

**2013**

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# The Ontario Student Transcript (OST)

## Manual

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support every child  
reach every student



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Une publication équivalente est disponible en français sous le titre suivant :  
*Manuel du relevé de notes de l'Ontario, 2013.*

This publication is available on the Ministry of Education's website,  
at [www.ontario.ca](http://www.ontario.ca).

# Introduction

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The *Ontario Student Transcript (OST): Manual, 2013* 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, 2010*, and comes into effect for the 2013–14 school year. The revised OST form also comes into effect for the 2013–14 school year for all students in Ontario secondary schools.

The revised OST form is available in English and French. The English OST form is intended for the use of secondary schools under the jurisdiction of English-language district school boards or school authorities. The French OST form is intended for the use of secondary schools under the jurisdiction of French-language district school boards.

# Purpose of the OST

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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.<sup>1</sup> Under this requirement, both successful and unsuccessful attempts at completing Grade 11 and 12 courses must be recorded on the OST. Note that this requirement *does not apply to alternative (non-credit) courses*.

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 successfully or attempted unsuccessfully 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 OS/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 taken “alternative courses”. Alternative courses

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1. This requirement is outlined in *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011* (OS), section 4.1.2. All references to “Grade 11 and 12 courses” include Grade 11 and 12 courses offered under *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999* (OSS), as well as Grade 11 and 12 courses and Ontario Academic Courses offered under *Ontario Schools: Intermediate and Senior Divisions (Grades 7–12/OACs): Program and Diploma Requirements, 1989*, rev. ed. (OSIS).

are non-credit, individualized courses that are documented in a student's Individual Education Plan (IEP) and that comprise alternative expectations – that is, expectations not found in the Ontario curriculum. (See OS, section 7.4.)

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

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## Establishment

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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

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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 18).

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

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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 transcript 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.<sup>2</sup> For these students, boards are not required to convert the original course titles to common course titles (or their abbreviations) or to provide common course codes for the original course titles.

## **Storage**

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

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



# Instructions for Completing the OST

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## Versions of the OST

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The official English and French OST forms are 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

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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 either the student's Ontario Education Number (OEN) or the student's Ministry Identification Number (MIN), issued by the Ministry of Education. Until June 2005, every transcript included the student's MIN. The OEN replaced the MIN in September 2005.

## The Three Main Sections of the OST

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### A. The General Information Section

(See also chart 1, on page 23, and the samples of completed OST forms on pages 25–36.)

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

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

<b>OEN/MIN</b>	Enter the student's Ontario Education Number (OEN) or Ministry Identification Number (MIN), issued by the Ministry of Education. If a retired student requests a copy of his or her transcript and has only an MIN, enter the MIN in the "OEN/MIN" box.
<b>Student Number</b>	Enter the number assigned by the school or school board, if applicable.
<b>Gender</b>	Use "M" or "F".
<b>Date of Birth</b>	Give the student's date of birth, using numerals (yyyy/mm/dd).
<b>Name and Number of District School Board/School Authority</b>	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.
<b>Name and Number of School</b>	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.
<b>Date of Entry</b>	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 25–36. For mature students, see also "Procedures for Mature Students" on pages 16–18.)*

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 OS, sections 7.2.5, 7.2.5.1, 7.2.5.2, and 7.3.4 for policy on PLAR; 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 16 to 18 of this manual.)

<b>Date</b>	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.)
<b>Course Grade/Level</b>	<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 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 page 3.)</p>
<b>Course Title</b>	<p>Use the common course title, as given in the curriculum policy documents or 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 “Equivalent Credits” (see “Equivalent credits”, page 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> <p>For a team-taught dual credit course, enter “(Dual Credit)” after the course title.</p>
<b>Course Code</b>	<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 14).</p> <p>For a cooperative education course, enter the same course code as the code of the related course.</p> <p>For a team-taught dual credit course, enter the common course code (CCC) 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 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>

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.

## Percentage Grade

*For Grade 9 courses:*

- 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 13 and 14).
- 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.
- For a college- or university-delivered dual credit course, enter the percentage grade provided by the instructor/professor. Withdrawal from dual credit courses will reflect the college’s or university’s deadline for withdrawal without academic penalty. If the student withdraws after the college’s or university’s deadline, enter a “W” in the “Credit” column and enter the student’s percentage grade at the time of withdrawal in the “Percentage Grade” column.

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 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 by taking the course or (for regular day school students) by challenging for credit for the course through the PLAR 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 challenging for credit for the course through the PLAR 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 14.)
- 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 13 and 14.)
- For students who did not obtain a passing grade in a single-credit college- or university-delivered dual credit course for which the passing grade established by the college or university is greater than 50 per cent, enter “0” (zero) in this column.
- For students who did not obtain a passing grade in a multiple-credit college- or university-delivered dual credit course for which the passing grade established by the college or university is greater than 50 per cent, enter a credit value that is less than the full credit value of the course for the parts of the course that the student successfully completed. In the case of a Level 1 apprenticeship program with a credit value of more than 1.0, the word “partial” must appear in the course title if the student does not successfully complete the full program.

