



**Education Statistics
and Analysis
Branch**

System Planning
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Publicly Funded Schools: Online June Graduation Diploma Quantity Request Form And Other Diploma Quantity Request Form

Education Statistics and Analysis Branch
CESBA Meeting
March 1, 2019

Purpose

- To provide the current online process to the diploma quantity/change request form via the OnSIS application.
- A Two part walk-through for the School users on how to request/confirm their diploma and certificate orders for the June Graduation (Slides 3-7) and the Other Diploma Quantity Requests (slides 8-12).
- Pages 13 and 14 will reflect on some questions from the field and reminders.



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PART ONE

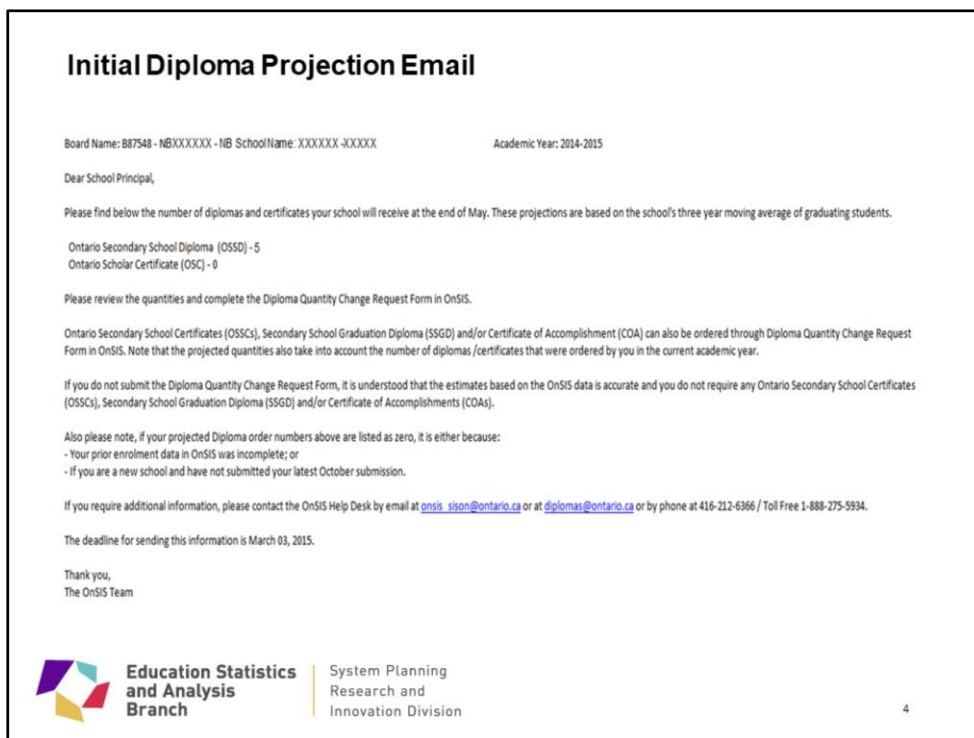
JUNE DIPLOMA QUANTITY REQUEST FORM



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Prior to opening of the June diploma quantity request form module, all principals and delegates will receive a system generated email (usually in late March or early April), similar to the one you see above. (The screen shot above is just a sample). Once you have reviewed your schools projections, please login to OnSIS to confirm the request. If you do not confirm your projected numbers, it is understood that the estimates based on the OnSIS data is accurate and this is what will be sent to your schools.

