

The Ontario Student Transcript (OST)

Manual

2007

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Introduction

The *Ontario Student Transcript (OST): Manual, 2007* 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, 2003*, and comes into effect for the 2007–08 school year. The revised OST form also comes into effect for the 2007–08 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 36.)

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 36.)

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.)

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.</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”, page 13).</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”, page 13).</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 or 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", page 13).

"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).

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 *six* 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”, September 13, 2004. If a student earns more than six 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 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”, November 19, 2007, the fourth compulsory credit in English must be earned for a *Grade 12* English course.

Note	Enter the special indicator “S” (see page 13) 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); “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 a completed 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 or 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 or 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", below, 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 36.)

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.
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.
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

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.

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 • 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

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

Course Code	<p>Enter the code “PLE” for Grade 9 and 10 equivalent credits. <i>These credits must be recorded as one total.</i></p> <p>Use the appropriate course codes for all of the following:</p> <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 • 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	<p>For equivalent credits granted through the equivalency process, enter the code “EQV” in the “Percentage Grade” column.</p> <p>Enter the percentage grade earned in all of the following:</p> <ul style="list-style-type: none"> • 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	<p>For Grade 9 and 10 courses, record <i>the total number</i> 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.</p> <p>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 <i>additional</i> Grade 11 and 12 credits through an Ontario secondary school program.</p>
Compulsory	<p>For Grade 9 and 10 courses, enter <i>the total number</i> of compulsory credits granted as equivalent credits.</p> <p>For Grade 11 or 12 credits granted through the PLAR process, enter an “X” in this column for each compulsory credit granted.</p>

Appendix

The OST Form

 Ontario Ministry of Education Ministère de l'Éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance Year / Année Month / Mois Day / Jour	Page of / de
Surname / Nom		Given Names / Prénoms		MIN / OEN / NIM / NISO	
Name of District School Board / School Authority Nom du conseil scolaire de district / de l'administration scolaire		Number / Numéro		Name of School / Nom de l'école	
Student Number / Numéro matricule		Gender / Sexe		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour	
Date Year / Année Month / Mois		Course Title / Titre du cours		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour	
Course Grade / Niveau du cours		Course Code / Code du cours		Percentage Note en pourcentage	
Year / Année		Credit / Crédit		Compulsory / Obligatoire	
Month / Mois		Note / Précisions		Note / Précisions	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					
Community Involvement / Service communautaire <input type="checkbox"/> Completed / Terminé <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 type="checkbox"/> Successfully Completed in English <input type="checkbox"/> Réussi en français <input type="checkbox"/> N/A <input type="checkbox"/> S.O.		Date of Issue / Date de délivrance Year / Année Month / Mois	
Diploma or Certificate / Diplôme ou certificat 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.</p> <p>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 agents 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> <p>63-2367E (rev.11/07) © Queen's Printer for Ontario, 2007/© Imprimeur de la Reine pour l'Ontario, 2007</p>					

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
- 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

