MEMORANDUM TO: Directors of Education
Secretary-Treasurers of School Authorities
Principals of Secondary Schools
Principals of Provincial and Demonstration Schools
Principals of Inspected Private Schools
Principal of the Independent Learning Centre
Managers of Field Services Regional Offices
Superintendent of Centre Jules-Léger

FROM: George Zegarac
Deputy Minister

DATE: March 7, 2014

SUBJECT: Ontario Student Transcript (OST) Manual 2013 (Revised)

The Ontario Student Transcript (OST) Manual, 2013 has been updated and posted on the ministry website. This manual supersedes the Ontario Student Transcript (OST): Manual, 2010, and comes into effect for the 2013/14 school year. Attached you will find an electronic copy of the document, as well as a chart that summarizes the changes to the manual. These changes reflect policy as outlined in Dual Credit Programs, Policy and Program Requirements, 2013, as well as in Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements, 2011. The changes have already been communicated to the system and to the school management system vendors.

Note that the Ontario Student Transcript form has also been revised, and is no longer a bilingual document, due to the increased amount of information that is printed on the back of the document. The new form may be ordered, using the online service provided by the Lowe-Martin Group. Schools may continue to use their existing stock of the previous OST form until it is depleted.

Please share this information with appropriate individuals in your boards and schools. If you have questions, please contact the ministry office in your region.

Sincerely,

George Zegarac
Deputy Minister

Enclosures