- Enter a maximum of four optional credits for students who have earned up to four credits through a college-delivered dual credit program or through a combination of a dual credit program and a program in music taken outside the school (see OS, sections 7.3.3 and 7.3.4). A student who has earned such credits beyond the maximum of four may choose the credits to be entered on the OST. If the student declines to choose, the principal, or principal's designate, will enter the college-delivered dual credit courses and, if applicable, external music courses on the OST, beginning with the course(s) with the highest credit value followed by the course(s) with the highest percentage value. In the case of dual credit courses, the student's college record and Provincial Report Card will continue to indicate the actual number of credits earned.

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 below).

A maximum of *seven* locally developed compulsory credit courses can be recorded as compulsory credits, in accordance with OS, section 7.3.1. If a student earns more than seven credits for locally developed compulsory credit courses, the credits beyond seven will be recorded on the OST without an "X" in this column and may be counted as optional credits.

A maximum of *two* credits in cooperative education can be recorded as compulsory credits, in accordance with OS, section 6.1.1.

A maximum of *three* credits in French as a second language can be recorded as compulsory credits, in accordance with OS, sections 2.6.1 and 6.1.1.

A maximum of *three* credits in ESL/ELD can be recorded as compulsory credits, in accordance with OS, section 6.1.1. The fourth compulsory credit in English must be earned for a Grade 12 compulsory credit course in English.

### 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); "T" (a team-taught dual credit 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" below, and OS, section 4.1.2).

<b>Repetition of a course</b>	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, with 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.
<b>Equivalent credits</b>	Regular day school students who transfer to an Ontario secondary school from home schooling in Ontario, from a non-inspected private school in Ontario, or from a school outside Ontario 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 OS, sections 4.3.2 and 7.2.5, and Appendix 2.)
<b>Special indicator</b>	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 OS, section 4.1.2.)



### **C. The Diploma Information Section**

(See also chart 3, on page 24, and the samples of completed OST forms on pages 25–36.)

<b>Community Involvement</b>	<p>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.)</p> <p>“N/A” applies to students whose IEP states that they are not working towards the Ontario Secondary School Diploma (OSSD) under OS or OSS and to students who are working towards the OSSD under OSIS or towards an earlier diploma, such as the Secondary School Graduation Diploma (SSGD).</p> <p>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 8 on page 35).</p>
<b>Provincial Secondary School Literacy Requirement</b>	<p>Enter an “X” in the “Successfully Completed” box if the student has successfully completed the provincial secondary school literacy requirement in English.</p> <p>“N/A” applies to students whose IEP states that they are not working towards the OSSD under OS or OSS and to students who are working towards the OSSD under OSIS or towards an earlier diploma, such as the SSGD.</p>
<b>Specialized Program</b>	Enter the name of the school or board specialized program or the ministry-approved Specialist High Skills Major program completed by the student (see OS, section 9).
<b>Diploma or Certificate</b>	Enter the name of the Ministry of Education diploma or certificate awarded to the student.
<b>Date of Issue</b>	Give the date (yyyy/mm) on which the ministry diploma or certificate was issued.
<b>Authorization</b>	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 Students<sup>4</sup>

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There are two possible procedures for mature students. Previous learning may be assessed and credits granted either under OSIS (Procedure 1) or under OS/OSS (Procedure 2), as outlined below. (See also samples 4A and 4B on pages 30 and 31.)

### 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:

- 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

<b>Date</b>	Enter the date (yyyy/mm) on which the equivalent credits were granted by the Ontario secondary school principal.
<b>Course Title</b>	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.
<b>Course Code</b>	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: <ul style="list-style-type: none"> <li>QEE    Equivalent-education allowance</li> <li>QAP    Apprenticeship-training allowance</li> <li>QMA    Maturity allowance</li> <li>QSE    Credits granted for course work completed outside Ontario</li> </ul>

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4. A mature student is defined in OS, section 6.1.3, as “a student who is at least eighteen years of age on or before December 31 of the school year in which he or she registers in an Ontario secondary school program; who was not enrolled as a regular day school student for a period of at least one school year immediately preceding his or her registration in a secondary school program (for mature students, a school year is a period of no less than ten consecutive months immediately preceding the student’s return to school); and who is enrolled in a secondary program for the purpose of obtaining an OSSD.” For policies pertaining to mature students, see OS, sections 6.1.3, 6.1.3.2, 6.1.4, and 7.2.5.2.

**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 *the total number* of equivalent credits in this column.

**Compulsory** Enter *the total number* 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:

- 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 OS/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 OS/OSS diploma requirements

Such credits may be granted through the equivalency process or the challenge process. (See OS, section 7.2.5.2.)

**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:

- 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

**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

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**The OST Form**

 <b>Ontario Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue _____ of _____ Page _____ of _____
Surname		Given Names		Gender
Name of District School Board / School Authority		Student Number		Date of Birth Year _____ Month _____ Day _____
Number		Name of School		Date of Entry Year _____ Month _____ Day _____
Course Grade/Level		Course Title		Percentage Grade
Year		Course Code		Credit
				Compulsory
				Note
<b>SUMMARY OF CREDITS</b>				
Community Involvement <input type="checkbox"/> Completed <input type="checkbox"/> N/A		Provincial Secondary School Literacy Requirement <input type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A		
Diploma or Certificate		Specialized Program		
Date of Issue Year _____ Month _____		Authorization		

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.

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), **E** (workplace preparation), **T** (college-delivered dual credit), **Y** (college-delivered apprenticeship dual credit), and **Z** (university-delivered dual credit). 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, Canadian history, or French as a second language), **L** (compulsory Grade 9 or 10 English, math, science, or Canadian history approved by the ministry), **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.

