PLAR - PowerSchool

with

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PLAR - PowerSchool

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Key Components of PLAR Entry

Collection of student data	PLAR Cumulative Tracking forms	Don't miss out on funding
How to enter data in PS	How to report data to OnSIS	How to work through OnSIS errors

Collection and entry of student data

- Ensure that all required data is collected for Ministry Reporting purposes per the Continuing Education Enrolment Registers Instructions Enrolment register instructions | ontario.ca
- Ensure that the student is registered and active in PowerSchool
- Ensure the that student is registered and active in a course in PowerSchool
- On the Ontario State/Province Screen, make sure that the "Mature" student box is checked.

PLAR Cumulative Tracking forms

- We use EDGE4 to track and complete our PLAR and to generate our PLAR Cumulative Tracking forms

- Every time PLAR credits are granted, and updated, a Cumulative tracking form is generated and sent to Student Data where the credits are entered into PowerSchool

- Cumulative Tracking forms are like Report Cards and must be kept in the student file/OSR (for audit) - in addition to being added into PowerSchool to generate funding

How to enter data in PowerSchool – 9/10 PLAR

- When entering PLAR Credits into Historical Grades, use the MIDENT of the school where the student is registered and taking their course
- Grade 9-10 PLAR
  - Enter one by one (unless your board has it set up differently)
  - Use appropriate Compulsory codes for each PLE99 credit granted
  - Use the MIDENT of the school the student is registered and taking a course in
  - Use the PLAR Type 5
  - Enter PLAR Status Type "Not Appliable"
  - Enter the same date for ALL PLAR granted in a month – we use the last school day of each month – to avoid issues with OCAS Upload.
  - *See samples on next three screens*

Historical Grade – Single New Entry – PLE99, Grade 9/10 PLAR

School	Hill Park Adult Day School
Term ID	3100
School year (Term)	2021-2022 (2021-2022)
Store code	F1
Hist. grade level	10
Associated section	None
Course number	PLE99
Course name	PLE
Teacher name	
Associated grade scale	None
Grade	EQV
GPA points	0
Added value	0
Percent	0
Citizenship	
Absences	0
Lates	0
Earned credit hours	0.5
Potential credit hours	0.5
Credit type	CIV
GPA Calculation	◉ Include
Class Rank Calculation	◉ Include ○ Exclude
Honor Roll Calculation	◉ Include ○ Exclude
Graduation Calculation	◉ Include ○ Exclude
Display on Transcript	◉ Yes ○ No
Teacher comment	
Change history	[10/8/21-11:21:50 AM AM-u95057-s869]New [10/8/21-11:21:50 AM AM-u95057-s869]Modified

Grade = EQV

Percent = zero (0)

Earned and potential + value of credit being granted in entry

Credit Type = Compulsory Code

Historical Grade – Single New Entry – PLE99, Grade 9/10 PLAR (lower portion)

Ontario Provincial Information

BSID # Course Completed At	998064

Always use the MIDENT # of the school the student is registered and taking a course in

PLAR Information

PLAR Type	Individual Assessment for Grade 9 or 10 Credits (5)
Status Type	Not Applicable (NA)

9/10 PLAR Type = Type 5

Status Type - Not Applicable

OCAS/OUAC Information

Transcript Credit Adjustment Flag	☐
Delivery Type	
Exclude From OCAS/OUAC	☐

Transcript

Special Circumstances Note Flag	☐
Interdisciplinary Studies Note Flag	☐
French Note Flag	☐
Co-op Note Flag	☐
SHSM Note Flag	☐
Private School Credit Note Flag	☐
Modified Curriculum Note Flag	☐
Alternative Expectations Note Flag	☐
Team Taught Dual Credit Note Flag	☐
Full Disclosure Mark Flag	☐
Calculate Repeats on Course Number Flag	☐

Other Credit Information

OnSIS Credit Type	
Date Completed	09/30/2021
Diploma Category	

Due to OCAS upload - choose a single date to use for PLAR completion each month

Other

Other Course Information	☐ Credit Recovery (1)
	☐ Ministry Developed Content (2)
	☐ Upgrading Credit Course (3)

Historical Grades – Detail View

Toggle between Normal and Detail view

Complete Academic Record - **Detail View**

Name: [redacted] Gr: 12 Gen: F Student Number: 7[redacted] OEN: [redacted] School: [869] Hill Park Adult Day School Home Room: OFFICE

