Nova Scotia High School Transcript Guide

Revised September 2023

NOVA SCOTIA

Education and Early Childhood Development

Table of Contents

Overview

The transcript is an official record of courses the student has successfully completed at each grade level in high school and as such will only reflect the courses for which the student has received a passing grade (50% and above). In contrast, the report card is the official record of a student's academic journey, and it includes all courses taken by the student in high school, including courses with grades above and below 50%, or grades of WD (withdrawal), IP (in progress) or INS (insufficient evidence).

The Nova Scotia High School Transcript Guide is prepared by the Department of Education and Early Childhood Development (EECD) to assist public schools and Regional Centres for Education / CSAP with the preparation of NS High School Transcripts and In-Progress Transcripts. A digital copy of this guide is available online on the iNSchool website https://www.ednet.ns.ca/inschool/home.

NS High School Transcript and In-Progress Transcript reports are created in the Nova Scotia Student Information System, PowerSchool. In most cases, data used to create NS High School Transcripts and In-Progress Transcript reports is pulled directly from PowerSchool and is automatically placed in transcript documents.

A High School Transcript is also a record of earned course credits. As such, both the NS High School Transcript and the In-Progress Transcript include:

- successfully completed courses with their associated credit and grade, and
- courses accepted as transfer credits.

If a course is successfully completed more than once, the course credit with the highest grade will be listed in on the transcript.

Transcript reports are typically generated at the end of a student's graduating school year, upon request, or after a student has graduated.

The In-Progress Transcript is typically prepared for post-secondary admission purposes while courses are still under way (midyear), or upon request. The In-Progress Transcript report outlines the following:

- the courses the student has successfully completed with their associated credit and grade,
- the courses the student is currently enrolled in,
- the student's grade-to-date in his/her current courses (only displayed after grades are stored or after the first report card (e.g., MATHEMATICS 11 78/IP), and
- the courses the student is registered in for the remainder of the school year.

High School Transcripts are also prepared for Adult Education High Schools. The Adult High School Transcript report includes a subtitle under the transcript heading which reads, "High School Graduation Diploma for Adults."

1. PowerSchool Information

1.1 *What course related information is pulled from PowerSchool and displayed on the transcript?*

PowerSchool provides the following information: the year the course was taken, the course title, the grade level, the final grade, the credit type, the number of credits acquired, the course status, and the language of instruction. All course information is determined by the Department of Education and Early Childhood Development (EECD) and outlined in the Public School Programs (PSP) document.

1.2 *For students who attended high school prior to the introduction of PowerSchool during the 2010-2011 school year, how is the transcript produced?*

A photocopy of the student's transcript from his/her cumulative file, if one exists, may be made, signed, and stamped with a school seal to render it official. If a transcript does not exist, then information can be entered manually, formatted, and printed on transcript paper available for order from the Nova Scotia Book Bureau. The transcript may also be digitally archived with the Regional Centre for Education and CSAP. Administrators should check with their individual Centres for Education or CSAP for additional information.

2. Printing Transcripts in PowerSchool

There are three transcript reports available in PowerSchool, they are:
- Nova Scotia High School Transcript,
- In-Progress Transcript Report, and
- Adult High School Transcript

The 'In-Progress Transcript' report outlines the courses in which the student has earned a credit, is currently enrolled in, and is registered in for the remainder of the year. For each listed course, the student's grade is provided.

There is no need to generate/print both the In-Progress Transcript report and the High School Transcript report for post-secondary application purposes unless both transcripts are specifically requested by the student.

Otherwise, the 'Nova Scotia High School Transcript' report is typically only be printed at the end of the school year for graduating students.

Table 1: Summary of PowerSchool Transcript reports

Name of Transcript Report	Description	When to Use
Nova Scotia High School Transcript	• ***For students who graduated, completed studies, or left school at any point after September 2023:*** The contents of this report align with the current transcript definition so only successfully completed grade 10, 11, and 12 courses for which the student has received a passing grade (50% and above) will be listed. • ***For students who graduated, completed studies, or left school prior to the end of June 2023:*** This report will list all completed grade 10, 11, and 12 courses with a passing or a failing grade, as well as any courses assigned INS (insufficient evidence) as a final grade.	Choose this report when the student has graduated, completed studies, or left school.
In-Progress Transcript Report	• This report lists all successfully completed grade 10, 11, and 12 courses for which the student has received a passing grade (50% and above). • The In-Progress Transcript also lists the student's currently enrolled courses. These are designated with IP and the student's most recently stored grade, whether passing or failing (e.g. ENGLISH 11 41/IP).	Choose this report when you need to generate a transcript for a currently enrolled student who has not yet completed their studies or graduated.
Adult High School Transcript *(To be used only by schools offering an adult learning diploma program)*	• Only successfully completed grade 11 and 12 courses for which the student has received a passing grade (50% and above) will be listed.	Choose this report when the student has graduated, completed studies, or left school.