Course codes ending with “**4T**”, “**4Y**”, or “**4Z**” indicate dual credit courses. Credits for these courses are granted according to standards developed by the college or university involved.

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 the following:

- previous learning through home schooling in Ontario, at a non-inspected private school in Ontario, or at a school outside Ontario
- previous learning in Grades 9 and 10 for mature students who entered or re-entered the Ontario secondary school system *on February 1, 2004, or later*

The codes indicating credits granted to mature students who entered or 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
- T** a team-taught dual credit 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 2002–03 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

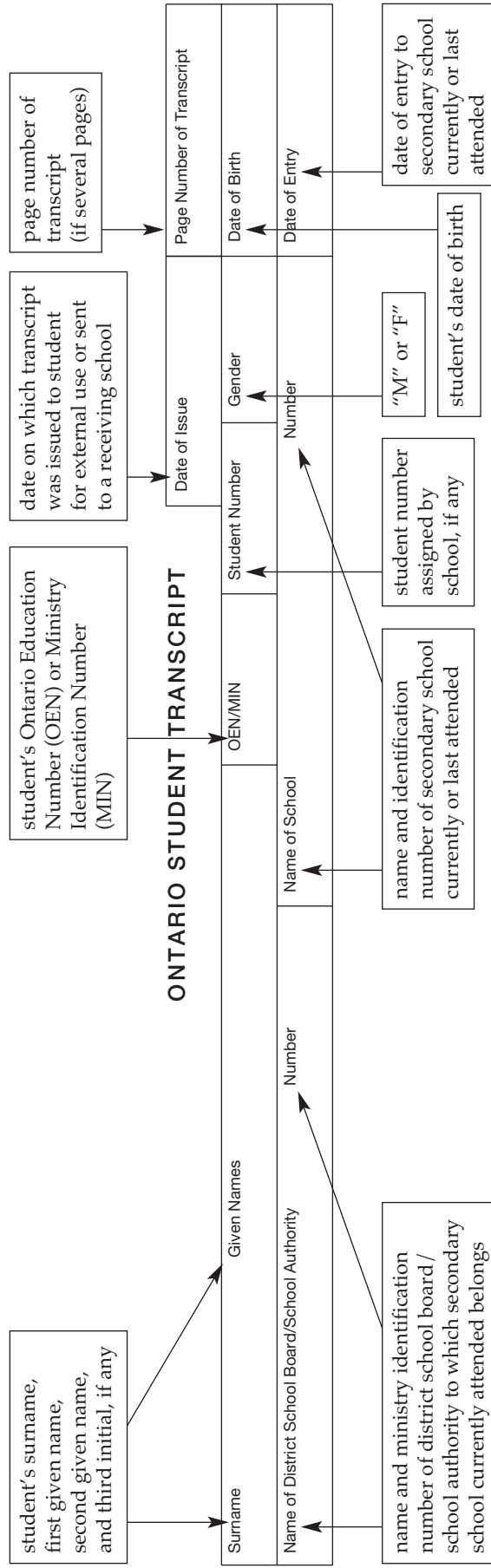
Certificate of Training, before 1988

**“Specialized Program” box**

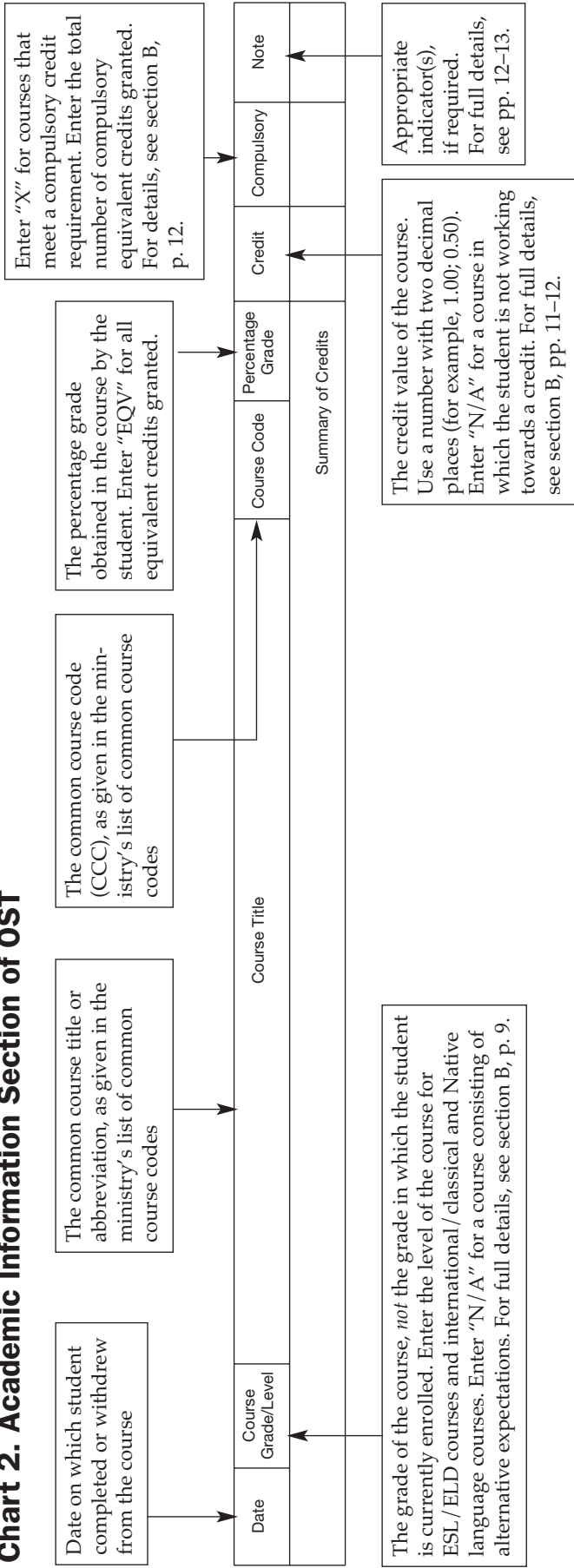
The name of the school or board specialized program or the ministry-approved Specialist High Skills Major program completed by the student