Multiple New Entries | Single New Entry | Previous School Names | Normal View

Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	Exclude from				Credit Type
									GPA	Class Rank	Honor Roll	Transcripts	
21-22 YR	12	PPL4O1	HEALTHY ACTIVE LIVING EDUCATION PPL4O1	F1	EQV	1	1	Yes					OPT
21-22 YR	12	LYADO1	INTERNATIONAL LANGUAGES - ARABIC LYADO1	F1	EQV	1	1	Yes					OPT
21-22 YR	12	MEL4E1	MATHEMATICS FOR WORK AND EVERYDA MEL4E1	F1	EQV	1	1	Yes					MAS
21-22 S1	12	OLC4O1	ONTARIO SECONDARY SCHOOL LITERAC OLC4O1	F1	93	1	1	Yes					EN3
21-22 YR	12	HIP4O1	PERSONAL LIFE MANAGEMENT HIP4O1	F1	EQV	1	1	Yes					OPT
21-22 S1	12	HPW3C1	WORKING WITH INFANTS AND YOUNG C HPW3C1	F1	94	1	1	Yes					AC1
21-22 YR	11	GWL3O1	DESIGNING YOUR FUTURE GWL3O1	F1	EQV	1	1	Yes					OPT
21-22 YR	11	BDP3O1	ENTREPRENEURSHIP: THE ENTERPRISI BDP3O1	F1	EQV	1	1	Yes					OPT
21-22 YR	11	PPL3O1	HEALTHY ACTIVE LIVING EDUCATION PPL3O1	F1	EQV	1	1	Yes					AC2
21-22 YR	11	LYACO1	INTERNATIONAL LANGUAGES - ARABIC LYACO1	F1	EQV	1	1	Yes					OPT
21-22 YR	11	GPP3O1	LEADERSHIP AND PEER SUPPORT GPP3O1	F1	EQV	1	1	Yes					OPT
21-22 YR	11	HPC3O1	RAISING HEALTHY CHILDREN HPC3O1	F1	EQV	1	1	Yes					OPT
21-22 YR	10	PLE99	PLE	F1	EQV	0.5	0.5	Yes					CIV
21-22 YR	10	PLE99	PLE	F1	EQV	1	1	Yes					HCT
21-22 YR	10	PLE99	PLE	F1	EQV	1	1	Yes					MAT
21-22 YR	10	PLE99	PLE	F1	EQV	3	3	Yes					OPT
21-22 YR	10	PLE99	PLE	F1	EQV	1	1	Yes					SNC
21-22 YR	10	PLE99	PLE	F1	EQV	1	1	Yes					EN2
21-22 YR	10	PLE99	PLE	F1	EQV	0.5	0.5	Yes					CAR
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					FSL
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					CGE
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					PHE
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					ART
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					EN1
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					MAT
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					SNC
21-22 YR	9	PLE99	PLE	F1	EQV	1	1	Yes					OPT

Compulsory codes

How to enter data in PowerSchool – 11/12 Mature PLAR

- When entering PLAR Credits into Historical Grades, use the MIDENT of the school where the student is registered and taking their course
- Grade 11-12/Mature PLAR
  - Enter one by one
  - Use appropriate Compulsory codes for each credit granted
  - Each Mature PLAR credit granted should have an active/current Ministry of Education course code
  - Use the MIDENT of the school the student is registered and taking a course in
  - Use the PLAR **Type 7**
  - Enter PLAR Status Type "Not Appliable"
  - Enter the same date for ALL PLAR granted in a month – we use the last school day of each month – to avoid issues with OCAS Upload.
  - *See samples on next two screens*

Historical Grade – Single New Entry – 11/12 Mature PLAR

School	Hill Park Adult Day School
Term ID	3100
School year (Term)	2021-2022 (2021-2022)
Store code	F1
Hist. grade level	12
Associated section	None
Course number	PPL4O1
Course name	HEALTHY ACTIVE
Teacher name	
Associated grade scale	None
Grade	EQV
GPA points	0
Added value	0
Percent	0
Citizenship	
Absences	0
Lates	0
Earned credit hours	1
Potential credit hours	1
Credit type	OPT
GPA Calculation	◉ Include
Class Rank Calculation	◉ Include ○ Exclude
Honor Roll Calculation	◉ Include ○ Exclude
Graduation Calculation	◉ Include ○ Exclude
Display on Transcript	◉ Yes ○ No
Teacher comment	
Change history	[10/8/21-11:40:51 AM AM-u95057-s869]New [10/8/21-11:40:51 AM AM-u95057-s869]Modified

Use course code granted by Assessor

Grade = EQV

Percent = zero (0)

Earned and potential + value of credit being granted in entry

Credit Type = Compulsory Code

Historical Grade – Single New Entry – PLE99, Grade 11/12 Mature PLAR (bottom section)

Ontario Provincial Information

BSID # Course Completed At	998064

Always use the MIDENT # of the school the student is registered and taking a course in

PLAR Information

PLAR Type	Individual Equivalency Assessment for Grade 11 or 12 Credits (7) ∨
Status Type	Not Applicable (NA) ∨

11/12 PLAR Type = Type 7

Status Type - Not Applicable

OCAS/OUAC Information

Transcript Credit Adjustment Flag	☐
Delivery Type	∨
Exclude From OCAS/OUAC	☐

Transcript

Special Circumstances Note Flag	☐
Interdisciplinary Studies Note Flag	☐
French Note Flag	☐
Co-op Note Flag	☐
SHSM Note Flag	☐
Private School Credit Note Flag	☐
Modified Curriculum Note Flag	☐
Alternative Expectations Note Flag	☐
Team Taught Dual Credit Note Flag	☐
Full Disclosure Mark Flag	☐
Calculate Repeats on Course Number Flag	☐