The steps for printing all three reports are the same.

To print a transcript for a single student:

1. From the Start Page of PowerSchool, do a search for and select the student. To find a student type the student's last name, first name.
2. Click on the PowerSchool logo or click on Start Page to return to the main screen.
3. Under the section **Reports**, click on **System Reports.**
4. Select the **Custom Tab**, and click **Grading** to expand the reports in that section.

5. Click on **Nova Scotia High School Transcript**, the **In-Progress Transcript** or the **Adult High School Transcript** and ensure the student you are printing the transcript for, is checked.
6. Since you are printing one student, leave the default sort as last name.
7. Click **Submit**.

Student Transcript

📝 Note the instructions regarding your browser settings at the top of the report window. Click on Print Preview, and adjust the settings on the setup page. These instructions will not be printed on the transcript.

Option	Value
Student Transcripts to Print	⦿ The selected 220 students ○ All 895 currently enrolled students
Student Sort Order	○ Last Name ○ Grade Level ⦿ Homeroom
Include watermark?	⦿ No ○ Unofficial ○ Student Issued

Submit

To print a transcript for a group of students:

1. Select the group of students for whom you want to print a transcript.
2. Go back to the Start Page and from the **Main** menu, under the section **Reports**, click on **System Reports**.
3. Select the **Custom Tab**, and click **Grading** to expand the reports in that section.
4. Click on **Nova Scotia High School Transcript**, the **In-Progress Transcript** or the **Adult High School Transcript**.
5. Ensure the number of selected students matches the number you expect to see in your group print.
6. Click the button to indicate how you would like your batch print sorted, by Last Name, by Grade level or by Homeroom.
7. **Submit** your print job.

For extra help with PowerSchool basics, such as searching and basic navigation in PowerSchool, please refer to the guides on the iNSchool web site, https://www.ednet.ns.ca/inschool/home.

Important: An official transcript must be stamped with a school seal and signed by a school Administrator, or an appropriate designate, to indicate that it is an original copy, authentic, and official.

3. MyTranscripts (Electronic Transcripts)

Nova Scotia high school students who are currently enrolled, or who graduated in 2012 or later, will

be asked to provide their Nova Scotia Provincial Student Number (PSN) on the application for admission to the Nova Scotia university or college of their choice. These institutions currently include:

Acadia University	Nova Scotia Community College
Cape Breton University	NSCAD University
Dalhousie University	Saint Mary's University
Dalhousie University	St. Francis Xavier University
University of King's College	Université Sainte-Anne
Mount Saint Vincent University	

The university or college will create an electronic request for the transcripts of the students that have provided their PSN and send this request through [MyTranscripts](#) to EECD.

EECD will send the requested transcripts to the institution through MyTranscripts. Any updates made to the previously requested transcripts will automatically be sent to the appropriate institutions at regular intervals throughout the application cycle (October – September).

Students who do not want to have their records transmitted electronically may opt out of this process by not including their PSN on their application for admission and requesting a paper copy of their transcript be sent to the institution(s) to which they are applying.

Students who apply to institutions outside Nova Scotia will still be required to make a request to their school so that a paper copy of their transcript can be sent to their institution(s) of choice.

4. Important Transcript Information

4.1 Who has the authority to sign the "School Official Signature" section of the transcript?

The NS High School Transcript and In-Progress Transcript can be signed by a school Administrator (Principal or Vice-Principal), an appropriate designate such as a school Counsellor and Regional Centre for Education / CSAP staff. Administrative assistants are not approved to sign an official transcript.

4.2 Are both the High School Transcript reports and the In-Progress Transcript reports necessary for post-secondary applications?

If the post-secondary institution is located in Nova Scotia, the student's grades may be shared with the post-secondary institution using MyTranscripts (see Section 3). In this case, the school is not responsible for producing a PowerSchool generated transcript as the student will provide consent to the post-secondary institution.

If the student requests that a school generated transcript be sent to a post-secondary institution, a PowerSchool report will need to be generated.

There is no need to print both the In-Progress Transcript report and the High School Transcript for post-secondary application purposes, unless both transcripts are specifically requested by the student. Otherwise, the 'Nova Scotia High School Transcript' is printed at the end of the school year for graduating students. To learn more about the different PowerSchool Transcript reports, please refer to Table 1 in Section 2.

4.3 Does the In-Progress Transcript report need to be signed and sealed?

The In-Progress Transcript report, like the NS High School Transcript report, should be stamped with a school seal and signed by a school Administrator, or an appropriate designate (see Section 4.1), to indicate that this report is an original copy, authentic, and official.