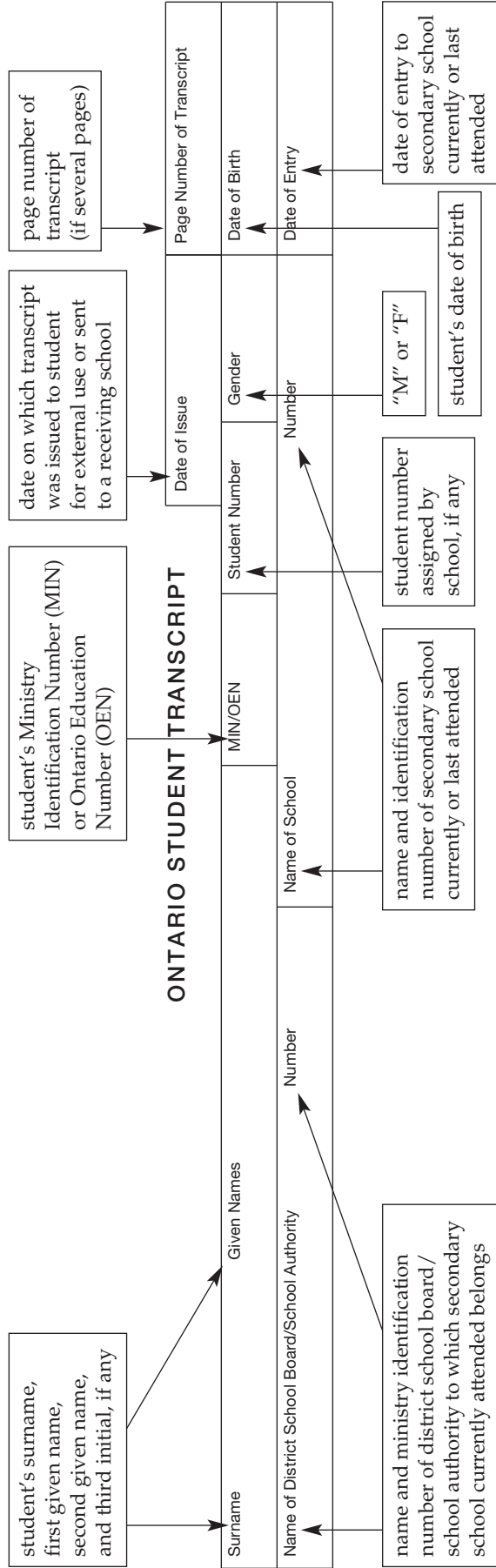


Chart 2. Academic Information Section of OST

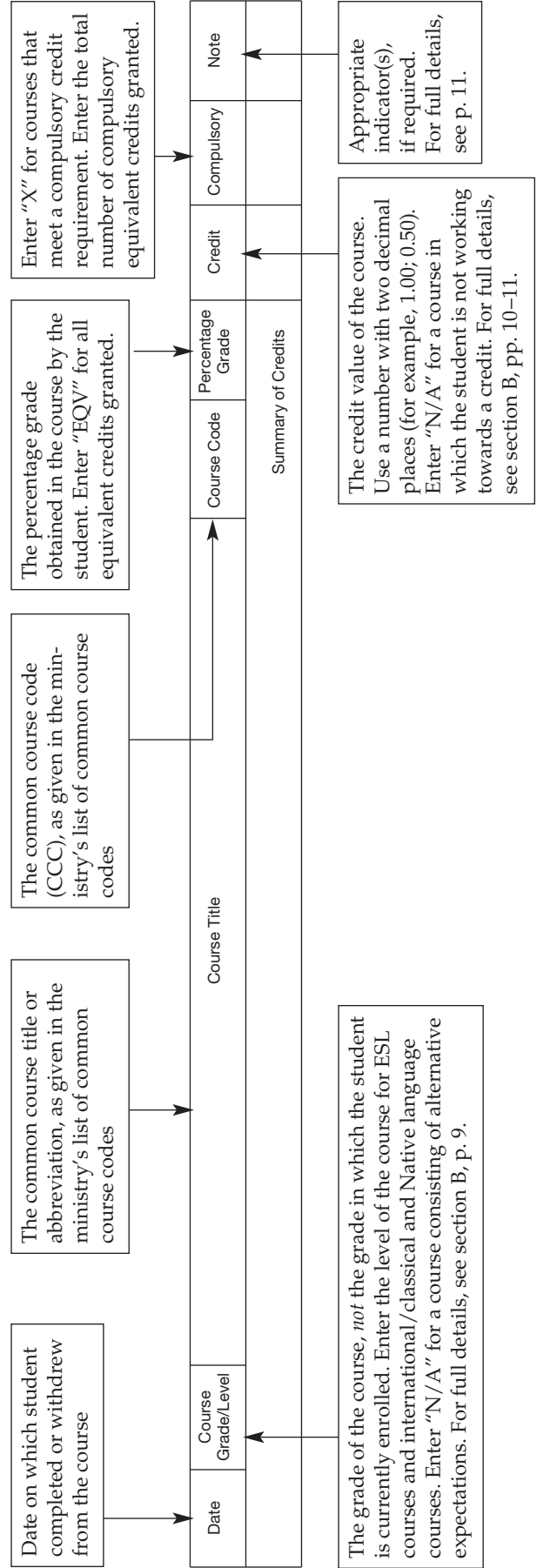
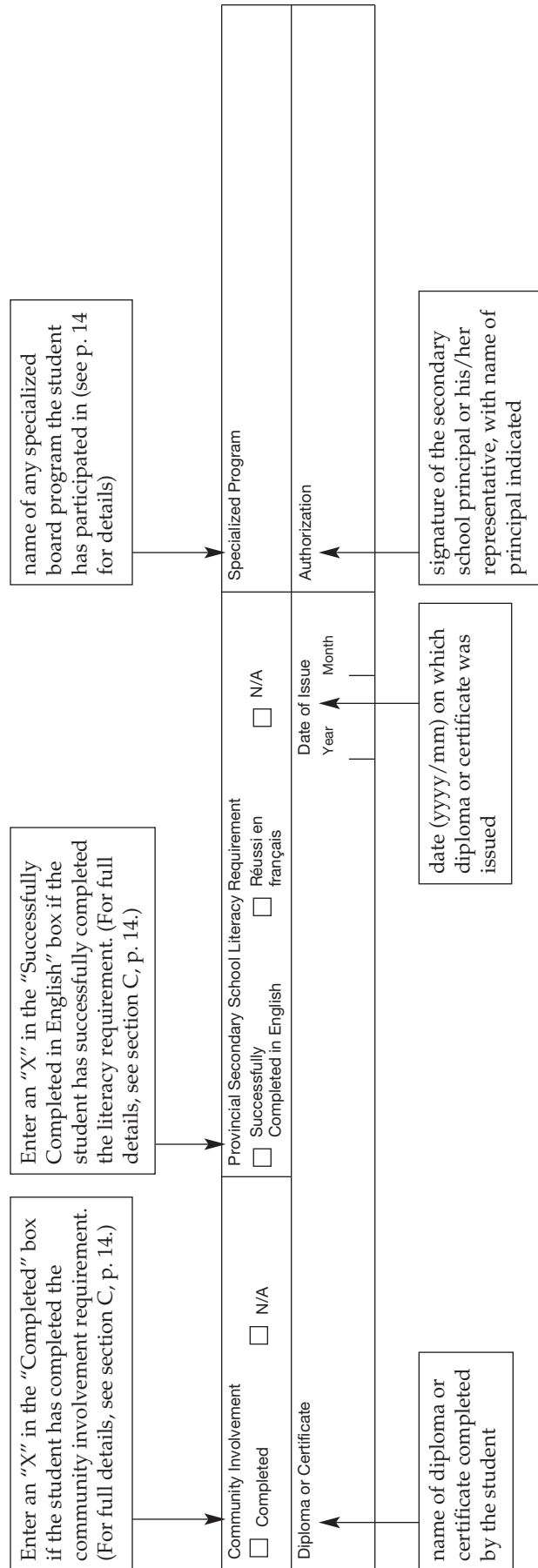


