

Ministry of Education

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Ministère de l'Éducation

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MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School
Authorities

FROM: Kit Rankin
Director
Field Services Branch

Richard Franz
Director (A)
Student Success/Learning to 18 Strategic Policy Branch

DATE: July 17, 2009

SUBJECT: **Revision to the Recording of Credits on the Ontario
Student Transcript**

We are writing to inform you about revisions to the recording of credits on the Ontario Student Transcript (OST).

The Ontario Student Transcript provides an official and up to date record of the Ontario secondary school credit courses successfully completed by a student. Where students registered in a publicly funded secondary school earn credit(s) in a Ministry-inspected private school, the principal of the publicly funded secondary school is responsible for ensuring that the credit(s) is recorded on the student's OST.

In order to increase transparency in students' records, effective September 2009, all publicly funded schools will be required to:

- include a "P" notation on the OST when recording credits earned in a Ministry-inspected private school;
- collect the Board School Identification Database (BSID) number of the Ministry-inspected private school granting the credit; and
- include the "P" notation and the BSID number in their electronic data submissions for applicants to Ontario colleges and universities.

In support of this requirement, the OST template will be revised to allow for the recording of a "P" notation in the "Notes" column for credits earned at an inspected private school by a student registered in a publicly funded school. An explanation of the meaning of this new entry will be included on the reverse of the OST.

Recognizing that school boards may have recently purchased OST paper stock, schools may exhaust this stock before moving to the new OST template.

An amendment will be made to the *OST Manual* to reflect this change. The *OST Manual* can be accessed at <http://www.edu.gov.on.ca/eng/general/elemsec/ost/ost.pdf>. In addition, the ministry has informed universities and colleges as well as Student Management Systems vendors of this requirement.

We would ask that this memorandum be forwarded directly to all secondary school principals and other appropriate staff in your board.

Original signed by:

Original signed by:

Kit Rankin

Richard Franz

- c: Principals of Inspected Private Secondary Schools
- c: Director of the Provincial Schools Branch
- c: Principal of the Independent Learning Centre
- c: Chair, Ontario Universities' Council on Admissions
- c: Chair, Committee of Registrars, Admissions, and Liaison Officers
- c: The Ontario Universities' Application Centre