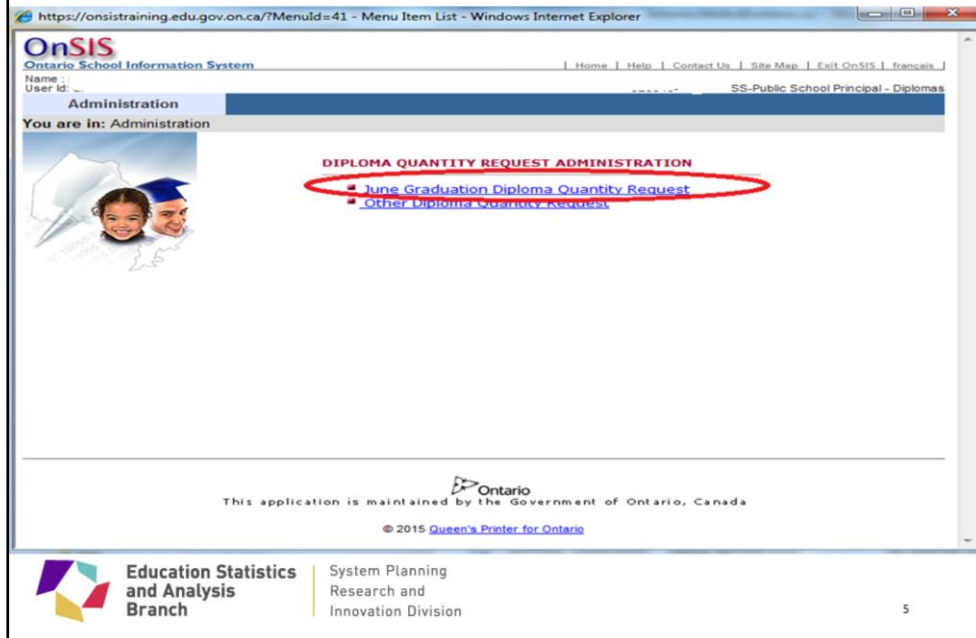
Note: The email address for your School principal and delegates are extracted from the security forms used to gain access to OnSIS. If a principal or delegate is no longer at the school, please ensure you have the new contacts given access to the diploma forms and have the previous staff revoked access.

To revoke access: Form 1E would need to be completed in order to have user access revoked. Check off the box "Revoke User Account" and provide users information (as well as: school name and BSID #).

For Existing User Accounts: Form 1E would need to be completed in order to have the diploma online forms added to existing OnSIS accounts. Check off the box "Update User Account" and provide users information.

For New User Accounts: Form 1E would need to be completed. Filling in the New User Account section.

Accessing the June Diploma Quantity Request Form



The screenshot shows a web browser window displaying the OnSIS (Ontario School Information System) interface. The browser's address bar shows the URL: <https://onsistraining.edu.gov.on.ca/?MenuId=41>. The page title is "Menu Item List - Windows Internet Explorer".

The OnSIS logo is visible at the top left, with the text "Ontario School Information System" below it. Navigation links include "Home", "Help", "Contact Us", "Site Map", "Exit OnSIS", and "français". The user's name and user ID are displayed, along with the role "SS-Public School Principal - Diplomas".

The main navigation menu is titled "Administration" and includes the text "You are in: Administration". Below this, there is a graphic of a graduation cap and two students. The main content area is titled "DIPLOMA QUANTITY REQUEST ADMINISTRATION" and contains two links:

- [June Graduation Diploma Quantity Request](#) (highlighted with a red circle)
- [Other Diplomas Quantity Request](#)

At the bottom of the page, there is a footer with the Ontario logo and the text "This application is maintained by the Government of Ontario, Canada" and "© 2015 Queen's Printer for Ontario". The footer also includes the "Education Statistics and Analysis Branch" logo and the text "System Planning Research and Innovation Division". A page number "5" is located in the bottom right corner.

Please go to the 'Diploma Quantity Request Administration section' and click on "June Graduation Diploma Quantity Request".