Chart 3. Diploma Information Section of OST



Samples of Completed OST Forms

The following samples of completed OST forms are provided:

- Sample 1: Student Entering 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 Two Compulsory Credits in Cooperative Education
- Sample 4: Student Taking ESL Courses
- Sample 5A: Mature Student Re-entering 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 1: Student Entering Grade 9 in September 2003

Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2004 08 31		Page 1 of 1	
Ontario Student Transcript Relevé de Notes de l'Ontario		Date of Birth / Date de naissance 1989 09 01		Date of Entry / Date de l'admission 2003 09 02	
Given Names / Prénoms Mohamed		Student Number / Numéro matricule 888888999		Gender / Sexe M	
Name of District School Board / School Authority XYZ School Board		Name of School / Nom de l'école ABC Secondary School		Number / Numéro 456789	
Course Title / Titre du cours		Course Code Code du cours		Percentage Grade / Note en pourcentage	
2004 02	Music	AMU10	70	1.00	X
2004 02	Introduction to Business	BBIO	65	1.00	X
2004 02	Geography of Canada	CGCID	70	1.00	X
2004 02	English	ENGLD	85	1.00	X
2004 06	Core French	FSF1D	69	1.00	X
2004 06	Food & Nutrition	HFN1O	75	1.00	X
2004 06	Principles of Mathematics	MPM1D	80	1.00	X
2004 06	Science	SNC1D	82	1.00	X
2004 08	Healthy Active Living Education	PPL1O	75	1.00	X
				9.00	9.00
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					
<input type="checkbox"/> Completed / Terminé		<input type="checkbox"/> Successfully Completed in English / Réussi en français		<input type="checkbox"/> N/A S.O. / N/A S.O.	
<input type="checkbox"/> Community Involvement / Service communautaire		<input type="checkbox"/> Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		<input type="checkbox"/> Specialized Program / Programme spécialisés	
Diploma or Certificate / Diplôme ou certificat					