4.4 How are high school transfer credits considered and approved for graduation purposes?

Transfer credits are approved at the high school, usually by the school Counsellor. The following should be considered when granting transfer credits:

a) For students transferring from high schools within Nova Scotia - for all PSP and ALC courses, no equating is required since these courses are not represented as transfer credits. In this case, the sending school is required to provide the receiving school with the student's cumulative records. The receiving school must enter the transferring student's historical grades in PowerSchool so that all the student's Nova Scotia credits are listed on the student's transcript.

b) For students transferring from high schools outside of Nova Scotia – Whenever possible, transfer credits, especially those meeting graduation requirements, should be aligned with courses included in the current Public School Programs document. Exceptions can be made for elective courses that are being accepted as transfer credits. It is important to consider similarity of curriculum outcomes, the duration (credit hours) of the course, and the grade level of the course when transferring credits. It is also important to consider the student's current situation, (i.e., grade level, opportunity to take the course in a Nova Scotia school, anticipated graduation date, and the student's transition and/or career plan following secondary school).

It is important not to create unnecessary barriers or to obstruct a student's path forward. Decisions should be made with the student's best interest in mind.

See the "Transcript Content Information" in Section 5.5 for additional information on transfer credits and how they are recorded in PowerSchool and on transcript documents.

4.5 Is it permissible to send transcript information electronically to a post-secondary institution or organization?

Yes, if the student requesting a transcript provides their written consent, it is permissible for a school to send an electronic copy of the transcript directly to a post-secondary institution or organization. It is the responsibility of the receiving institution to determine if it will be accepted as an official transcript. It is the student's responsibility to ensure that the post-secondary institution accepts electronic transcripts before requesting this method.

The student should be encouraged to consider confidentiality risks regarding electronic transfers.

4.6 Can a student obtain credit for courses that the school recognizes but that are not part of the PSP or have not been approved by EECD?

Credit will be assigned only to courses that have been approved by EECD and have been assigned a course code. This includes PSP courses, Approved Local Courses (ALC), Personal Development Credits (PDC), and those within these categories with an Individual Program Plan (IPP) designation.

5. Transcript Content Information for Students Enrolled in School as of September 2023

5.1 If a course is completed more than once, for upgrading for example, how will it appear on the transcript?

In PowerSchool, if a course is successfully completed more than once, credit will only be awarded once and the course with the highest grade will appear on the transcript.

5.2 Are courses with final grades below 50% (failing grade) recorded on the transcript?

No, only courses that have passing final grades (50% and above) will be recorded on the transcript. The transcript is an official record of courses the student has successfully completed at each grade level in high school and as such will only reflect the courses for which the student has received a passing grade (50% and above). In contrast, the report card is the official record of a student's academic journey and as such includes all courses taken by the student in high school, including courses with grades above and below 50%, or grades of WD (withdrawal), IP (in progress) or INS (insufficient evidence).

See the Regional Centres for Education or Conseil scolaire acadien provincial guidelines to learn if credit recovery options, are available.

5.3 How are "withdrawal (WD)" and "insufficient evidence (INS)" indicated for a course on the transcript?

A student who withdraws (WD) or who receives a grade of insufficient evidence (INS) in a course will have no record of the course on their transcript.

5.4 Why might I see 'IP' (In Progress) in the Final Grade column on a High School Transcript?

'IP' (In Progress) may be used in the final grade column of a High School Transcript for a course when there are remaining course requirements to be met. Once the requirements are met, then 'IP' **must** be replaced with the final grade for the course. In such cases, a plan is developed outlining the requirement(s).

On the In-Progress Transcript Report, 'IP' and the student's most recent stored grade will automatically appear for students still enrolled in a course (e.g. ENGLISH 11 80/IP)

5.5 How do transfer credits appear on the transcript?

In order to support PowerSchool's ability to calculate graduation requirements, approved transfer credits will be added to the historical record and then appear on the transcript in PowerSchool. For example, '1 TRANSFER CREDIT ENGLISH L10,' indicates that this transfer credit meets the requirement for English 10. A description of transfer credits is provided on the second page of the transcript and states: "Transfer credits are credits earned outside of Nova Scotia that have been recognized as meeting graduation requirements for the Nova Scotia High School Graduation Diploma." The grade level for transfer credits will be listed as L10, L11, or L12. A 'P' in the final grade column indicates a pass for the credit. Any documentation pertaining to transfer credits earned outside of Nova Scotia will need to be provided by the student.

See Section 4.4 for additional information on transfer credits and how they are considered and approved for graduation purposes.

5.6 How are Co-operative Education courses indicated on the transcript?

The course title will indicate any Co-operative Education courses. Co-operative Education courses can be a half credit or full credit course and may extend beyond a school year through flexible design and delivery. In such cases, 'IP' will temporarily be entered in the final grade section until the course requirements are met. There are course titles listed on the transcript where "CO-OP" follows the title. This is the case for courses where there is a community-based work placement attached to the

course itself.

5.7 How is a Challenge for Credit indicated on the transcript?

Challenge for Credit is not given specific designation on the transcript. Credits awarded through the Challenge for Credit process are added to the historical record in PowerSchool and then displayed in the same way as other courses on the transcript.

