

## Reading a Credit Counselling Summary

The following information will assist you in reading your Credit Counselling Summary (CCS).

### **Completed Courses**

- The left side of the CCS lists compulsory credits.
- The right side of the CCS lists elective credits.
- Courses with an “F” at the end of the code signifies a French Immersion course.
- Please review the courses to verify all completed courses (including night school and summer school) are listed.
- A summer school course is only noted by the completion date.
- This is a full disclosure document; therefore, passed, failed, repeated (R) and withdrawn (W) courses are listed.

### **Current Year at Other Schools**

- If you are taking a semester 2 course at another YRDSB school (eLearning, night or day school), it will be listed here.
- All semester 2 courses are listed without accompanying marks – the marks will be added once midterm marks and final marks are entered.

### **Community Involvement Hours (Comm. Hrs)**

- Community Involvement hours that have been submitted are indicated at the top right of the CCS.
- Students are asked to submit 40 hours – additional hours should be retained for future reference.

### **Literacy Requirement**

- Beside “Lit. Test Stat/Req.” it will state either “Successfully Completed in English” or “Not Completed.” For graduation, you must successfully complete the literacy requirement.

### **Credit Totals (at the bottom of the chart)**

- The **Req** row indicates the compulsory credits that are needed to fulfill graduation requirements. For descriptions of Groups 1, 2 & 3, please see below and/or refer to our *High School Course Planner* handouts (English or French Immersion) on the guidance web page.
- The **Earn** row records the compulsory credits that you have earned in previous years. It does not include courses you are currently taking (semester 2), as these courses are still in progress and are not yet completed.

### **Current Year Courses and Achievement**

- The 1M (Midterm), 1F (Final) and F (course gone to history/added to transcript) columns list your semester 1 marks
- If there is an “o” symbol on the far left by the course code it means that you have dropped the course, changed the course type, or changed sections.

### **Ontario Secondary School Diploma Requirements:**

- ✓ Complete 40 hours of Community Involvement
- ✓ Successfully complete the Ontario Secondary School Literacy Test (OSSLT) or, in special circumstances, the Ontario Secondary School Literacy Course (OSSLC – OLC40)
- ✓ 30 credits total → 18 compulsory plus 12 optional credits

#### **Compulsory Credits include:**

- 1 credit from **Group 1**: a 5<sup>th</sup> credit in English, a 2<sup>nd</sup> credit in French\*, or a course in Social Science/Humanities, or Canadian and World Studies, or Guidance and Career Education, or Cooperative Education.\*\*
- 1 credit from **Group 2**: a 2<sup>nd</sup> credit in Health and Physical Education, or a 2<sup>nd</sup> credit in the “Arts”, or a course in Business Studies, or French\*, or Cooperative Education.\*\*
- 1 credit from **Group 3**: a 3<sup>rd</sup> credit in science, or a 2<sup>nd</sup> credit in French, or Computer Science or Technological Education, or Cooperative Education.\*\*

\* a maximum of 2 credits in Cooperative Education can count as compulsory credits

\*\* a maximum of 2 credits in French can count as compulsory credits – one from Group 1, and one from Group 2 OR 3.

### **Notes:**

- You will have an OSSD diploma date of (1999) as a default; you do not need to worry about this.
- Please check your marks for accuracy.
- If you're in French Immersion, you need ten French Immersion credits to earn the French Immersion Certificate (including an FIF course in each grade).
- SES (near the top left) – a checked box indicates you have a Special Services identification.
- 34 credits status - this is only a concern for Grade 12 students who wish to return to school next year
- SHSM – any Grade 11 or 12 student enrolled in a SHSM program will have a second page to their CCS to track their completion of SHSM requirements.