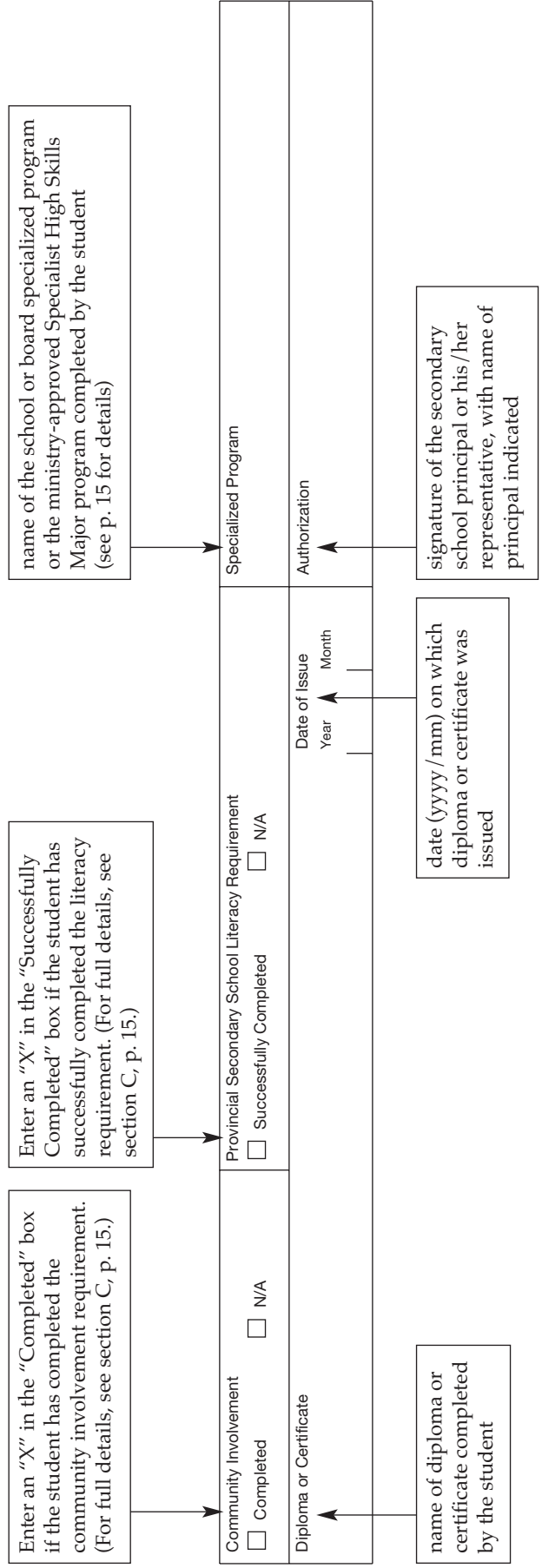
**Chart 1. General Information Section of OST**



### Chart 2. Academic Information Section of OST



### Chart 3. Diploma Information Section of OST



## Samples of Completed OST Forms

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The following samples of completed OST forms are provided:

Sample 1: Student Who Has Earned an OSSD under OS/OSS

Sample 2: Student Who Requires Selected Indicators under “Credit” and “Note”;  
Student Who Has Earned One Compulsory Credit in Cooperative  
Education

Sample 3: Student Taking ESL Courses

Sample 4A: Mature Student Who Re-entered before February 1, 2004, to Complete  
an OSSD under OSIS Diploma Requirements (Procedure 1)

Sample 4B: Mature Student Entering on February 1, 2004, or Later, to Complete an  
OSSD under OS/OSS Diploma Requirements (Procedure 2)

Sample 5: Student Entering with Equivalent Credits Granted for Course Work  
Completed outside Ontario

Sample 6: Student Taking Locally Developed Compulsory Credit Courses

Sample 7: Student Taking Courses That Have Modified Curriculum Expectations

Sample 8: Student Taking Alternative (Non-credit) Courses

Sample 9: Student Who Has Completed a Specialist High Skills Major That  
Includes College-Delivered and Team-Taught Dual Credit Courses