5.8 Are Personal Development Credits (PDC) included as credits on a transcript?

Yes, PDC's are accepted as credit as long as the provider of the course is an approved external program provider by EECD and that the student presents the appropriate credential/documentation to the school. Please see [Personal Development Credits | Education and Early Childhood Development (ednet.ns.ca)](https://www.ednet.ns.ca) for additional information.

5.9 How are Independent Study Credits (IND) indicated on the transcript?

When an independent study credit is acquired, the course title is indicated, followed by "IND." The status of the course will be listed as "ALC," an Approved Local Course.

5.10 How does a High School Transcript indicate that a student has graduated?

Once a student has met the graduation requirements and the graduation indicator has been checked in PowerSchool on the student's Historic Graduation Plan Progress page, the statement on the transcript will read, "This student has successfully met the graduation requirements for the Province of Nova Scotia."

To learn how to set the graduation indicator in PowerSchool, refer to the School Completion Verification User Guide on the iNSchool site.

5.11 Does the transcript indicate if the student is enrolled in the O2 program?

Yes, both the Nova Scotia High School Transcript and the In-Progress Transcript indicates when a student is enrolled in the O2 program (and assigned the appropriate program type in PowerSchool). If a student is enrolled in an O2 program, the statement on the transcript will read, "Options and Opportunities (O2) Student". Once a student has successfully completed the O2 program and met the graduation requirements, the statement will read "Options and Opportunities (O2) Student" and "Recipient of Options and Opportunities (O2) Certificate."

6. Individual Program Plan (IPP) Information

There are specific course titles in PowerSchool for courses that have an Individualized Program Plan (IPP) designation. Students whose programming is individualized for a particular course, where the outcomes for the course have been created, must have that course designated as an IPP credit on their transcript documents. School staff should be careful that the appropriate course title has been selected and entered into PowerSchool so that the course title, followed by "IPP" is what appears on the transcript.

For more information about IPP courses and using TIENET, refer to the TIENET section of the iNSchool site.

6.1 How are courses with the designation IPP (Individualized Program Plan) indicated on the transcript?

a) The PSP course title followed by the designation IPP will be indicated on the transcript.

Please note that a summary of the IPP's annual outcomes, from TIENET, must accompany the High School Transcript for all courses designated "IPP."

b) If the outcomes developed are not directly related to a particular PSP course, the title of the group of outcomes would be listed followed by IPP. EECD have provided a series of course titles with their own codes. The titles are intended to be very broad in covering outcome areas which are typically addressed for students with diverse needs, for example, Daily Living Skills 10 IPP. The outcomes of these courses would differ considerably from PSP general curriculum outcomes; however, they would reflect the individual learning needs of each student.

Please note that some of the courses are approved local courses and will indicate an (ALC) as the course status.

6.2 Is the transcript the sole source of information for students with IPPs in high school?

No, for courses designated IPP, a summary of the student's annual outcomes for each year must be attached and, if applicable, a resumé of the student's work experience or co-op placements must also be attached. These documents can be found and printed in TIENET under "IPP - High School Work Placement Record" and "IPP – Academic Outcomes (to attach to HS transcript)."

6.3 Are documented adaptations listed or indicated on the transcript?

No, documented adaptations are not listed or indicated on the transcript. Documented adaptations are essential for the student to equitably access curriculum, engage in, and demonstrate learning, therefore they do not impact the outcomes of the course.

6.4 How do students who are on IPPs for all (or the majority) of their courses meet credit requirements for a graduation diploma?

In Nova Scotia schools at the senior high level, graduation requirements are based on credits in a subject area, rather than specific courses within that subject area. For example, a student must successfully complete three language arts credits, one at each grade level; however, the specific courses taken to fulfill the requirement may be selected from among the eligible language arts courses available. For a student following an IPP, the Student Planning Team has the responsibility to ensure that the IPP is developed using a learning outcomes framework and to ensure that the outcomes are aligned with the priority areas of desired development. As stated above, EECD will provide a series of course titles with the designation IPP. The course titles will be developed to correspond to graduation requirements.

6.5 Must grades be assigned for courses that have an IPP designation?

Yes, final grades must be assigned for high school courses with the IPP designation to reflect student achievement of the outcomes developed.

7. Transcript Language

7.1 In what language, French or English, will the French Immersion program transcript be generated?

Students who have successfully completed a French Immersion program will be given an English transcript and French Immersion Certificate.

Only students graduating from a CSAP high school will receive their High School Transcript in French.

7.2 Does the transcript indicate when a student has met the requirements of a French Immersion Program?

No, the transcript does not indicate whether a student has met the requirements of a French Immersion Program. The school will award a French Immersion Certificate to graduating students who have fulfilled the necessary requirements at graduation.

