

<b>Date:</b> May 3, 2022	<b>Reference Number:</b> S-0627CCE
<b>Procedure:</b> Historical Grades – Prior Learning Equivalent Credits	

All Prior Learning Equivalent Credits must be manually entered into Historical Grades. Each equivalent credit compulsory category must be entered individually. For example, EN1 for a grade 9 English equivalent credit, EN2 for a grade 10 English equivalent credit, etc.

Equivalent credits are entered using a variety of codes depending on when they were granted to a student, and the diploma category type the student was working on at the time. Please see reference table below:

Equivalent Credit Code	Definition	Valid Years
PLE	<ul style="list-style-type: none"> <li>-Previous learning through home schooling in Ontario, at a non-inspected private school in Ontario, or at a school outside Ontario</li> <li>-Previous learning for mature students who entered or re-entered school on February 1, 2004 or later</li> <li><b>Applies only to Grade 9 or 10 credits</b></li> <li>-A student can earn a maximum of 8 grade 9 and 8 grade 10. This maximum includes earned credits and plar. For example, if a student earns a grade 9 credit in school, the student will only be eligible for 7 grade 9 plar. The maximum total plar credits is 16 9/10 credits and 10 11/12 credits.</li> <li>-Only enter PLE99 for 9/10 plar type 5 credits.</li> </ul>	February 1, 2004-current

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	-For 11/12 plar credits enter the course code and EQV in the mark field	
QEV	Credits received in Grade 9 program	1993-94 to 1998-99 (a total of 8 credits including the compulsories)
QAP	Apprenticeship training credit for mature students who entered school prior to February 1, 2004	Prior to February 1, 2004
QMA	Maturity allowance credit for mature students who entered school prior to February 1, 2004	Prior to February 1, 2004
QSE	Credit for course work completed outside of Ontario for mature students who entered school prior to February 1, 2004	Prior to February 1, 2004

### Historical Grades Entry

1. From the Start Page, query the student.
2. Navigate to **Academics > Graduation Plan Selection** to ensure the diploma the student is working towards has been selected.
3. Navigate to **Information > State/Province – ON > General Information** tab and ensure the Diploma Certificate Type is the same as the Graduation Plan Selection. Both screens must match. The Mature Student Flag must also be checked for mature PLAR to post correctly on Ministry reports and registers.

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4. Navigate to **Academics > Historical Grades** and click on Single New Entry. Do not use the Multiple New Entries. Only the Single New Entry has access to the Ontario specific fields.

New Stored Grade 

Name: \_\_\_\_\_ Gr: 12 Gen: M Student Number: \_\_\_\_\_ OEN: \_\_\_\_\_ School: [853] Community and Continuing Ed

School name	Nora Henderson
School year	2019 (example: for 1998-1999 school year, enter 1998)
Store code	F1
Hist. grade level	9
<small>You must provide EITHER (a) the course and section number of an existing section, OR (b) the course name if this is historical data for which no section record exists. If you provide a course and section, this grade will be associated with the student's enrollment in that section and will print on report cards. If you supply only the course name, the grade will print on transcripts but not on report cards since it is not associated with an actual section enrollment. In either case the grade will be included in transcripts, the Previous Grades screen, and GPA calculations.</small>	
(a) Course number - Section number	PLE99 - _____
(b) Course name	Prior Learning Equivalent Credits
Teacher name	_____
Grade	EQV
GPA points	_____
Added value	_____
Percent	_____
Citizenship	_____
Earned credit hours	1
Potential credit hours	1
Credit type	EN
GPA Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Class Rank Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Honor Roll Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Graduation Calculation	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Display on Transcript	<input checked="" type="radio"/> Yes <input type="radio"/> No
Teacher comment	_____

Follow the fields below to complete the New Stored Grade screen.

Field Name	Data Required
School Name	Defaults to the current school. Enter the name of the school where the PLAR credits were assessed and earned.
School Year	Enter the school year the course was achieved. Example 1998-1999 school year, enter 1998.
Store Code	Enter the semester the equivalent credit was granted.
Hist. grade level	Enter the grade level of the student when they earned the PLAR. For Mature PLAR, the grade level will be Grade 12 for the student.

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(a) Course number – Section number	Enter the appropriate equivalent credit code (i.e.: PLE99 for Grade 9/10 PLAR), or enter the course code for the equivalent credit earned through Mature PLAR (Grade 11/12 courses). Leave the section blank
(b) Course name	Leave the course name blank. The system will populate this field.
Teacher name	Leave this field blank
Grade	Enter EQV
GPA points	Leave this field blank.
Added Value	Leave this field blank.
Percent	Leave this field blank.
Citizenship	Leave this field blank.
Earned credit hours	Enter the value of the credit earned. If you are entering a compulsory category, i.e. EN1, the credit earned would be one. If for example you are entering 3 optional credits, the credit earned would be 3.
Potential credit hours	Enter the same value as Earned Credit Hours.
Credit type	Enter the compulsory credit value, i.e.: EN1. See table on final page.
GPA Calculation	The default is Include.
Class Rank Calculation	The default is Include.
Honor Roll Calculation	The default is Include.
Graduation Calculation	The default is Include.
Display on Transcript	Default is Yes
Teacher comment	Leave blank.

