

**SCHOOL COMPLETION CERTIFICATE PROGRAM
COMMUNICATION REGARDING PROCESS AND PROCEDURES
JANUARY 2007**

In the spring of 2006, the Minister of Education made a commitment to maintain the Ministry of Education's role in issuing School Completion Certificates. Along with this was the pledge to produce transcripts for students who are issued School Completion Certificates.

School Completion Certificates are intended to recognize the accomplishments of students, including students with special needs, who have succeeded in meeting the goals of their educational program other than graduation.

All students, including those with special needs, in receipt of School Completion Certificates will now also receive a transcript of successfully completed work in Grades 10 to 12. Completed work may include both Graduation Program courses and locally developed courses.

The Ministry will be sending out more detailed information to individuals responsible for TRAX reporting in each school district in early February, 2007. In the mean time, I wanted to share the following information with you as administrators responsible for special education.

As per the ministry's [Student Progress Reporting Order](#), it is possible to report grades for students with special needs working towards their School Completion Certificate and enrolled in non-credit Locally Developed (LD) course/s. For these students, evaluation should be in relation to the learning outcomes for the course/program, based on the degree to which these outcomes are achieved.

Although schools may have used terms such as NM (no mark), NA (not available) or SG (standing granted) in the past, use of these terms is not consistent with the [Provincial Letter Grades Order](#) and will not be accepted by TRAX. As a guide to establishing marks for students participating in LD courses, schools may find it helpful to assess students against the learning outcomes (or IEP goals) by using a performance grid. For example, a student who demonstrates very good performance in relation to the expected outcomes could be assessed as "very good" which translates into a "B" or 73-85%.

Further guidance on the evaluation of student learning may be found in [Special Education Services Manual of Policy, Procedures and Guidelines](#) (pp. 20 & 21), including the following statements:

- "Wherever possible, students will be evaluated using standards established for other students and on all components of their program, including those that have been modified and those that have not".
- "Some students may require extensive modifications to their program. Some or all of their learning outcomes will be substantially different from the regular curriculum. Evaluation will be based on the degree to which such outcomes are achieved. In this case, evaluation must be referenced to individually established standards."

All courses, including LD courses, should be clearly reported into the TRAX system using the course codes provided by the Ministry in order for them to appear on students transcripts. In the very near future, the ministry will be issuing a comprehensive list of LD courses and codes that schools may use in reporting courses to the ministry for transcript purposes. Other Grade

10, 11, and 12 courses and codes may be found in the ministry's publication [Course Information for the Graduation Program](#).

I hope this information is helpful.

Sincerely,

Susan Kennedy, Director
Diversity and Equity
Early Learning
Governance and Accountability Division