8. Samples of Nova Scotia High School Transcripts

8.1 Nova Scotia High School Transcript – For students who graduated, completed studies, or left school AFTER September 2023

HIGH SCHOOL TRANSCRIPT

NOVA SCOTIA

Smith, John

Rocky Shore High School

Tri-County Regional Centre for Education

Birth Date: January 01   **Student ID:** 3100123456

School Address: 123 Rocky Dr
Rocky Shore, NS B1B 1B1

Phone: 902-123-4567   **Fax:** 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
23-24	ENGLISH 12	12	62	ACAD	1.00	PSP	ENG
23-24	FOOD SCIENCE 12	12	71	ACAD	1.00	PSP	ENG
23-24	FRANCAIS IMMERSION 12	12	82	ACAD	1.00	PSP	FRE
23-24	HISTOIRE PLANETAIRE 12 IMM	12	74	ACAD	1.00	PSP	FRE
23-24	MATHEMATICS 12	12	60	ACAD	1.00	PSP	ENG
23-24	PSYCHOLOGY 12	12	75	ACAD	1.00	ALC	ENG
22-23	BIOLOGIE 11 IMM	11	68	ACAD	1.00	PSP	FRE
22-23	BUSINESS TECHNOLOGY 11	11	52	ACAD	1.00	PSP	ENG
22-23	CHILD STUDIES 11	11	71	OPEN	1.00	PSP	ENG
22-23	ENGLISH 11	11	54	ACAD	1.00	PSP	ENG
22-23	FRANCAIS IMMERSION 11	11	79	ACAD	1.00	PSP	FRE
22-23	HISTOIRE DU CANADA 11 IMM_INT	11	65	ACAD	1.00	PSP	FRE
22-23	MATHEMATICS 11	11	59	ACAD	1.00	PSP	ENG
21-22	ARTS VISUELS 11 IMM	11	56	ACAD	1.00	ALC	FRE
21-22	ENGLISH 10	10	90	ACAD	1.00	PSP	ENG
21-22	FRANCAIS IMMERSION 10	10	53	ACAD	1.00	PSP	FRE
21-22	MATHEMATICS 10	10	52	ACAD	2.00	PSP	ENG
21-22	MIKMAW STUDIES 11	11	71	ACAD	1.00	PSP	ENG
21-22	MODE DE VIE ACTIF 11 IMM	11	83	OPEN	1.00	PSP	FRE
21-22	SCIENCES 10 IMM	10	62	ACAD	1.00	PSP	FRE

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 21.0

An official transcript bears the school seal.

_____   _____   _____

School Official Signature   Title   Date

Information to Assist in the Assessment of this Transcript

Course Title: the full name of the course. Those courses for which learning outcomes have been developed to reflect the requirements and the needs of individual students are shown when applicable.

CO-OP	Co-operative Education Course
IND/*AUTO	Independent Study Credit
IPP/PPI	Individual Program Plan (Courses denoted by IPP must be accompanied by a written summary of annual outcomes.)

Grade Level: the grade level of the course.

Final Grade: the final grade assigned at the completion of the course.

IP (In Progress) is used for a course where there are remaining course requirements to be met. In such cases, a plan is developed outlining the requirement(s).

Credit Type:

ACAD	**Academic:** These courses are designed for students who expect to enter college, university, or other post-secondary institutions.
ADV/AV	**Advanced:** Advanced courses offer additional and in-depth learning opportunities to students.
GRAD/DIPL	**Graduation:** These courses are designed for students who wish to obtain a graduation diploma and proceed to employment or some selected area of post-secondary study.
OPEN/OUV	**Open:** Although none of these courses are designed to meet the specific entrance requirements of any postsecondary institution, individual courses may meet entrance requirements of some institutions.

Credit: the credit value earned for the course

Status:

PSP/PEP	**Public School Program:** all courses authorized by the Department of Education and Early Childhood Development
ALC/CAL	**Approved Local Course:** a locally developed course offered by a school, region, board or college and approved by the Department of Education and Early Childhood Development. Independent study credits developed within provincial policy guidelines are also designated as approved local courses.
PDC	**Personal Development Credit:** a course or program delivered by an approved external program provider.

Language: language of instruction for the course

ENG	English	**GER**	German
FRA	Francais (first language)	**LAT**	Latin
FRE	French (second language/immersion)	**MI'**	Mi'kmaq
GAE	Gaelic	**SPA**	Spanish

Transfer Credits: are credits earned outside of Nova Scotia that have been recognized as meeting graduation requirements for the Nova Scotia High School Graduation Diploma. The grade level for transfer credits will be listed as L10, L11, or L12. A 'P' in the Final Grade column indicates a Pass for the credit. Any documentation pertaining to Transfer Credits earned outside of Nova Scotia must be provided by the student.

Total Credits Earned: includes all credits awarded including transfer credits.

Graduation: Once a student has met the requirements for graduation, a statement will appear on the front of the High School Transcript which reads, 'This student has successfully met the graduation requirements for the Province of Nova Scotia.'

O_2: The High School Transcript indicates that a student is enrolled in the O_2 Program by including a statement on the front which reads, 'Recipient of Options and Opportunities (O_2) Certificate.'