Sample 1: Student Who Has Earned an OSSD under OS/OSS


<b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30		Page 1 of 2			
Surname Lee		Given Names Mary		Student Number 999888999		Gender F		Date of Birth 1994 08 24			
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School		Number 456789		Date of Entry 2008 09 07			
Date	Year	Month	Course Grade/Level	Course Title	Course Code	Percentage Grade	Credit	Compulsory	Note		
2009	02	9	Visual Arts	AVI10	86	1.00	X				
2009	02	9	Core French	FSF1D	90	1.00	X				
2009	02	9	Science	SNC1D	93	1.00	X				
2009	02	9	Introduction to Information Technology in Business	BTI10	96	1.00	X				
2009	06	9	Geography of Canada	CGC1D	88	1.00	X				
2009	06	9	English	ENG1D	90	1.00	X				
2009	06	2	Cantonese	LKCB1D	90	1.00	X				
2009	06	9	Principles of Mathematics	MPM1D	95	1.00	X				
2009	08	10	Introduction to Business	BBI20	90	1.00	X				
2010	02	10	Canadian History in the 20th Century	CHC2D	88	1.00	X				
2010	02	10	English	ENG2D	84	1.00	X				
2010	02	10	Computer and Information Science	TIK20	90	1.00	X				
2010	06	10	Civics	CHV20	88	0.50		0.50			
2010	06	10	Career Studies	GLC20	96	0.50		0.50			
2010	06	10	Principles of Mathematics	MPM2D	93	1.00	X				
2010	06	10	Healthy Active Living Education	PPL20	83	1.00	X				
2010	06	10	Science	SNC2D	88	1.00	X				
2011	02	11	English	ENG3U	75	1.00	X				
<b>SUMMARY OF CREDITS</b>											
Community Involvement		<input type="checkbox"/> Completed <input type="checkbox"/> N/A		Provincial Secondary School Literacy Requirement <input type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A		Specialized Program					
Diploma or Certificate				Date of Issue		Year		Month		Authorization	

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.

<b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30		Page 2 of 2	
Surname Lee		Given Names Mary		Student Number 999888999		Gender F		Date of Birth 1994 08 24	
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School		Number 456789		Date of Entry 2008 09 07	
<b>Date</b>		<b>Course Grade/Level</b>		<b>Course Title</b>		<b>Course Code</b>		<b>Percentage Grade</b>	
Year	Month								
2011	02	11	Chemistry		SCH3U	70	1.00		
2011	02	11	Physics		SPH3U	73	1.00		
2011	06	11	Introduction to Financial Accounting		BAF3M	87	1.00		
2011	06	11	The Individual and the Economy		CIE3M	89	1.00		
2011	06	11	Functions and Relations		MCR3U	85	1.00	X	
2011	06	11	Communications Technology		TGJ3M	90	1.00		
2012	02	12	Principles of Financial Accounting		BAT4M	80	1.00		
2012	02	12	Analysing Current Economic Issues		CIA4U	88	1.00		
2012	02	12	Philosophy: Questions and Theories		HZT4U	95	1.00		
2012	02	12	Advanced Functions & Introductory Calculus		MCB4U	90	1.00		
2012	06	12	Organizational Studies: Organization		BOH4M	84	1.00		
2012	06	12	English		ENG4U	88	1.00	X	
2012	06	12	Mathematics and Data Management		MDM4U	96	1.00		
<b>SUMMARY OF CREDITS</b>							30.00	18.00	
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program					
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		<input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A							
Diploma or Certificate		Date of Issue		Authorization					
Ontario Secondary School Diploma		2012 06							

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.

**Sample 2: Student Who Requires Selected Indicators under "Credit" and "Note"**  
**Student Who Has Earned One Compulsory Credit in Cooperative Education**

 <b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2011 06 30		Page 1 of 1	
Surname Smith		Given Names Mark		Student Number 999888777		Date of Birth Year 1994 Month 08 Day 12		Gender M	
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School		Number 456789		Date of Entry Year 2008 Month 09 Day 02	
Date		Course Grade/Level		Course Title		Course Code		Percentage Grade	
Year	Month								
2009	02	9		Geography of Canada	CGC1P	84		1.00	X
2009	02	9		English	ENG1P	75		1.00	X
2009	02	9		Dramatic Arts	ADA1O	75		1.00	X
2009	02	9		Foundations of Mathematics	MF1M1P	70		1.00	X
2009	06	9		Introduction to Information Technology in Business	BIT1O	80		1.00	X
2009	06	9		French	FSF1D	78		1.00	X
2009	06	9		Integrated Technologies	TT11O	84		1.00	X
2009	06	9		Science	SNC1P	78		1.00	X
2010	02	10		Dramatic Arts	ADA2O	70		1.00	
2010	02	10		English	ENG2P	75		1.00	X
2010	02	10		Canadian History in the 20th Century	CHC2P	80		1.00	X
2010	02	10		Science	SNC2P	73		1.00	X
2010	06	10		Introduction to Business	BB12O	74		1.00	X
2010	06	10		Foundations of Mathematics	MF1M2P	90		1.00	X
2010	06	10		Construction Technology	TC12O	85		1.00	
2010	06	10		Civics	CHV2O	78		0.50	
2010	06	10		Career Studies	GLC2O	80		0.50	
2011	02	11		English	ENG3C	65		R	
2011	02	11		Mathematics of Personal Finance	MBF3C	75		1.00	X
2011	02	11		Biology	SBI3C	55		W	
2011	02	11		Understanding Canadian Law	CLU3M	45		0	
2011	06	11		English	ENG3C	85		1.00	X
2011	06	11		Construction Technology	TC13C	74		1.00	
2011	06	11		Construction Technology (Co-op)	TC13C	80		2.00	1.00
<b>SUMMARY OF CREDITS</b>								21.00	
Community Involvement		<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		Provincial Secondary School Literacy Requirement <input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A		Specialized Program			
Diploma or Certificate				Date of Issue		Year		Month	
								Authorization	


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.