Confirming Your Diploma Quantity

https://onstraining.edu.gov.on.ca/isd-18342 - June Diploma Quantity Request Form - Windows Internet Explorer

OnSIS
Ontario School Information System

Home | Help | Contact Us | Site Map | Exit OnSIS | Feedback

Board Name: Administration
School Name: Administration
Diploma Academic Year: 2014-2015

You are in: Administration > Diploma Quantity Request Administration > June Graduation Diploma Quantity Request

Board Name:
School Name:
Diploma Academic Year: 2014-2015

JUNE DIPLOMA QUANTITY REQUEST FORM
* indicates that this data must be provided

Diploma Type	Ministry Projected Quantity	Requested by School	
		English	French
Ontario Secondary School Diploma (OSSD)	447	<input type="text"/>	<input type="text"/>
Secondary School Graduation Diploma (SSGD)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Specialist High Skills Major (SHSM)	0	<input type="text"/>	<input type="text"/>
Ontario Secondary School Certificate (OSSC)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certificate of Accomplishment (COA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sub Total	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	447	<input type="text"/>	<input type="text"/>

ADDITIONAL CERTIFICATE

Diploma Type	Ministry Projected Quantity	Requested by School	
		English	French
Ontario Scholar Certificate (OSC)	216	<input type="text"/>	<input type="text"/>

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- The next screen will bring you to the 'June Diploma Quantity Request Form'.
- As outlined in red, the Ministry Projected Quantity is listed for the school to confirm. These projections are based on the school's three year moving average of graduating students (Diploma/Certificate Data) reported to OnSIS. Only order and confirm what your school needs.
- As outlined in blue, schools can update their quantity for each Diploma and/or Certificate by filling in the appropriate count per Diploma or Certificate. The total quantity should only be the amount that aligns with your total graduates. That being said, this amount will be validated based on your school trends and what you may already have in stock. If your school language is listed as English in OnSIS you will only have access to update the English quantity fields and vice-versa for French language schools.
- Once you have confirmed your quantities (by pressing submit) your information will be locked. However, you will have opportunity to change the request prior to the closure of the form.
- If you have any discrepancies with the order counts please contact the OnSIS Team by e-mail at diplomas@ontario.ca and/or by phone at 416-212-6366/ Toll Free 1-888-275-5934.

June Diploma Quantity has been Confirmed

OnSIS
Ontario School Information System

Administration

Home Administration > Diploma Quantity Request Administration > June Graduation Diploma Quantity Request

807903 - June Diploma Quantity Request has been submitted.

Board Name:
School Separation Year: 2014-2015

JUNE DIPLOMA QUANTITY REQUEST FORM
* indicates that this data must be provided

Diploma Type	Ministry Projected Quantity	Requested by School	
		English	French
Ontario Secondary School Diploma (OSSD)	447	446	
Secondary School Graduation Diploma (SSGD)			
Specialist High Skills Major (SHSM)	0	0	
Ontario Secondary School Certificate (OSSC)			
Certificate of Accomplishment (COA)			
Sub Total	447	446	0
Total	447	446	

ADDITIONAL CERTIFICATE

Diploma Type	Ministry Projected Quantity	Requested by School	
		English	French
Ontario Scholar Certificate (OSC)	350	350	

Thank you for submitting the Diploma Quantity Change Request Form. As requested we will be sending you the following diploma's certificates soon:

Ontario Secondary School Diploma (OSSD) - 440
Specialist High Skills Major (SHSM) - 2
Secondary School Graduation Diploma (SSGD) - 0

Ontario Secondary School Certificate (OSSC) - 0
Certificate of Accomplishment (COA) - 0
Ontario Scholar Certificate (OSC) - 350

Thank you,
The OnSIS Team



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Once you have confirmed your quantities and they have been submitted successfully, a generated confirmation email (as seen above in Red)is sent to your Principal and other staff from your school who have the OnSIS diploma role.

You can now log-out of the application by clicking the 'Exit OnSIS' link at the top of the page.

PART TWO

Other Diploma Quantity Request Form



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The “Other Diploma Quantity Request form” is the form that is used to order extras due to damaged or spoiled diplomas, first semester orders , returns and any orders that are needed extra to align to the current graduation requests.

For schools: Requests for old diplomas are to be made online via the “Other Diploma Quantity Request form” as well.