For additional information on high school credits and graduation requirements, refer to Public School Programs available from the Nova Scotia Department of Education and Early Childhood Development.

The department's website is http://www.EDnet.ns.ca.

*These are the French terms.

8.2 *Nova Scotia High School Transcript – For students who graduated, completed studies, or left school PRIOR to the end of June 2023*

HIGH SCHOOL TRANSCRIPT

NOVA SCOTIA

Smith, John

Rocky Shore High School

Halifax Regional Centre for Education

Birth Date: January 01   **Student ID:** 3100123456

School Address: 123 Rocky Dr
Rocky Shore, NS B1B 1B1

Phone: 902-123-4567   **Fax:** 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
22-23	BIOLOGY 11	11	44	ACAD	0.00	PSP	ENG
22-23	CONSTRUCTION TECHNOLOGY 10	10	98	OPEN	1.00	PSP	ENG
22-23	ENGLISH_COMMUNICATIONS 12	12	65	GRAD	1.00	PSP	ENG
22-23	ENTREPRENEURSHIP 12	12	88	ACAD	1.00	PSP	ENG
22-23	FOOD SCIENCE 12	12	91	ACAD	1.00	PSP	ENG
22-23	FORESTRY MANAGEMENT 12	12	100	OPEN	1.00	ALC	ENG
22-23	MI'KMAW STUDIES 11	11	96	ACAD	1.00	PSP	ENG
21-22	AGRICULTURE_AGRIFOOD 11	11	83	ACAD	1.00	PSP	ENG
21-22	ENGLISH 11	11	30	ACAD	0.00	PSP	ENG
21-22	ENGLISH_COMMUNICATIONS 11	11	52	GRAD	1.00	PSP	ENG
21-22	GLOBAL GEOGRAPHY 12	12	62	ACAD	1.00	PSP	ENG
21-22	MATHEMATICS AT WORK 11	11	91	GRAD	1.00	PSP	ENG
21-22	MATHEMATICS AT WORK 12	12	95	GRAD	1.00	PSP	ENG
21-22	PHYSICAL EDUCATION 11	11	51	OPEN	1.00	PSP	ENG
21-22	PHYSICS 11	11	23	ACAD	0.00	PSP	ENG
20-21	ACCOUNTING 11 ACADEMIC	11	64	ACAD	1.00	PSP	ENG
20-21	CAREER DEVELOPMENT 10	10	71	OPEN	1.00	PSP	ENG
20-21	COMMUNITY BASED LEARNING 11	11	62	ACAD	1.00	PSP	ENG
20-21	ENGLISH 10	10	52	ACAD	1.00	PSP	ENG
20-21	MATHEMATICS AT WORK 10	10	97	GRAD	1.00	PSP	ENG
20-21	MUSIC 10	10	93	ACAD	1.00	PSP	ENG
20-21	SCIENCE 10	10	70	ACAD	1.00	PSP	ENG

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 19.0
Options and Opportunities (O$_2$) Student
Recipient of Options and Opportunities (O$_2$) Certificate

An official transcript bears the school seal.

_____   _____   _____
       School Official Signature   **Title**   **Date**

Information to Assist in the Assessment of this Transcript

Course Title: the full name of the course. Those courses for which learning outcomes have been developed to reflect the requirements and the needs of individual students are shown when applicable.

CO-OP	Co-operative Education Course
IND/*AUTO	Independent Study Credit
IPP/PPI	Individual Program Plan (Courses denoted by IPP must be accompanied by a written summary of annual outcomes.)

Grade Level: the grade level of the course.

Final Grade: the final grade assigned at the completion of the course.

IP (In Progress) is used for a course where there are remaining course requirements to be met. In such cases, a plan is developed outlining the requirement(s).

INS Insufficient evidence to report on achievement of the expected learning outcomes.

Credit Type:

ACAD	**Academic:** These courses are designed for students who expect to enter college, university, or other post-secondary institutions.
ADV/AV	**Advanced:** Advanced courses offer additional and in-depth learning opportunities to students.
GRAD/DIPL	**Graduation:** These courses are designed for students who wish to obtain a graduation diploma and proceed to employment or some selected area of post-secondary study.
OPEN/OUV	**Open:** Although none of these courses are designed to meet the specific entrance requirements of any postsecondary institution, individual courses may meet entrance requirements of some institutions.

Credit: the credit value earned for the course

Status:

PSP/PEP	**Public School Program:** all courses authorized by the Department of Education and Early Childhood Development
ALC/CAL	**Approved Local Course:** a locally developed course offered by a school, region, board or college and approved by the Department of Education and Early Childhood Development. Independent study credits developed within provincial policy guidelines are also designated as approved local courses.
PDC	**Personal Development Credit:** a course or program delivered by an approved external program provider.