Sample 3: Student Taking ESL Courses

<b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30	Page 1 of 1
Surname <b>Figueroa</b>		Given Names <b>Roberto</b>		Student Number <b>999888111</b>		Gender <b>M</b>	
Name of District School Board / School Authority <b>XYZ School Board</b>		Number <b>12345</b>		Name of School <b>ABC School</b>		Date of Birth Year: <b>1995</b> Month: <b>06</b> Day: <b>06</b>	
Date Year: <b>2010</b> Month: <b>02</b>		Course Grade/Level <b>9</b>		Course Title <b>Comprehensive Arts</b>		Date of Entry Year: <b>2009</b> Month: <b>09</b> Day: <b>04</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Geography of Canada</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>1</b>		Course Title <b>Beginning Communication in English</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Core French</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Principles of Mathematics</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Healthy Active Living Education</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Science</b>		Credit <b>1.00</b>	
Year: <b>2010</b> Month: <b>06</b>		Course Grade/Level <b>9</b>		Course Title <b>Integrated Technologies</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>02</b>		Course Grade/Level <b>10</b>		Course Title <b>Canadian History in the 20th Century</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>02</b>		Course Grade/Level <b>10</b>		Course Title <b>Civics</b>		Credit <b>0.50</b>	
Year: <b>2011</b> Month: <b>02</b>		Course Grade/Level <b>10</b>		Course Title <b>Career Studies</b>		Credit <b>0.50</b>	
Year: <b>2011</b> Month: <b>02</b>		Course Grade/Level <b>10</b>		Course Title <b>Science</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>06</b>		Course Grade/Level <b>2</b>		Course Title <b>English in Daily Life</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>06</b>		Course Grade/Level <b>10</b>		Course Title <b>Principles of Mathematics</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>06</b>		Course Grade/Level <b>10</b>		Course Title <b>Healthy Active Living Education</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>06</b>		Course Grade/Level <b>10</b>		Course Title <b>Construction Technology</b>		Credit <b>1.00</b>	
Year: <b>2011</b> Month: <b>06</b>		Course Grade/Level <b>10</b>		Course Title <b>Information Technology Applications in Business</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>02</b>		Course Grade/Level <b>11</b>		Course Title <b>English for School and Work</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>02</b>		Course Grade/Level <b>3</b>		Course Title <b>Functions</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>02</b>		Course Grade/Level <b>11</b>		Course Title <b>Chemistry</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>06</b>		Course Grade/Level <b>4</b>		Course Title <b>Study Skills in English</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>06</b>		Course Grade/Level <b>11</b>		Course Title <b>World Religions: Beliefs, Issues, and Religious Traditions</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>06</b>		Course Grade/Level <b>11</b>		Course Title <b>Healthy Active Living Education</b>		Credit <b>1.00</b>	
Year: <b>2012</b> Month: <b>06</b>		Course Grade/Level <b>11</b>		Course Title <b>Construction Technology</b>		Credit <b>1.00</b>	
<b>SUMMARY OF CREDITS</b>						<b>23.00</b>	
Community Involvement <input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		Provincial Secondary School Literacy Requirement <input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A		Specialized Program		SUMMARY OF CREDITS	
Diploma or Certificate <input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		Date of Issue Year: _____ Month: _____		Authorization		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.

**Sample 4A: 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 12 credits under OSIS. Equivalent credits are granted according to OSIS.)

 <b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2004 08 31	Page 1 of 1		
Surname Smith		Given Names Allan		Gender M	Date of Birth 1974 06 30		
Name of District School Board / School Authority XYZ School Board		Student Number 777888999		Date of Entry 2003 09 02			
Number 12345		Name of School ABC School		Number 456789			
Date Year Month	Course Grade/Level	Course Title	Course Code	Percentage Grade	Credit	Compulsory	Note
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		
<b>SUMMARY OF CREDITS</b>					30.00	16.00	
Community Involvement <input type="checkbox"/> Completed <input checked="" type="checkbox"/> N/A		Provincial Secondary School Literacy Requirement <input type="checkbox"/> Successfully Completed <input checked="" type="checkbox"/> N/A		Specialized Program		Date of Issue 2004 08	
Diploma or Certificate		Ontario Secondary School Diploma		Authorization			


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.



**Sample 4B: Mature Student Entering on February 1, 2004, or Later, to Complete an OSSD under OS/OSS Diploma Requirements (Procedure 2)**  
 (Student is new to the Ontario secondary school system, and is working towards an OSSD under OS/OSS diploma requirements.)

