

Ministry of Education
Education Statistics & Analysis
Branch
777 Bay Street
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Toronto, Ontario M5G 2E5

Ministère de l'Éducation
Direction de la statistique et de
l'analyse de l'éducation
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Toronto (Ontario) M5G 2E5



MEMORANDUM TO: Principals of Semestered Secondary Schools and Continuing Education Schools

FROM: Rick Bent
Manager, OnSIS
Education Statistics & Analysis Branch

DATE: March 3, 2011

SUBJECT: Ordering Diplomas/Certificates for 2010-2011 Graduations

Please find enclosed the request for diplomas and certificates order form for 2010-2011. **Orders must be placed by fax using this form.** There should be only one form faxed to us per BSID. If you have to re-send the form, please indicate this at the top of the fax. Any requests made by telephone or e-mail will not be accepted as we require the principal's signature to process your request. Diplomas and certificates will be shipped by courier.

A limited number of documents may be ordered to cover spoilage. Always test print for alignment before committing your entire quantity for printing. Diplomas and certificates are official documents and therefore great care must be taken to store them in a secure environment. If you have any extras, please return them by courier to the Ministry of Education to the address noted above.

Please note the following deadline to send in your request forms according to the date of graduation:

Semester	Academic Period	Graduation	Ordering Deadline
Second	February 2011 - June 2011	June 2011 - November 2011	April 21, 2011

To ensure the integrity of this process, the ministry will compare the number of documents ordered with the number of students enrolled in grade 12. If you have students graduating throughout the year via a Continuing Education program, please submit the order form as required, allowing several weeks for delivery.

Any student graduating with an SHSM designation should not be counted in your OSSD order. In early April 2011, Rob DeRubeis of the Ministry of Education, Student Success/Learning to 18 Strategic Policy Branch, will send the **Request for Specialist High Skills Major OSS Diploma and Specialist High Skills Major Record, 2010-2011** fax back form to the SHSM school board lead.

If you have any general inquiries or are requesting old diplomas, e-mail onsis_sison@ontario.ca or call the OnSIS Help Desk at 416-212-6366 or 1-888-275-5934.

Thank you for your continued support and we look forward to hearing from you.

Sincerely,

(original signed by Rick Bent)

Rick Bent
Manager, OnSIS
Education Statistics & Analysis Branch

Enclosure