Language: language of instruction for the course

ENG	English		**GER**	German
FRA	Francais (first language)		**LAT**	Latin
FRE	French (second language/immersion)		**MI'**	Mi'kmaq
GAE	Gaelic		**SPA**	Spanish

Transfer Credits: are credits earned outside of Nova Scotia that have been recognized as meeting graduation requirements for the Nova Scotia High School Graduation Diploma. The grade level for transfer credits will be listed as L10, L11, or L12. A 'P' in the Final Grade column indicates a Pass for the credit. Any documentation pertaining to Transfer Credits earned outside of Nova Scotia must be provided by the student.

Total Credits Earned: includes all credits awarded including transfer credits.

Graduation: Once a student has met the requirements for graduation, a statement will appear on the front of the High School Transcript which reads, 'This student has successfully met the graduation requirements for the Province of Nova Scotia.'

O_2: The High School Transcript indicates that a student is enrolled in the O_2 Program by including a statement on the front which reads, 'Recipient of Options and Opportunities (O_2) Certificate.'

For additional information on high school credits and graduation requirements, refer to Public School Programs available from the Nova Scotia Department of Education and Early Childhood Development.

The department's website is http://www.EDnet.ns.ca.

*These are the French terms.

8.3   In-Progress Transcript

In Progress Transcript Report

NOVA SCOTIA

Smith, John

Rocky Shore High School

Strait Regional Centre for Education

Birth Date: January 01   **Student ID:** 3100123456

School Address: 123 Rocky Dr
                              Rocky Shore, NS B1B 1B1

Phone: 902-123-4567   **Fax:** 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
22-23	CHILD STUDIES 11	11	91	OPEN	1.00	PSP	ENG
22-23	CO_OPERATIVE EDUCATION 12	12	90	ACAD	1.00	PSP	ENG
22-23	ENGLISH 11	11	51	ACAD	1.00	PSP	ENG
22-23	MATHEMATICS AT WORK 10	10	55	GRAD	1.00	PSP	ENG
22-23	MATHEMATICS AT WORK 11	11	63	GRAD	1.00	PSP	ENG
22-23	MI'KMAW STUDIES 11	11	62	ACAD	1.00	PSP	ENG
21-22	CORE FRENCH 10	10	75	ACAD	1.00	PSP	FRE
21-22	DRAMA 10	10	81	ACAD	1.00	PSP	ENG
21-22	ENGLISH 10 PLUS	10	77	ACAD	2.00	PSP	ENG
21-22	OCEANS 11	11	74	ACAD	1.00	PSP	ENG
21-22	SCIENCE 10	10	62	ACAD	1.00	PSP	ENG
21-22	YOGA 11	11	77	ACAD	1.00	PSP	ENG
	Current Courses						
23-24	PSYCHOLOGY 12	12	44/IP	ACAD			
S1	CO_OPERATIVE EDUCATION 12	12	70/IP	ACAD			
S1	GLOBAL GEOGRAPHY 12	12	64/IP	ACAD			
S1	MATHEMATICS AT WORK 12	12	47/IP	GRAD			
S2	BUSINESS TECHNOLOGY 11	11	IP	ACAD			
S2	ENGLISH 12	12	IP	ACAD			

An In-Progress Transcript Report is prepared for admission purposes and documents both of the student's completed and current courses. A Nova Scotia High School Transcript, of completed courses, is prepared at the end of the current school year or upon request.

Courses denoted by Individual Program Plan (IPP) must be accompanied by a written summary of annual outcomes.

_____   _____   _____
School Official Signature   **Title**   **Date**

Information to Assist in the Assessment of this In Progress Transcript

Course Title: the full name of the course. Those courses for which learning outcomes have been developed to reflect the requirements and the needs of individual students are shown when applicable.

    CO-OP   Co-operative Education Course

    IND/*AUTO Independent Study Credit

    IPP/PPI   Individual Program Plan (Courses denoted by IPP must be accompanied by a written summary of annual outcomes.)

Grade Level: the grade level of the course.

Final Grade: the final grade assigned at the completion of the course.

    IP (In Progress) is used for a course where there are remaining course requirements to be met. In such cases, a plan is developed outlining the requirement(s).

Credit Type:

    ACAD   **Academic:** These courses are designed for students who expect to enter college, university, or other post-secondary institutions.

    ADV/AV   **Advanced:** Advanced courses offer additional and in-depth learning opportunities to students.

    GRAD/DIPL Graduation: These courses are designed for students who wish to obtain a graduation diploma and proceed to employment or some selected area of post-secondary study.

    OPEN/OUV Open: Although none of these courses are designed to meet the specific entrance requirements of any postsecondary institution, individual courses may meet entrance requirements of some institutions..

Credit: the credit value earned for the course

Status:

    PSP/PEP   **Public School Program:** all courses authorized by the Department of Education and Early Childhood Development

    ALC/CAL   **Approved Local Course:** a locally developed course offered by a school, region, board or college and approved by the Department of Education and Early Childhood Development. Independent study credits developed within provincial policy guidelines are also designated as approved local courses.

    PDC   **Personal Development Credit:** a course or program delivered by an approved external program provider.