\*SAMPLE

## CREDIT COUNSELLING SUMMARY

### Aurora High School

**Student Name:** \_\_\_\_\_ **Legal Name:** \_\_\_\_\_  
**Student Number:** \_\_\_\_\_ **OEN:** \_\_\_\_\_ **Gender:** M **Status:** Active **Abs / Lates:** \_\_\_\_\_  
**Date of Entry:** 2011/09/06 **SES:**  (3) **Lang. Instr.:** English **Comm. Hrs:** 44.0 (1) **Telephone:** \_\_\_\_\_  
**Birthdate:** \_\_\_\_\_ **Cohort:** 20112012 **First Lang.:** English **Grade:** 12 **Mentor:** \_\_\_\_\_  
**Entered OSS After Gr.9:**  **Mature Student** **Lit. Test Stat./Req.:** Eligible/Successfully Completed in English (2)  
**34 Credits Status:** (PLAR):  **OYAP:**  **Diploma/Earned Date:** OSSD( 1999 ) 2015/06/26 (4)  
**Oct - Exempt / IEP** **HRM:** \_\_\_\_\_ **SHSM( Construction )**  
**Mar - Exempt / IEP**

**COMPULSORY CREDITS (5)**

**COMPLETED COURSES**

Course	Earned Credit	Mark	Req. Area	Comp. Credit	Repeat on 6	TRANSCRIPT			
						Part 1/2	Eligible	Credit	Date
AMU1O1	1.00	74	Arts	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 02	
CGC1DF	1.00	64	Geog.	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 06	
CHC2DF	1.00	65	History	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 06	
CHV2OF	0.50	61	Civics	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.50	2013 06	
ENG1D1	1.00	55	English	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 06	
ENG2D1	1.00	67	English	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 02	
ENG3U1	1.00	58	English	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2014 02	
ENG4C1	1.00	68	English	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2015 02	
FIF1DF	1.00	73	French	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 02	
FIF2DF (3)	1.00	64	Group 1	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 02	
GLC2OF	0.50	66	Career St.	0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.50	2013 04	
MBF3C1	1.00	78	Math	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2014 02	
MPM1DF	1.00	53	Math	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 02	
MPM2DF	1.00	50	Math	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 06	
PPL1O9	1.00	74	Phys. Ed.	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 06	
PPL2O9	1.00	76	Group 2	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 06	
SNC1DF	1.00	58	Science	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 06	
SNC2DF	1.00	53	Science	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2013 02	
TEJ1O1	1.00	60	Group 3	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2012 02	

\* Indicates a substituted course

**CURRENT YEAR COURSES AND ACHIEVEMENT**

Course/Section	Date	Abs.	Lates	Att.	Earn	SHSM	1M	1F	F
*ENG4C1-01	2015/09/08	0.0	0	1.00	0.00	<input checked="" type="checkbox"/>			
*MAP4C1-01	2015/09/08	0.0	0	1.00	0.00	<input checked="" type="checkbox"/>			
SPH4CT-01	2015/10/02	0.0	0	2.00	2.00	<input checked="" type="checkbox"/>	71	60	60
TDJ3MT-01	2015/10/02	0.0	0	2.00	2.00	<input checked="" type="checkbox"/>	71	60	60
DC4U1-02	2016/02/02	0.0	0	1.00	0.00	<input type="checkbox"/>			
TDJ4M1-01	2016/02/02	0.0	0	1.00	0.00	<input checked="" type="checkbox"/>			

\* Indicates a dropped course.

**CREDIT TOTALS**

	English	French	Math	Science	Geog.	History	Arts	Phys. Ed.	Civics	Career St.	Group 1	Group 2	Group 3	Comp.	Elective
(1) Reg	4.00	1.00	3.00	2.00	1.00	1.00	1.00	1.00	0.50	0.50	1.00	1.00	1.00	18.00	12.00
(2) Earn	4.00	1.00	3.00	2.00	1.00	1.00	1.00	1.00	0.50	0.50	1.00	1.00	1.00	18.00	17.00

1. Community Involvement hours
2. Literacy requirement
3. SES – checked box indicates identified student
4. Diploma earned date: OSSD 1999
5. Compulsory credits attempted
6. Elective credits attempted (unsuccessful results appear here)
7. French immersion courses "F" as sixth character
8. Co-op credits indicated with "C" as sixth character
9. Semester 1 courses and final marks (these marks also appear above under compulsory/elective credit)
10. Current courses
11. Req = Required compulsory credits
12. Earn = Earned compulsory credits
13. Compulsory + electives = total credits
14. 34 credits – only of concern to returning Grade 12s
15. SHSM tracking of credits / certificates