5. Follow the fields below to complete the Ontario Provincial Information on the New Stored Grade screen.

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Ontario Provincial Information

BSID # Course Completed At	903850
<b>PLAR Information</b>	
PLAR Type	Individual Assessment for Grade 9 or 10 Credits (5)
Status Type	Not Applicable (NA)
<b>OCAS/OUAC Information</b>	
Transcript Credit Adjustment Flag	<input type="checkbox"/>
Delivery Type	
Exclude From OCAS/OUAC	<input type="checkbox"/>
<b>Transcript</b>	
Special Circumstances Note Flag	<input type="checkbox"/>
Interdisciplinary Studies Note Flag	<input type="checkbox"/>
French Note Flag	<input type="checkbox"/>
Co-op Note Flag	<input type="checkbox"/>
SHSM Note Flag	<input type="checkbox"/>
Private School Credit Note Flag	<input type="checkbox"/>
Modified Curriculum Note Flag	<input type="checkbox"/>
Alternative Expectations Note Flag	<input type="checkbox"/>
Team Taught Dual Credit Note Flag	<input type="checkbox"/>
Full Disclosure Mark Flag	<input type="checkbox"/>
<b>Other Credit Information</b>	
OnSIS Credit Type	
Date Completed	11/27/2019
<b>Other</b>	
Other Course Information	<input type="checkbox"/> Credit Recovery (1) <input type="checkbox"/> Ministry Developed Content (2)

Ontario Provincial Field Names	Data Required
BSID # Course Completed At	Enter the Mident number of the school where the credit was granted. This is the main school of the student at the time the PLAR credit is granted.
<b>PLAR Information</b>	
PLAR Type	Select the PLAR type from the drop down. The only items used from the drop down at this time are: Individual Assessment for Grade 9 and 10 Credits (5) OR Individual Equivalency Assessment for Grade 11 and 12 Credits (7)
Status Type	Select Not Applicable (NA) from the drop down. Options for Successful and

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	Unsuccessful are only used for PLAR challenge.
<b>OCAS/OUAC Information</b>	
Transcript Credit Adjustment Flag	Do not check.
Delivery Type	Do not select
<b>Transcript</b>	
Special Circumstances Note Flag	Do not check.
Interdisciplinary Studies Note Flag	Do not check.
French Note Flag	Do not check.
Co-op Note Flag	Do not check.
SHSM Note Flag	Do not check.
Private School Credit Note Flag	Do not check.
Modified Curriculum Note Flag	Do not check.
Alternative Expectations Note Flag	Do not check.
Team Taught Dual Credit Note Flag	Do not check.
Full Disclosure Mark Flag	Do not check.
<b>Other Credit Information</b>	
OnSIS Credit Type	Do not select
Date Completed	Enter the date the equivalent credit was granted. This date will print on the transcript.

- Click Submit to save.
- The screen will return to the Historical Grades and the course will be displayed in the list.

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Historical Grades

Name: Gr: 12 Gen: M Student Number: OEN: School: [853] Community and Continuing Ed

Multiple New Entries Single New Entry Previous School Names Detail View

Year/Term	Grd Lvl	Course number	Course	Earned Credit	F1	F2
19-20 YR	9	PLE99	Prior Learning Equivalent Credits	1.00	EQV	
None	12	GLE301	ADVANCED LEARNING STRATEGIES: S GLE301	1.00		97
None	12	GLE401	ADVANCED LEARNING STRATEGIES: S GLE401	0.00		
None	12	ENG4C1	ENGLISH ENG4C1	0.00		

8. Click on the Detail View to display the Complete Academic Record. Detail View which will display additional information regarding the Historical Grades for the student. Click on the Normal View to return to Historical Grades.

Complete Academic Record - Detail View

Name: Gr: 12 Gen: M Student Number: OEN: School: [853] Community and Continuing Ed

Multiple New Entries Single New Entry Previous School Names Normal View

Year/Term	Grd Lvl	Crse #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	Exclude from				Credit Type
									GPA	Class Rank	Honor Roll	Transcripts	
09-10 YR	12	GLC203	CAREER STUDIES GLC203	F1	0	0	0.5	Yes					CAR
09-10 YR	12	GLC203	CAREER STUDIES GLC203	F1	0	0	0.5	Yes					CAR
09-10 YR	12	CHV203	CIVICS AND CITIZENSHIP CHV203	F1	0	0	0.5	Yes					CIV
09-10 YR	12	ENG1P1	ENGLISH ENG1P1	F1	0	0	1	Yes					EN1
09-10 YR	12	ENG1P1	ENGLISH ENG1P1	F1	0	0	1	Yes					EN1
09-10 YR	12	MF2P1	FOUNDATIONS OF MATHEMATICS MF2P1	F1	0	0	1	Yes					MAT
09-10 YR	12	CGC1P1	ISSUES IN CANADIAN GEOGRAPHY CGC1P1	F1	0	0	1	Yes					CGF

9. From Historical Grades click on the grade to view the details and to make changes. NOTE: once a record has been created the following fields cannot be changed:

- School Name
- Term ID
- School year (term)
- Store Code

If changes are required in these fields, the record must be deleted and re-entered with the correct information.

**Compulsory Code Table**

SUBJECT	COMPULSORY CODE
ENGLISH – GRADE 9	EN1
ENGLISH – GRADE 10	EN2
ENGLISH – GRADE 11	EN3

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ENGLISH – GRADE 12	EN4
FRENCH	FSL
MATH	MAT
SENIOR MATH	MAS
SCIENCE	SNC
HISTORY	HCT
GEOGRAPHY	CGE
ART	ART
PHY ED	PHE
CIVICS	CIV
CAREER	CAR
GROUP 1	AC1
GROUP 2	AC2
GROUP 3	AC3
OPTIONAL	OPT

\*\*\*Note: Multiple PLE courses granted for the same compulsory code can be grouped together upon entry into Historical Grades.

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