<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2004 06 30	Page 1 of 1
Surname Hanson		Given Names Cindy		Student Number 999888000	
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School	
Gender F		Date of Birth 1984		Date of Entry 2004 02 09	
OEN/MIN 999888000		Number 456789		Percentage Grade	
Course Grade/Level		Course Title		Course Code	
Year	Month	Date		Percentage Grade	Note
2004	02	Equivalent Credits		EQV	14.00
2004	02	Introduction to Financial Accounting		EQV	1.00
2004	02	Information Technology Applications in Business		EQV	X
2004	02	Introduction to Marketing		EQV	1.00
2004	02	Mathematics of Personal Finance		EQV	1.00
2004	02	English		EQV	X
2004	06	English		EQV	X
2004	06	College and Apprenticeship Mathematics		76	X
2004	06	Biology		70	1.00
2004	06	Philosophy: The Big Questions		72	1.00
2004	06	Information Management and Community Leadership		75	1.00
2004	06			80	1.00
<b>SUMMARY OF CREDITS</b>				Credit	Compulsory
				26.00	18.00
Community Involvement		Specialized Program		Date of Issue	
<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> N/A	<input type="checkbox"/> Provincial Secondary School Literacy Requirement	<input type="checkbox"/> N/A	Year	Month
<input type="checkbox"/> Successfully Completed	<input type="checkbox"/> N/A	Authorization			
Diploma or Certificate					

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.

 <b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 02 28		Page 1 of 1	
Surname Ko		Given Names Martin		Student Number 999777999		Gender M		Date of Birth 1995 04 01	
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School		Number 456789		Date of Entry 2011 02 04	
Date		Course Grade/Level		Course Title		Course Code		Percentage Grade	
Year	Month								
2011	02			Equivalent Credits	PLE			EQV	
2011	06		9	Geography of Canada	CGC1D			80	7.00
2011	06		10	Science	SNC2D			80	X
2011	06		10	Canadian History in the 20th Century	CHC2D			85	X
2011	06		10	English	ENG2D			70	X
2012	02		10	Principles of Mathematics	MPM2D			92	X
2012	02		11	Biology	SBI3U			90	X
2012	02		11	Physics	SPH3U			85	X
2012	02		11	Visual Arts	AVI3M			75	X
								Credit	
								Compulsory	
								Note	
<b>SUMMARY OF CREDITS</b>						20.00		14.00	
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program					
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		<input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A							
Diploma or Certificate		Date of Issue		Authorization					
		Year		Month					

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**Sample 6: Student Taking Locally Developed Compulsory Credit Courses**

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

<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 02 28	Page 1 of 1		
Surname Smith		Given Names John		Student Number 99988666			
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School			
OEN/MIN 99988666		Gender M		Date of Birth 1995 08 24			
Date of Entry 2009 09 02		Number 456789		Date of Entry 2009 09 02			
Date Year Month	Course Grade/Level	Course Title	Course Code	Percentage Grade	Credit	Compulsory	Note
2010 02	9	English	ENG14	66	1.00	X	
2010 02	9	Mathematics	MAT14	63	1.00	X	
2010 02	9	Healthy Active Living Education	PPL10	81	1.00	X	
2010 02	9	Core French	FSF14	60	1.00	X	F
2010 06	9	Science	SNC14	63	1.00	X	
2010 06	9	Dramatic Arts	ADA10	76	1.00	X	
2010 06	9	Integrated Technologies	TTH0	78	1.00	X	
2010 06	9	Geography of Canada	CGC1P	58	1.00	X	
2011 02	10	English	ENG2L	77	1.00	X	
2011 02	10	Mathematics	MAT2L	68	1.00	X	
2011 02	10	Science	SNC2L	71	1.00	X	
2011 02	10	Healthy Active Living Education	PPL20	76	1.00		
2011 06	10	Career Studies	GLC20	70	0.50	0.50	
2011 06	10	Civics	CHV20	72	0.50	0.50	
2011 06	10	Transportation Technology	TTJ20	80	1.00		
2011 06	10	Dramatic Arts	ADA20	77	1.00		
2011 06	10	Individual and Family Living	HIF20	73	1.00		
2012 02	10	Canadian History	CHC2L	77	1.00		
2012 02	11	English	ENG3E	75	1.00	X	
2012 02	11	Mathematics for Everyday Life	MEL3E	65	1.00	X	
2012 02	11	Transportation Technology	TTJ3E	81	1.00		
<b>SUMMARY OF CREDITS</b>					20.00	14.00	
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program			
<input type="checkbox"/> Completed <input type="checkbox"/> N/A		<input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A					
Diploma or Certificate		Date of Issue Year Month		Authorization			

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.

**Sample 7: 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.)

 <b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30	Page 1 of 1
Surname Robi		Given Names Bill		Gender M	Date of Birth Year 1998 Month 06 Day 03
Name of District School Board / School Authority XYZ School Board		Student Number 12345		Name of School ABC School	
Course Grade/Level		Course Title		Course Code	
Year	Month	Year	Month	Year	Month
2012	06	9	English	ENG1P	60
2012	06	9	Foundations of Mathematics	MF1M1P	65
2012	06	9	Food and Nutrition	HF1N1O	75
2012	06	9	Healthy Active Living Education	PPL1O	60
				Credit	Compulsory
				N/A	
				N/A	
				1.00	
				0.50	0.50
					M
					M
<b>SUMMARY OF CREDITS</b>				1.50	0.50
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program	
<input type="checkbox"/> Completed	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Successfully Completed	<input checked="" type="checkbox"/> N/A		
Diploma or Certificate		Date of Issue		Authorization	
		Year		Month	

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**Sample 8: Student Taking Alternative (Non-credit) Courses**

(Student is taking only courses that have alternative expectations, which do not lead to credits.)