Accessing the Other Diploma Quantity Request Form



Please go to the 'Diploma Quantity Request Administration section' and click on "Other Diploma Quantity Request form".

The "Other Diploma Quantity Request form" is the form that is used for first semester orders and any orders that are needed for extra to align to the current graduation requests.

Note: The total quantity of these orders will be validated against orders already requested for the corresponding academic year, the school diploma trends and the schools current grade 12 enrolment. It is very important to keep your schools OnSIS submissions up-to-date to ensure the validation process as expected.

Other Diploma Quantity Request Form

https://onsistraining.edu.gov.on.ca/?PageId=48562103 - Other Diploma Request Search - Windows Internet Explorer

OnSIS
Ontario School Information System

Name: _____ | Home | Help | Contact Us | Site Map | Exit OnSIS | français |
User Id: _____ | School Principal - Diplomas

Administration


You are in: Administration > Diploma Quantity Request Administration > Other Diploma Quantity Request

OTHER DIPLOMA REQUEST SEARCH
* indicates that this data must be provided

* Diploma Academic Year: 2014-2015
Status: --Select a Status--
--Select a Status--
Diploma Other Submitted
Diploma Other Approved
Diploma Other Rejected

Search
New

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This screen will allow you to make a new request by clicking the new button (circled in red above).

Entering Your Diploma Quantity

Board Name:
School Name:
Request Type: Diploma New

OTHER DIPLOMA QUANTITY REQUEST FORM


* indicates that this data must be provided

* Academic Year:
 * Request Type:

Diploma Type	Quantity	
	English	French
Ontario Secondary School Diploma (OSSD)	<input type="text"/>	<input type="text"/>
Secondary School Graduation Diploma (SSGD)	<input type="text"/>	<input type="text"/>
Specialist High Skills Major (SHSM)	<input type="text"/>	<input type="text"/>
Ontario Secondary School Certificate (OSSC)	<input type="text"/>	<input type="text"/>
Certificate of Accomplishment (COA)	<input type="text"/>	<input type="text"/>
Sub Total	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text"/>

ADDITIONAL CERTIFICATE

	Quantity	
	English	French
<input type="text"/>	<input type="text"/>	<input type="text"/>



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- When selecting 'new' on the Other Diploma Request Search page, the next screen will bring you to the 'Other Quantity Request Form'.
- Schools have the option to choose the year and Type of request it is.
- The different types are:
 - Diploma Return (any diplomas/certificates that were spoiled/damaged or just extra that need to be sent back)
 - Diploma New (a new request for diplomas, not connected to any returns/damaged diplomas).
- Schools can enter their quantity for each Diploma and/or Certificate by filling in the appropriate count per Diploma or Certificate. However, the total quantity will be validated against orders already requested for the corresponding academic year, current diploma data and diploma trends. Only order and confirm what your school needs.
- If your school language is listed as English in OnSIS you will only have access to update the English quantity fields and vice-versa for French language schools.
- If you have any discrepancies with the order counts please contact the OnSIS Team by e-mail at diplomas@ontario.ca and/or by phone at 416-212-6366/ Toll Free 1-888-275-5934.
- Once you have entered your requested quantity, please click on Submit.
- A system generated email will be sent to OnSIS team to review the request.

Other Diploma Quantity Request Form Has Been Submitted

https://ontraining.edu.gov.on.ca/?module=762913 - Other Diploma Quantity Request Form - Windows Internet Explorer

Ontario School Information System

Administration > Diploma Quantity Request Administration > Other Diploma Quantity Request

You are in: Administration > Diploma Quantity Request Administration > Other Diploma Quantity Request

Record Name: #07004 - Other Diploma Quantity Request has been submitted.

