / Autorisé par		
Ontario Secondary School Diploma				2004 08				
<p>The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.</p>								

Sample 5B: Mature Student Entering OSS Program on February 1, 2004, or Later (Procedure 2)
 (Student is new to the Ontario secondary school system, and is working towards an OSSD under OSS diploma requirements.)

		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2004 06 30	Page 1 of /de 1		
Ministry of Education Ministère de l'Éducation		Student Number / Numéro matricule 999999886		Date of Birth / Date de naissance Year / Année 1984 06 30			
Given Names / Prénoms Cindy		Name of School / Nom de l'école ABC School		Gender / Sexe F			
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Date of Entry / Date de l'admission Year / Année 2004 02 09			
Course Title / Titre du cours Equivalent Credits							
Date Year / Année	Month Mois	Course Grade/Level Année du cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2004	02		PLE	EQV	16.00	14.00	
2004	02	Introduction to Financial Accounting	BAF3M	EQV	1.00	X	
2004	02	Information Technology Applications in Business	BTA3O	EQV	1.00		
2004	02	Introduction to Marketing	BMI3C	EQV	1.00		
2004	02	Mathematics of Personal Finance	MBF3C	EQV	1.00	X	
2004	02	English	ENG3C	EQV	1.00	X	
2004	06	English	ENG4C	76	1.00	X	
2004	06	College and Apprenticeship Mathematics	MAP4C	70	1.00		
2004	06	Biology	SBI3C	72	1.00		
2004	06	Philosophy: The Big Questions	HZB3O	75	1.00		
2004	06	Information Management and Community Leadership	IDC4O	80	1.00		I
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					26.00	18.00	
<input checked="" type="checkbox"/> Community involvement / Service communautaire		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.		<input type="checkbox"/> Successfully Completed in English <input type="checkbox"/> Réussi en français		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat				Authorization / Autorisé par			
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Sample 6: Student Entering With Equivalent Credits Granted for Course Work Completed Outside Ontario

		Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2003 02 28		Page 1 of 1	
Surname / Nom Ko		Given Names / Prénoms Martin		Student Number / Numéro matricule 456789		Date of Birth / Date de naissance Year / Année 1986 04 01	
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Name of School / Nom de l'école ABC School		Number / Numéro 12345		Date of Entry / Date de l'admission Year / Année 2002 02 04	
MIN / OEN / NIM / NISO 999999883		Course Title / Titre du cours		Percentage Grade / Note en pourcentage		Credit / Crédit	
Date Year / Année 2002 02 06		Course Grade/Level / Année du cours/Niveau 9		Course Code / Code du cours PLE		Compulsory / Obligatoire 7.00	
Equivalent Credits Geography of Canada		80		CGC1D		X	
Science		80		SNC2D		X	
Canadian History in the 20th Century		85		CHC2D		X	
English		70		ENG2D		X	
Principles of Mathematics		92		MPM2D		X	
Biology		90		SBI3U		X	
Physics		85		SPH3U		X	
Visual Arts		75		AVI3M		X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS				20.00		14.00	
<input checked="" type="checkbox"/> Completed / Terminé		<input type="checkbox"/> N/A / S.O.		<input type="checkbox"/> Successfully Completed in English / Réussi en français		<input type="checkbox"/> N/A / S.O.	
Diploma or Certificate / Diplôme ou certificat				Authorization / Autorisé par			
The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school. La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.							


Sample 7: Student Taking Locally Developed Compulsory Credit Courses

(Student has taken board-developed Grade 9 English, math, and science, and Grade 10 English, math, science, and Canadian history developed by the Council of Ontario Directors of Education. As of September 2009, a maximum of seven locally developed compulsory credit courses can be counted as compulsory credits.)

Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance		Page		
Given Names / Prénoms John		2006 02 28		1 of/de 1		
Surname / Nom Smith		Student Number / Numéro matricule 456789		Date of Birth / Date de naissance Year / Année 1989 08 24 Month / Mois 08 24 Day / Jour 08 24		
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Date of Entry / Date de l'admission Year / Année 2003 09 02 Month / Mois 09 02 Day / Jour 09 02		
MIN / OEN / NIM / NISO 777888999		Name of School / Nom de l'école ABC School		Gender / Sexe M		
Date Year / Année	Course Grade/Level Année du cours/Niveau	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2004 02	9 English	ENG14	66	1.00	X	
2004 02	9 Mathematics	MAT14	63	1.00	X	
2004 02	9 Healthy Active Living Education	PPL10	81	1.00	X	
2004 02	9 Core French	FSF1P	60	1.00	X	F
2004 06	9 Science	SNC14	63	1.00	X	
2004 06	9 Dramatic Arts	ADA10	76	1.00	X	
2004 06	9 Integrated Technologies	TTI10	78	1.00	X	
2004 06	9 Geography of Canada	CGC1P	58	1.00	X	
2005 02	10 English	ENG2L	77	1.00	X	
2005 02	10 Mathematics	MAT2L	68	1.00	X	
2005 02	10 Science	SNC2L	71	1.00	X	
2005 02	10 Healthy Active Living Education	PPL20	76	1.00	X	
2005 06	10 Career Studies	GLC20	70	0.50	X	
2005 06	10 Civics	CHV20	72	0.50	X	
2005 06	10 Transportation Technology	TTJ20	80	1.00	X	
2005 06	10 Dramatic Arts	ADA20	77	1.00	X	
2005 06	10 Individual and Family Living	HIF20	73	1.00	X	
2006 02	10 Canadian History	CHC2L	77	1.00	X	
2006 02	11 English	ENG3E	75	1.00	X	
2006 02	11 Mathematics for Everyday Life	MEL3E	65	1.00	X	
2006 02	11 Transportation Technology	TTJ3E	81	1.00	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS				20.00	14.00	
Community involvement / Service communautaire		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		Specialized Program / Programme spécialisé		
<input type="checkbox"/> Completed / Terminé	<input type="checkbox"/> N/A / S.O.	<input type="checkbox"/> Successfully Completed in English / Réussi en français	<input type="checkbox"/> N/A / S.O.	Date of Issue / Date de délivrance Year / Année _____ Month / Mois _____		
Diploma or Certificate / Diplôme ou certificat			Authorization / Autorisé par _____			

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Sample 8: Student Taking Courses That Have Modified Curriculum Expectations
 (Student is taking some courses that have modified curriculum expectations and that may or may not lead to credits.)

		Ministry of Education Ministère de l'Éducation		Ontario STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2004 06 30		Page 1 of /de 1		
Surname / Nom Robi		Given Names / Prénoms Bill		MIN / OEN / NIM / NISO 888666882		Student Number / Numéro matricule M		Date of Birth / Date de naissance Year / Année 1989 06 03		
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Name of School / Nom de l'école ABC School		Number / Numéro 456789		Date of Entry / Date de l'admission Year / Année 2003 09 04		
Date Year / Année	Month Mois	Course Grade/Level Année du cours/Niveau	Course Title / Titre du cours	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions		
2004	06	9	English	ENG1P	60	N/A		M		
2004	06	9	Foundations of Mathematics	MFMP	65	N/A		M		
2004	06	9	Food and Nutrition	HFN1O	75	1.00				
2004	06	9	Healthy Active Living Education	PPL1O	60	0.50	0.50			
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							1.50	0.50		
<input type="checkbox"/> Completed Terminé		<input checked="" type="checkbox"/> N/A S.O.		<input type="checkbox"/> Successfully Completed in English		<input checked="" type="checkbox"/> N/A S.O.		Community involvement / Service communautaire Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques Specialized Program / Programme spécialisé		
Diploma or Certificate / Diplôme ou certificat				Date of Issue / Date de délivrance Year / Année Month / Mois						


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Sample 9: Student Taking Alternative (Non-credit) Courses
 (Student is taking only courses that have alternative expectations, which do not lead to credits.)

Ontario Ministry of Education Ministère de l'Éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2003 06 30	Page 1 of / de 1		
Surname / Nom Wood		Given Names / Prénoms Sherry		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 1989 06 01			
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		MIN / OEN / NIM / NISO 999193456		Student Number / Numéro matricule F			
Number / Numéro 12345		Name of School / Nom de l'école ABC School		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2002 09 05			
Date Year / Année	Course Grade/Level Année du cours/Niveau	Course Title / Titre du cours	Course Code Code du cours	Percentage Grade Note en pourcentage	Credit Crédit	Compulsory Obligatoire	Note Précisions
2003 02	N/A	Language and Communication Development	KENAN	ALT	N/A		A
2003 02	N/A	Numeracy and Numbers	KMMAN	ALT	N/A		A
2003 02	N/A	Personal Health and Fitness	KPPAN	ALT	N/A		A
2003 02	N/A	Creative Art for Enjoyment/Expression	KALAN	ALT	N/A		A
2003 06	N/A	Personal Life Skills	KGLAN	ALT	N/A		A
2003 06	N/A	Computer Skills	KTTAN	ALT	N/A		A
2003 06	N/A	Exploring the World of Work	KGWAN	ALT	N/A		A
2003 06	N/A	Choice Making for Healthy Living	KPHAN	ALT	N/A		A
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							
<input checked="" type="checkbox"/> Community involvement / Service communautaire		<input type="checkbox"/> N/A <input type="checkbox"/> S.O.		<input type="checkbox"/> Successfully Completed in English <input type="checkbox"/> Réussi en français		<input checked="" type="checkbox"/> N/A <input type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat				Authorization / Autorisé par			