Other Credit Information

OnSIS Credit Type	
Date Completed	09/30/2021
Diploma Category	

Due to OCAS upload - choose a single date to use for PLAR completion each month

Other

Other Course Information	☐ Credit Recovery (1)
	☐ Ministry Developed Content (2)
	☐ Upgrading Credit Course (3)

Don't miss out on funding

- Even if a student only completes their initial assessment but does not complete PLAR Tests or the Mature PLAR process, you can add a PLE99 Credit with an earned credit value of Zero (0). This will generate funding of $131 per the Technical Paper - Education funding, 2023–24 | ontario.ca

- Use the following:
  - Earned Credit value = 0
  - Potential Credit value = 1
  - Credit Type/Compulsory Code "OPT"
  - MIDENT = same as the school the student and course registration are in
  - PLAR Type = 5
  - Status Type = NA
  - ***Make sure the student has an active school and course registration***

How to report data to OnSIS

- PLAR Credits MUST be granted in the same school the student is active in

- Student must have a course enrolment – or no PLAR data will be added to the OnSIS File

- In PowerSchool, lock into the school you are creating the OnSIS .xml file for, navigate to Provincial Reports and choose "OnSIS Night School Submission"

- In OnSIS, lock into the school you're submitting data for, click on the "Data Collection" tab, click the "Upload Batch File" link and select the upload (.xml data) file.

- Once the file has processed in OnSIS, review your errors

- If the wrong PLAR Type is attached to the credit ex. PLE99 is created with a PLAR Type 7 – an error will be generated (or an 11-12 PLAR created with a PLAR Type 5 will also generate an error)

How to work through OnSIS errors

- In OnSIS, on the Batch File Results list click on the file that you want to look at/work on

- When the results detail page comes up, you can look at the summary results and at the bottom left, you can choose "Download Results" to **save** your ".OUT" file

- In PowerSchool, navigate to Provincial reports and select "OnSIS Error File Conversion", browse for your saved ".OUT" file and view/print the results

- *On the next few pages, please find some sample errors and how to correct them*

Parent Segment	Field Name	Value	Error Code	Message
PLAR	TYPE	6	MPL0011	Course code is PLE99 or course code beginning with Q; PLAR Type must be Equivalency or "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12".
PLAR	STATUS_TYPE	NA	MPL0017	If the PLAR Type is "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits", then the PLAR Status Type must be equal to Not Applicable and if PLAR Status Type is equal to Not Applicable, then the PLAR Type must be equal to "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits".

To correct this error, you will locate the PLE99 credit that has a PLAR Type "6" attached and change the PLAR Type to "Individual Assessment for Grade 9 or 10 Credits (5)"

Parent Segment	Field Name	Value	Error Code	Message
PLAR	STATUS_TYPE	U	MPL0017	If the PLAR Type is "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits", then the PLAR Status Type must be equal to Not Applicable and if PLAR Status Type is equal to Not Applicable, then the PLAR Type must be equal to "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits".

To correct this error, you will locate the PLAR credit that has been entered with a Status Type of "Unsuccessful (U)" and change the value to "Not Applicable (NA)"

Parent Segment	Field Name	Value	Error Code	Message
PLAR	TYPE	5	MPL0029	Course code must be PLE99 or course code beginning with Q

Locate the 11/12 (Mature) PLAR credit that has been entered with a PLAR Type of "Individual Assessment for Grade 9 or 10 Credits (5)" and change to "Individual Equivalency Assessment for Grade 11 or 12 Credits (7)"

Parent Segment	Field Name	Value	Error Code	Message
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE	065432338	MPL0030	Course code must be PLE99
PLAR	TYPE		E00001	Mandatory fields missing

Make sure the student has the "Mature Flag" checked – make sure that they are eligible to be considered a Mature Student ie. Over 18 before December 31 of current school year and out of school for at least 10 consecutive months.

Parent Segment	Field Name	Value	Error Code	Message
PLAR	STATUS_TYPE	NA	MPL0017	If the PLAR Type is "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits", then the PLAR Status Type must be equal to Not Applicable and if PLAR Status Type is equal to Not Applicable, then the PLAR Type must be equal to "Equivalency", "Individual assessment for Grade 9 or 10 credits" or "Individual equivalency Assessment for Grade 11 or 12 credits".

Make sure that the PLAR Type is one of:
"Individual Assessment for Grade 9 or 10 Credits (5)" for PLE99 courses OR
"Individual Equivalency Assessment for Grade 11 or 12 Credits (7)" for Mature PLAR courses
(the error is triggered by a Challenge PLAR Type being selected)

Parent Segment	Field Name	Value	Error Code	Message
PLAR	TYPE		E00001	Mandatory fields missing
PLAR	STATUS_TYPE		E00001	Mandatory fields missing

Both the PLAR Type and Status Type are missing from this entry

Questions?