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 Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2004 06 30		Page 1 of / de 2	
Surname / Nom Lee		Given Names / Prénoms Mary		Date of Birth / Date de naissance 2000 09 07	
Name of District School Board / School Authority XYZ School Board		Number / Numéro 12345		Date of Entry / Date de l'admission 2000 09 07	
MIN / OEN / NIM / NISO 999888999		Name of School / Nom de l'école ABC School		Student Number / Numéro matricule 456789	
Date Year / Année		Course Title / Titre du cours		Percentage Grade / Note en pourcentage	
2001 02	9	Visual Arts	AV110	86	1.00
2001 02	9	Core French	FSF1D	90	1.00
2001 02	9	Science	SNC1D	93	1.00
2001 02	9	Introduction to Information Technology in Business	BIT10	96	1.00
2001 06	9	Geography of Canada	CGC1D	88	1.00
2001 06	9	English	ENG1D	90	1.00
2001 06	2	Cantonese	LKCB1D	90	1.00
2001 06	9	Principles of Mathematics	MPM1D	95	1.00
2001 08	10	Introduction to Business	BB12A	90	1.00
2002 02	10	Canadian History in the 20th Century	CHC2D	88	1.00
2002 02	10	English	ENG2D	84	1.00
2002 02	10	Computer and Information Science	TIK2O	90	1.00
2002 06	10	Civics	CHV2O	88	0.50
2002 06	10	Career Studies	GLC2O	96	0.50
2002 06	10	Principles of Mathematics	MPM2D	93	1.00
2002 06	10	Healthy Active Living Education	PPL2O	83	1.00
2002 06	10	Science	SNC2D	88	1.00
2003 02	11	English	ENG3U	75	1.00

Community Involvement / Service communautaire		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		Specialized Program / Programme spécialisés	
<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	
<input type="checkbox"/>		Year / Année	Month / Mois

SUMMARY OF CREDITS / TOTAL DES CRÉDITS	
	➔


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Sample 2 (cont.)

Ontario 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 2 of / de 2	
Surname / Nom Mary		Given Names / Prénoms Mary		Date of Birth / Date de naissance 1986 08 24		
Name of District School Board / School Authority XYZ School Board		Name of School / Nom de l'école ABC School		Date of Entry / Date de l'admission 2000 09 07		
Number / Numéro 12345		Number / Numéro 456789		Gender / Sexe F		
Course Title / Titre du cours		Course Code Code du cours	Percentage Grade / Note pourcentage	Credit / Crédit	Compulsory / Obligatoire	Note / Précisions
Year / Année	Date	Course Grade / Niveau du cours	Course Title / Titre du cours	Percentage Grade / Note pourcentage	Credit / Crédit	Compulsory / Obligatoire
2003	02	11	Chemistry	70	1.00	
2003	02	11	Physics	73	1.00	
2003	06	11	Introduction to Financial Accounting	87	1.00	
2003	06	11	The Individual and the Economy	89	1.00	
2003	06	11	Functions and Relations	85	1.00	X
2003	06	11	Communications Technology	90	1.00	
2004	01	12	Principles of Financial Accounting	80	1.00	
2004	01	12	Analysing Current Economic Issues	88	1.00	
2004	01	12	Philosophy: Questions and Theories	95	1.00	
2004	01	12	Advanced Functions & Introductory Calculus	90	1.00	
2004	06	12	Organizational Studies: Organization	84	1.00	X
2004	06	12	English	88	1.00	
2004	06	12	Mathematics and Data Management	96	1.00	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS			30.00		18.00	
Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English / Réussi en français		Specialized Program / Programme spécialisés		
Diploma or Certificate / Diplôme ou certificat Ontario Secondary School Diploma		Date of Issue / Date de délivrance 2004 06 06		Authorization / Autorisé par		