<b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30	Page 1 of 1
Surname Wood		Given Names Sherry		Student Number 123456789		Date of Birth Year: 1998, Month: 06, Day: 01	
Name of District School Board / School Authority XYZ School Board		Number 12345		Name of School ABC School		Date of Entry Year: 2011, Month: 09, Day: 05	
Gender F		Number 456789		Percentage Grade		Credit	
Date Year: 2012, Month: 02		Course Title		Course Code		Compulsory	
Course Grade/Level		Course Title		Course Code		Note	
2012 02	N/A	Language and Communication Development		KENAN		N/A	
2012 02	N/A	Numeracy and Numbers		KMMAN		N/A	
2012 02	N/A	Personal Health and Fitness		KPPAN		N/A	
2012 02	N/A	Creative Art for Enjoyment/Expression		KALAN		N/A	
2012 06	N/A	Personal Life Skills		KGLAN		N/A	
2012 06	N/A	Computer Skills		KTTAN		N/A	
2012 06	N/A	Exploring the World of Work		KGWAN		N/A	
2012 06	N/A	Choice Making for Healthy Living		KPHAN		N/A	
<b>SUMMARY OF CREDITS</b>							
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program		Date of Issue	
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		<input type="checkbox"/> Successfully Completed <input checked="" type="checkbox"/> N/A				Year Month	
Diploma or Certificate						Authorization	

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**Sample 9: Student Who Has Completed a Specialist High Skills Major That Includes College-Delivered and Team-Taught Dual Credit Courses**

<b>Ontario</b>		<b>Ministry of Education</b>		<b>ONTARIO STUDENT TRANSCRIPT</b>		Date of Issue 2012 06 30		Page 1 of 1							
Surname <b>Smith</b>		Given Names <b>John</b>		Student Number <b>987654321</b>		Gender <b>M</b>		Date of Birth Year: <b>1994</b> Month: <b>10</b> Day: <b>31</b>							
Name of District School Board / School Authority <b>XYZ School Board</b>		Number <b>12345</b>		Name of School <b>ABC School</b>		Number <b>456789</b>		Date of Entry Year: <b>2008</b> Month: <b>09</b> Day: <b>04</b>							
Date		Course Grade/Level		Course Title		Course Code		Percentage Grade		Credit		Compulsory		Note	
2009 02	9	Geography of Canada		CGC1P		84		1.00		X					
2009 02	9	English		ENGP		75		1.00		X					
2009 02	9	Dramatic Arts		ADA1O		76		1.00		X					
2009 02	9	Foundations in Mathematics		MFM1P		70		1.00		X					
2009 06	9	Integrated Technologies		TT11O		84		1.00		X					
2009 06	9	Science		SNC1P		78		1.00		X					
2009 06	9	French		FSF1P		75		1.00		X					
2009 06	9	Healthy Active Living Education		PPL1O		88		1.00		X					
2010 02	10	Discovering the Workplace		GLD2O		71		1.00		X					
2010 02	10	English		ENG2P		76		1.00		X					
2010 02	10	Canadian History in the 20th Century		CHC2P		71		1.00		X					
2010 02	10	Science		SNC2P		73		1.00		X					
2010 06	10	Foundations in Mathematics		MFM2P		82		1.00		X					
2010 06	10	Civics		CHV2O		74		0.50		0.50					
2010 06	10	Career Studies		GLC2O		80		0.50		0.50					
2010 06	10	Introduction to Business		BBI2O		73		1.00		X					
2010 06	10	Manufacturing Technology		TMJ2O		96		1.00		X					
2011 02	11	English		ENG3C		66		1.00		X				H	
2011 02	11	Mathematics		MBF3C		78		1.00		X				H	
2011 02	11	Manufacturing Engineering Technology		TMJ3C		85		2.00		X				C, H	
2011 06	12	Humber C: Introduction to Framing HMRN110		TSK4T		74		1.00		X					
2011 06	11	Understanding Canadian Law		CLU3M		68		1.00		X					
2011 06	11	Manufacturing Engineering Technology (Co-op)		TMJ3C		88		2.00		X					
2012 02	12	Entrepreneurial Studies: Venture Planning		BDV4C		82		1.00		X					
2012 02	12	English		ENG4C		74		1.00		X					
2012 02	12	College and Apprenticeship Mathematics		MAP4C		78		1.00		X				H	
2012 02	11	Technology Design		TDJ3M		75		1.00		X				H	
2012 06	12	Physics		SPH4C		74		1.00		X				H, T	
2012 06	12	Manufacturing Engineering Technology (Dual Credit)		TMJ4C		76		1.00		X				T	
2012 06	12	Technology Design (Dual Credit)		TDJ4M		74		1.00		X					
<b>SUMMARY OF CREDITS</b>										31.00		18.00			
Community Involvement		Provincial Secondary School Literacy Requirement		Specialized Program											
<input checked="" type="checkbox"/> Completed <input type="checkbox"/> N/A		<input checked="" type="checkbox"/> Successfully Completed <input type="checkbox"/> N/A		Specialist High Skills Major – Manufacturing											
Diploma or Certificate		Ontario Secondary School Diploma		Authorization											
		Date of Issue Year: <b>2012</b> Month: <b>06</b>													

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