The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school.
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Sample 10: Student Who Has Completed a Specialist High Skills Major

		Ministry of Education Ministère de l'éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance 2010 06 30		Page 1 of 1	
Surname / Nom Smith		Given Names / Prénoms John		MIN / OEN / NIM / NISO 123456789		Student Number / Numéro matricule M		Date of Birth / Date de naissance Year / Année 1992 10 31	
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire XYZ School Board		Number / Numéro 12345		Name of School / Nom de l'école ABC School		Number / Numéro 456789		Date of Entry / Date de l'admission Year / Année 2007 09 04	
Date	Year / Année	Month / Mois	Course Grade/Level / Année du cours/Niveau	Course Title / Titre du cours	Course Code / Code du cours	Percentage Grade / Note en pourcentage	Credit / Crédit	Compulsory / Obligatoire	Note / Prédiction
2007	02	02	9	Geography of Canada	CGCIP	84	1.00	X	
2007	02	02	9	English	ENG1P	75	1.00	X	
2007	02	02	9	Dramatic Arts	ADA1O	76	1.00	X	
2007	02	02	9	Foundations in Mathematics	MEM1P	70	1.00	X	
2007	06	06	9	Integrated Technologies	IT11O	84	1.00	X	
2007	06	06	9	Science	SNC1P	78	1.00	X	
2007	06	06	9	French	FSF1P	75	1.00	X	
2007	06	06	9	Healthy Active Living Education	PPL1O	88	1.00	X	
2008	02	02	10	Discovering the Workplace	GLD2O	71	1.00	X	
2008	02	02	10	English	ENG2P	76	1.00	X	
2008	02	02	10	Canadian History in the 20th Century	CHC2P	71	1.00	X	
2008	02	02	10	Science	SNC2P	73	1.00	X	
2008	06	06	10	Foundations in Mathematics	MEM2P	82	1.00	X	
2008	06	06	10	Civics	CHV2O	74	0.50	0.50	
2008	06	06	10	Career Studies	GLC2O	80	0.50	0.50	
2008	06	06	10	Introduction to Business	BB12O	73	1.00	X	
2008	06	06	10	Manufacturing Technology	TMJ2O	96	1.00	X	
2009	02	02	11	English	ENG3C	66	1.00	X	H
2009	02	02	11	Mathematics	MBF3C	78	1.00	X	H
2009	02	02	11	Manufacturing Engineering Technology	TMJ3C	85	2.00	X	
2009	06	06	12	Chemistry	SCH4C	64	1.00	X	
2009	06	06	11	Understanding Canadian Law	CLU3M	68	1.00	X	
2009	06	06	11	Manufacturing Engineering Technology (Co-op)	TMJ3C	88	2.00	X	C, H
2010	02	02	12	Entrepreneurial Studies: Venture Planning	BDV4C	82	1.00	X	
2010	02	02	12	English	ENG4C	74	1.00	X	
2010	02	02	12	College and Apprenticeship Mathematics	MAP4C	78	1.00	X	H
2010	06	06	12	Technology Design	TDJ3M	75	1.00	X	
2010	06	06	12	Physics	SPH4C	74	1.00	X	H
2010	06	06	12	Manufacturing Engineering Technology	TMJ4C	76	2.00	X	H
2010	06	06	12	Technology Design	TDJ4M	74	1.00	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS						32.00	18.00		
<input checked="" type="checkbox"/> Completed / Terminé		<input type="checkbox"/> N/A / S.O.		<input checked="" type="checkbox"/> Successfully Completed in English / Réussi en français		<input type="checkbox"/> N/A / S.O.		Specialist High Skills Major – Manufacturing	
Diploma or Certificate / Diplôme ou certificat Ontario Secondary School Diploma				Date of Issue / Date de délivrance Year / Année 2010 06					
Authorization / Autorisé par									
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