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

 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 1	
Surname / Nom Smith		Given Names / Prénoms Mark		Student Number / Numéro matricule 999999887		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 1986 08 12	
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		Gender / Sexe M		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2000 09 02	
Number / Numéro 12345		Course Title/Titre du cours Geography of Canada		Number / Numéro 456789		Compulsory / Obligatoire X	
Date Year / Année Month / Mois 2001 06 06		Course Grade/Level / Niveau 9		Course Code CGC1P		Credit / Crédit 1.00	
2001 06 06		English		ENG1P		1.00	
2001 06 06		Dramatic Arts		ADA1O		1.00	
2001 06 06		Foundations of Mathematics		MFM1P		1.00	
2001 06 06		Introduction to Information Technology in Business		BBT1O		1.00	
2001 06 06		French		FSF1D		1.00	
2001 06 06		Integrated Technologies		ITT1O		1.00	
2001 06 06		Science		SNC1P		1.00	
2002 06 10		Dramatic Arts		ADA2O		1.00	
2002 06 10		English		ENG2P		1.00	
2002 06 10		Canadian History in the 20th Century		CHC2P		1.00	
2002 06 10		Science		SNC2P		1.00	
2002 06 10		Introduction to Business		BBI2O		1.00	
2002 06 10		Foundations of Mathematics		MFM2P		1.00	
2002 06 10		Construction Technology		TCJ2O		1.00	
2002 06 10		Civics		CHV2O		0.50	
2002 06 10		Career Studies		GLC2O		0.50	
2003 02 11		English		ENG3C		R	
2003 02 11		Mathematics of Personal Finance		MBF3C		1.00	
2003 02 11		Parenting		HPC3O		1.00	
2003 02 11		Understanding Canadian Law		CLU3M		0	
2003 06 11		English		ENG3C		1.00	
2003 06 11		Biology		SBI3C		W	
2003 06 12		Construction Technology		TCJ4C		1.00	
2003 06 12		Construction Technology (Co-op)		TCJ4C		2.00	
				SUMMARY OF CREDITS / TOTAL DES CRÉDITS		22.00	
Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English / Réussi en français <input type="checkbox"/> N/A S.O.		Specialized Program / Programme spécialisés		18.00	
Diploma or Certificate / Diplôme ou certificat				Date of Issue / Date de délivrance Year / Année Month / Mois		Authorization / Autorisé par	

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Sample 4: Student Taking ESL Courses

Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2003 06 30		Page 1 of 1	
Surname / Nom Roberto		Given Names / Prénoms Roberto		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 1986 06 06	
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		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2000 09 04	
Number / Numéro 12345		Student Number / Numéro matricule 999999884		Gender / Sexe M	
Course Title/Titre du cours		Course Code Code du cours		Credit Crédit	
Date Year / Année Month / Mois		Course Grade/Level cours/Niveau		Percentage Grade pourcentage	
2001	02	9	Comprehensive Arts	77	1.00
2001	06	9	Geography of Canada	96	1.00
2001	06	1	Beginning Communication in English	90	1.00
2001	06	9	Core French	84	1.00
2001	06	9	Principles of Mathematics	69	1.00
2001	06	9	Healthy Active Living Education	90	1.00
2001	06	9	Science	84	1.00
2001	06	9	Integrated Technologies	68	1.00
2002	01	10	Canadian History in the 20th Century	60	1.00
2002	01	10	Civics	50	0.50
2002	01	10	Career Studies	62	0.50
2002	01	10	Science	63	1.00
2002	06	2	English in Daily Life	76	1.00
2002	06	10	Principles of Mathematics	70	1.00
2002	06	10	Healthy Active Living Education	80	1.00
2002	06	10	Construction Technology	88	1.00
2003	01	11	Information Technology Applications in Business	82	1.00
2003	01	3	English for School and Work	79	1.00
2003	01	11	Functions	76	1.00
2003	01	11	Chemistry	71	1.00
2003	06	4	Study Skills in English	69	1.00
2003	06	11	World Religions: Beliefs, Issues, and Religious Traditions	76	1.00
2003	06	11	Healthy Active Living Education	88	1.00
2003	06	11	Construction Technology	96	1.00
SUMMARY OF CREDITS / TOTAL DES CRÉDITS				23.00	17.00

Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé	Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English / Réussi en français <input type="checkbox"/> N/A S.O.	Specialized Program / Programme spécialisés <input type="checkbox"/> N/A S.O.
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Diploma or Certificate / Diplôme ou certificat	Date of Issue / Date de délivrance Year / Année Month / Mois
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Sample 5A: Mature Student Re-entering 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 is returning to complete the OSSD. Student had previously earned 1.2 credits under OSIS. Equivalent credits are granted according to OSIS.)

Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance		Page				
		2004 08 31		1 of 1				
ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO								
Surname / Nom		Student Number / Numéro matricule		Date of Birth / Date de naissance				
Smith		456789		1974 06 30				
Given Names / Prénoms		Name of School / Nom de l'école		Date of Entry / Date de l'admission				
Allan		ABC School		2003 09 02				
Name of District School Board / School Authority Nom du conseil scolaire de district/de l'administration scolaire		Number / Numéro		Course Code / Code du cours				
XYZ School Board		12345		ENG1G				
Date	Year / Année	Month / Mois	Course Grade/Level / Niveau	Course Title/Titre du cours	Percentage Grade / Note en pourcentage	Credit / Crédit	Compulsory / Obligatoire	Note / Précisions
1989	06	9	English	English	68	1.00	X	
1989	06	9	French - Core	French - Core	67	1.00	X	
1989	06	9	Science	Science	70	1.00	X	
1989	06	9	Visual Arts - Comprehensive	Visual Arts - Comprehensive	76	1.00	X	
1989	06	9	Mathematics	Mathematics	76	1.00	X	
1989	06	9	Contemporary Canada: Life in the 20th Century	Contemporary Canada: Life in the 20th Century	61	1.00	X	
1989	06	9	Physical and Health Education	Physical and Health Education	80	1.00	X	
1989	06	9	Woodwork	Woodwork	85	1.00	X	
1990	02	10	English	English	64	1.00	X	
1990	02	10	Science	Science	73	1.00	X	
1990	02	10	Mathematics	Mathematics	76	1.00	X	
1990	02	10	Woodwork	Woodwork	84	1.00	X	
2004	06	11	English	English	71	1.00	X	
2004	06	11	Understanding Canadian Law	Understanding Canadian Law	74	1.00	X	
2004	06	12	Mathematics for College Technology	Mathematics for College Technology	65	1.00		
2004	06	12	Construction Technology	Construction Technology	85	1.00		
2004	08	12	English	English	69	1.00	X	
2004	08		Equivalent Credits	Equivalent Credits	EQV	1.00		
2004	08		Equivalent Credits	Equivalent Credits	QMA	12.00	2.00	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					30.00			
Community Involvement / Service communautaire		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques		Specialized Program / Programme spécialisés				
<input type="checkbox"/> Completed / Terminé		<input checked="" 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				
Ontario Secondary School Diploma				2004 08				


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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 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 1
Surname / Nom Hanson		Given Names / Prénoms Cindy		Student Number / Numéro matricule 999999886	Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 1984 06 30
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		Gender / Sexe F	Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2004 02 09
Number / Numéro 12345		Course Title / Titre du cours		Percentage Grade / Note pourcentage	Compulsory / Obligatoire
Date Year / Année Month / Mois		Course Grade / Niveau des cours / Niveau		Course Code / Code du cours	Credit / Crédit
2004 02	11	Equivalent Credits		PLE	16.00
2004 02	11	Introduction to Financial Accounting		BAF3M	1.00 X
2004 02	11	Information Technology Applications in Business		BTA3O	1.00
2004 02	11	Introduction to Marketing		BMI3C	1.00
2004 02	11	Mathematics of Personal Finance		MBF3C	1.00 X
2004 02	11	English		ENG3C	1.00 X
2004 06	12	English		ENG4C	1.00 X
2004 06	12	College and Apprenticeship Mathematics		MAP4C	1.00
2004 06	11	Biology		SBI3C	1.00
2004 06	11	Philosophy: The Big Questions		HZB3O	1.00
2004 06	12	Information Management and Community Leadership		IDC4O	1.00
SUMMARY OF CREDITS / TOTAL DES CRÉDITS				26.00	18.00
Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English / Réussi en français		Specialized Program / Programme spécialisés	
Diploma or Certificate / Diplôme ou certificat		Date of Issue / Date de délivrance Year / Année Month / Mois		Authorization / Autorisé par	

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Sample 6: Student Entering With Equivalent Credits Granted for Course Work Completed Outside Ontario