School Name:
District Academic Year:

OTHER DIPLOMA QUANTITY REQUEST FORM
* Indicates that this data must be provided

Diploma Type	Quantity	
	English	French
Ontario Secondary School Diploma (OSSD)	440	
Secondary School Graduation Diploma (SSGD)		
Specialist High Skills Major (SHSM)	2	
Ontario Secondary School Certificate (OSSC)		
Certificate of Accomplishment (COA)		
Sub Total	442	0
Total	442	

ADDITIONAL CERTIFICATE

Ontario Scholar Certificate (OSC)	Quantity	
	English	French
	350	

Submit Other Diploma Request List

Thank you for submitting the Diploma Quantity Change Request Form. As requested we will be sending you the following diploma's certificates soon:

Ontario Secondary School Diploma (OSSD) - 440
Specialist High Skills Major (SHSM) - 2
Secondary School Graduation Diploma (SSGD) - 0

Ontario Secondary School Certificate (OSSC) - 0
Certificate of Accomplishment (COA) - 0
Ontario Scholar Certificate (OSC) - 350

Thank you,
The OnSIS Team



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Once you have confirmed your quantities and pressed submit, the page will show as submitted to the ministry.

Once reviewed your request is approved and or rejected based on ministry validation exercises. A system generated email will be sent to the school principal an other delegated staff via OnSIS, such as outlined above in red.

Questions Relating to Continuous Enrolment Schools

How are Diploma / Certificate Requests Validated?:

- All requests are validated against what has been reported to OnSIS for the last few years VERSUS what the school received.

How is the best way to mediate when a request is turned down?

- All rejected orders have a reason. Please review the rejected message and email Diplomas@Ontario.ca specifying full details of the current order and any other related information.

Data is only submitted once a year, how do we substantiate our current request?

- The data is used to confirm / verify the school trends. If the number of diplomas requested matches what was received for that year then there won't be any issues. (i.e. your school trends 40 OSSD in the year and with approx. 15 OSSD issued from September – December, these are trends we look for).

How to order current diplomas if the Other Diploma Quantity Request Form is temporary closed or the new drop down for the next academic year is not available on site yet?

- In these situations the order can be made via email at Diplomas@Ontario.ca. The ministry will log these on a later date.

When do we return unused diplomas – given our continual nature of graduation?

- Once you start requesting for the next academic year, you should be returning all current unused or spoiled diplomas / certificates.

The June mass mail-out order does not work well for continuous intake schools, what do you suggest?

- The June mass mail-out order gives you an opportunity to confirm diploma /certificate distributions for upcoming commencements. You don't need to accept the full bundle. You should be ordering as needed.



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Reminders

Boards with an umbrella of continuous intake schools managed by the same staff...

- Ensure requests are made for the proper BSID and that any extras left over for these schools are not used for another school under this umbrella. A best practice would be to separate each BSID via different folders and keep any documentation regarding the latest requests in the folder as well.

What to include in the package when returning diplomas....

- If you have any excess and/or damaged diplomas or certificates, please return them to the Ministry by courier service at the address listed below. In addition, please ensure to include a memo with any return indicating the schools name, Board School Identification (BSID) number, the breakdown by minister for each year and quantity being returned. If you are returning spoiled diplomas and/or certificates and require replacements, make sure to indicate that in the accompanying memo with full details.

Stakeholder Relations and Data Collections Unit
Ministry of Education
Education Statistics and Analysis Branch
777 Bay Street, 4th Floor, Suite 422 Toronto, Ontario
M5G 2E5

Boards that request for old diplomas for students that they have the OSR for, are to....

- Requests for old diplomas are to be requested via email to the Diplomas@ontario.ca email address until further notification. In order to keep track of these requests, they are still logged under the school that the student attended, therefore the system generated email confirming the order will go to the school staff not to the board staff requesting it. In the body of the email please include the following:

Year and month of graduation:

Type of diploma or certificate:

Please confirm all the necessary requirements to achieve the diploma/certificate has been met:

Board Name:

The name and 6 digit mident number of the school the student attended:

Reason for the replacement:



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