

**Ministry of
Education**

Ministère de l'Éducation

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MEMORANDUM

TO:

Directors of Education
School Authorities

FROM:

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Assistant Deputy Minister (A)
Student Achievement Division

Denys Giguère
Assistant Deputy Minister
French-Language Teaching, Learning
and
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DATE:

December 4, 2020

SUBJECT:

**Technical Guidance: Notations on the
Report Card and Ontario Student
Transcript**

This memo outlines the notations to be used on students' report cards and on the Ontario Student Transcript for the community involvement graduation requirement and the literacy graduation requirement.

On October 2, 2020, the ministry announced revisions to the community involvement graduation requirement for the 2020-21 school year so that students will not be adversely impacted by the ongoing challenges related to COVID-19. For students graduating in the 2020-21 school year, the community involvement graduation requirement has been reduced to a minimum of **20 hours** of community involvement activities.

In addition, on October 30, 2020, it was announced that the literacy graduation requirement has been waived for all students graduating in the 2020-21 school year.

Notations for Graduation Requirements

For graduating students, the following notations are to be used on the report card and Ontario Student Transcript to reflect the adjustments made to the community involvement graduation requirement and the literacy graduation requirement, respectively.

Community Involvement Graduation Requirement:

For the Report Card for students graduating in the 2020-21 school year:

- Record the total number of hours that a student has earned to-date; and
- Note the following in the “For School Use” section: “For students graduating in the 2020-21 school year, the requirement to complete 40 hours of community involvement has been **reduced to a minimum of 20 hours** by the Minister of Education.”

For the Ontario Student Transcript for students graduating in the 2020-21 school year:

- Check the “yes” box for students who are graduating in the 2020-21 school year and have completed at least 20 hours of community involvement.

Literacy Graduation Requirement:

The following notations are to be used for students graduating in the 2020-21 school year **who have fulfilled** the literacy graduation requirement:

For the Report Card:

- Check off the box labelled "Completed"

For the Ontario Student Transcript:

- Check off the box labelled "Successfully Completed"

The following notations are to be used for students graduating in the 2020-21 school year **who did not have the opportunity** to complete the literacy requirement:

For the Report Card:

- Include the following standard note in the “For School Use” section: “For students graduating in the 2020-21 school year, the Minister of Education has waived the literacy graduation requirement.”

For the Ontario Student Transcript:

- Check the “N/A” box on the Ontario Student Transcript to indicate exceptional circumstances.

The ministry has had initial conversations with report card vendors about these clarifications. Per usual protocol, school boards should work with their vendors to address any required changes that will be necessary to reflect this guidance.

Thank you for your continued support of Ontario students.

Sincerely,

Yael Ginsler
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Student Achievement Division

Denys Giguère
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French-Language Teaching, Learning and Achievement Division

*c: Executive Director, Council of Ontario Directors of Education
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