 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		Date of Birth / Date de naissance Year / Année / Mois / Jour 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		Gender / Sexe M	
Number / Numéro 12345		Student Number / Numéro matricule 999999883		Date of Entry / Date de l'admission Year / Année / Mois / Jour 2002 02 04	
Course Grade/Level cours/Niveau Equivalent Credits		Course Title/Titre du cours		Percentage Grade / Note pourcentage	
Date Year / Année / Mois 2002 02		Course Code Code du cours PLE		Credit Crédit 12.00	
2002 06		Geography of Canada		80	
2002 06		Science		80	
2002 06		Canadian History in the 20th Century		85	
2002 06		English		70	
2003 01		Principles of Mathematics		92	
2003 01		Biology		90	
2003 01		Physics		85	
2003 01		Visual Arts		75	
				Compulsory Obligatoire 7.00	
				Credit Crédit 20.00	
				Note Précisions	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					
Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input checked="" type="checkbox"/> Successfully Completed in English / Réussi en français		Specialized Program / Programme spécialisés N/A / S.O.	
Diploma or Certificate / Diplôme ou certificat		Date of Issue / Date de délivrance Year / Année / Mois / Jour		Authorization / Autorisé par	

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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. Only six of these courses can be counted as compulsory credits.)

 Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2006 02 28		Page 1 of 1																																																																																																																																																																																									
Surname / Nom Smith		Given Names / Prénoms John		Date of Birth / Date de naissance Year / Année 1989 Month / Mois 08 Day / Jour 24																																																																																																																																																																																									
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Name of School / Nom de l'école ABC School		Student Number / Numéro matricule 777888999		Date of Entry / Date de l'admission Year / Année 2003 Month / Mois 09 Day / Jour 02																																																																																																																																																																																									
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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.)

 Ontario Ministry of Education Ministère de l'Éducation		Date of Issue / Date de délivrance 2004 06 30		Page 1 of 1		
Surname / Nom Robi		Given Names / Prénoms Bill		Student Number / Numéro matricule M 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		Date of Birth / Date de naissance Year / Année Month / Mois Day / Jour 2003 09 04		
Name of School / Nom de l'école ABC School		Number / Numéro 456789		Date of Entry / Date de l'admission Year / Année Month / Mois Day / Jour 2003 09 04		
MIN / OEN / NIM / NISO 888666882		Course Title / Titre du cours		Compulsory Obligatoire		
Date Year / Année Month / Mois		Course Code Code du cours		Credit Crédit		
Course Grade/Level Année du cours/Niveau		Percentage Grade Note en pourcentage		Note Précisions		
2004 06	9	English	ENG1P	60	N/A	M
2004 06	9	Foundations of Mathematics	MFMP1P	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"/> Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed Terminé		<input type="checkbox"/> Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English <input checked="" type="checkbox"/> Réussi en français		Specialized Program / Programme spécialisés <input type="checkbox"/> N/A S.O. <input checked="" type="checkbox"/> N/A S.O.		
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 1
Surname / Nom Wood		Given Names / Prénoms Sherry		Date of Birth / Date de naissance Year / Année 1989 06 01	Gender / Sexe F
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 999193456 ABC School		Date of Entry / Date de l'admission Year / Année 2002 09 05	
Student Number / Numéro matricule 999193456		Number / Numéro 456789		Percentage Grade / Pourcentage ALT	
Course Grade/Level / Niveau N/A		Course Title/Titre du cours Language and Communication Development		Course Code / Code du cours KENAN	
Date Year / Année 2003 02		Language and Communication Development		Credit / Crédit N/A	
2003 02		Numeracy and Numbers		N/A	
2003 02		Personal Health and Fitness		N/A	
2003 02		Creative Art for Enjoyment/Expression		N/A	
2003 06		Personal Life Skills		N/A	
2003 06		Computer Skills		N/A	
2003 06		Exploring the World of Work		N/A	
2003 06		Choice Making for Healthy Living		N/A	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS					
Community Involvement / Service communautaire <input checked="" type="checkbox"/> Completed / Terminé		Provincial Secondary School Literacy Requirement / Exigence provinciale de compétences linguistiques <input type="checkbox"/> Successfully Completed in English / Réussi en français <input checked="" type="checkbox"/> N/A S.O.		Specialized Program / Programme spécialisés	
Diploma or Certificate / Diplôme ou certificat Date of Issue / Date de délivrance Year / Année Month / Mois					

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