\* SAMPLE

CREDIT COUNSELLING SUMMARY  
Aurora High School

Student Name: \_\_\_\_\_ Legal Name: \_\_\_\_\_  
 Student Number: \_\_\_\_\_ OEN: \_\_\_\_\_ Gender: M Status: Active Abs / Lates: \_\_\_\_\_  
 Date of Entry: 2011/09/06 SES:  Lang. Instr.: English Comm. Hrs: 44.0 Telephone: \_\_\_\_\_  
 Birthdate: 1997/09/14 Cohort: 20112012 First Lang.: English Grade: 12 Mentor: \_\_\_\_\_  
 Entered OSS After Gr.9:  Mature Student Lit. Test Stat./Req.: Eligible/Successfully Completed in English  
 34 Credits Status: (PLAR):  OYAP:  Diploma/Earned Date: OSSD( 1999 ) 2015/06/26  
 Oct - Exempt / IEP HRM: \_\_\_\_\_ SHSM( Construction )  
 Mar - Exempt / IEP

Post Secondary Destination: Entry level occupation in the workplace SHSM Start Date: 2015/09/08  
 SHSM School: 892998 SHSM Focus: Construction SHSM Dropped Date: \_\_\_\_\_  
 Completed "Reach Ahead" Activities  Used Ontario Skills Passport  Experiential Learning/Career Exploration

SHSM CREDITS

Course	Earned Credit	SHSM Credit	Requirement Area	Co-op	Date	Overridden
ENG3U1	1.000	1.000	English/Francais	<input type="checkbox"/>	2014 02	<input type="checkbox"/>
MBF3C1	1.000	1.000	Mathematics	<input type="checkbox"/>	2014 02	<input type="checkbox"/>
TTJ3C1	1.000	1.000	Construction Major	<input type="checkbox"/>	2014 02	<input type="checkbox"/>
SBI3C1	1.000	1.000	Science or Business Studies	<input type="checkbox"/>	2014 06	<input type="checkbox"/>
ENG4C1	1.000	1.000	English/Francais	<input type="checkbox"/>	2015 02	<input type="checkbox"/>
SPH4C1	1.000	1.000	Construction Major	<input type="checkbox"/>	2015 02	<input type="checkbox"/>
GLC2OC	2.000	2.000	Cooperative Education	<input checked="" type="checkbox"/>	2015 06	<input type="checkbox"/>
TDJ3M1	1.000	1.000	Construction Major	<input type="checkbox"/>	2015 06	<input type="checkbox"/>
SPH4CT	2.000	1.000	Construction Major	<input checked="" type="checkbox"/>	2016 02	<input type="checkbox"/>

SHSM CREDIT TOTALS

	English	Math	Constr.	Sci./Bus.	Co-op
Req.	2.00	1.00	4.00	1.00	2.00
Earned	2.00	1.00	4.00	1.00	2.00

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CERTIFICATES

Certificate	Required	Date	Counted
Electrical Safety (0 Hours)	<input type="checkbox"/>		<input type="checkbox"/>
Health & Safety - Basic (2.5 Hours)	<input checked="" type="checkbox"/>	2015 09	<input checked="" type="checkbox"/>
Standard First Aid (6.0 Hours)	<input checked="" type="checkbox"/>	2015 09	<input checked="" type="checkbox"/>
Cardio-Pulmonary Resuscitation (CPR) Level C, includes AED (6.0 Hours)	<input checked="" type="checkbox"/>	2015 09	<input checked="" type="checkbox"/>
Generic instruction about the Workplace Hazardous Materials Information System WHIMIS (2.5 Hours)	<input checked="" type="checkbox"/>	2015 09	<input checked="" type="checkbox"/>
Fall Protection (8.0 Hours)	<input checked="" type="checkbox"/>	2015 10	<input checked="" type="checkbox"/>
Electrics - Basic (2.5 Hours)	<input type="checkbox"/>	2015 10	<input checked="" type="checkbox"/>
Propane in Construction (2.5 Hours)	<input type="checkbox"/>	2015 10	<input checked="" type="checkbox"/>

SHSM CERTIFICATE TOTALS

	Mandatory	Optional
Required	5	2
Earned	5	2

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