Language: language of instruction for the course

ENG	English	**GER**	German
FRA	Francais (first language)	**LAT**	Latin
FRE	French (second language/immersion)	**MI'**	Mi'kmaq
GAE	Gaelic	**SPA**	Spanish

Transfer Credits: are credits earned outside of Nova Scotia that have been recognized as meeting graduation requirements for the Nova Scotia High School Graduation Diploma. The grade level for transfer credits will be listed as L10, L11, or L12. A 'P' in the Final Grade column indicates a Pass for the credit. Any documentation pertaining to Transfer Credits earned outside of Nova Scotia must be provided by the student.

Total Credits Earned: includes all credits awarded including transfer credits.

Graduation: Once a student has met the requirements for graduation, a statement will appear on the front of the High School Transcript which reads, 'This student has successfully met the graduation requirements for the Province of Nova Scotia.'

O_2: The High School Transcript indicates that a student is enrolled in the O_2 Program by including a statement on the front which reads, 'Recipient of Options and Opportunities (O_2) Certificate.'

For additional information on high school credits and graduation requirements, refer to Public School Programs available from the Nova Scotia Department of Education and Early Childhood Development.

The department's website is http://www.EDnet.ns.ca.

*These are the French terms.

8.4   Adult High School Transcript

HIGH SCHOOL TRANSCRIPT

NOVA SCOTIA

High School Graduation Diploma for Adults

Smith, John

Rocky Shore High School

Chignecto Central Regional Centre for Education

Birth Date: January 01   **Student ID:** 3100123456

School Address: 123 Rocky Dr
                                  Rocky Shore, NS B1B1B1

Phone: 902-123-4567   **Fax:** 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
22-23	CANADIAN HISTORY 11	11	75	ACAD	1.00	PSP	ENG
22-23	ENGLISH_COMMUNICATIONS 12	12	77	GRAD	1.00	PSP	ENG
22-23	GLOBAL GEOGRAPHY 12	12	84	ACAD	1.00	PSP	ENG
22-23	LAW 12	12	84	ACAD	1.00	PSP	ENG
22-23	MATHEMATICS AT WORK 11	11	85	GRAD	1.00	PSP	ENG
22-23	MATHEMATICS AT WORK 12	12	73	GRAD	1.00	PSP	ENG
21-22	BIOLOGY 11	11	50	ACAD	1.00	PSP	ENG
21-22	CANADIAN FAMILIES 12	12	67	OPEN	1.00	PSP	ENG
21-22	ENGLISH 11	11	50	ACAD	1.00	PSP	ENG
21-22	EXERCISE SCIENCE 12	12	70	ACAD	1.00	ALC	ENG
21-22	GLOBAL HISTORY 12	12	55	ACAD	1.00	PSP	ENG
20-21	BUSINESS TECHNOLOGY 11	11	82	ACAD	1.00	PSP	ENG
20-21	MIKMAW STUDIES 11	11	66	ACAD	1.00	PSP	ENG
20-21	OCEANS 11	11	61	ACAD	1.00	PSP	ENG

This student has successfully met the graduation requirements for the Province of Nova Scotia

Total Credits Earned: 14.00

An official transcript bears the school seal.

_____   _____   _____

School Official Signature   **Title**   **Date**

Information to Assist in the Assessment of This Transcript

Course Title: the full name of the course. Those courses for which learning outcomes have been developed to reflect the requirements and the needs of individual students are shown when applicable.

CO-OP	Co-operative Education Course
IND/*AUTO	Independent Study Credit
IPP/PPI	Individual Program Plan (Courses denoted by IPP must be accompanied by a written summary of annual outcomes.)

Grade Level: the grade level of the course.

Final Grade: the final grade assigned at the completion of the course.

IP (In Progress) is used for a course where there are remaining course requirements to be met. In such cases, a plan is developed outlining the requirement(s).

PL indicates course is PLAR.

CR represents one or more credits earned.

Note: the pass mark for Public School Programs (PSP) is 50%. The pass mark for Adult Learning Program (ALP) is 60%.

Credit Type:		
	ACAD	**Academic:** These courses are designed for students who expect to enter college, university, or other post-secondary institutions.
	ADV/AV	**Advanced:** Advanced courses offer additional and in-depth learning opportunities to students.
	GRAD/DIPL	**Graduation:** These courses are designed for students who wish to obtain a graduation diploma and proceed to employment or some selected area of post-secondary study.
	OPEN/OUV	**Open:** Although none of these courses are designed to meet the specific entrance requirements of any post-secondary institution, individual courses may meet entrance requirements of some institutions.
	POST	**Post-secondary:** These courses have been completed at a post-secondary institution and have been granted as transfer credits.

Credit: the credit value earned for the course

Status:		
	ALP/FGA	**Adult Learning Program:** all courses authorized by the Department of Education and Early Childhood Development
		FGA: Formation générale des adultes
	PSP/PEP	**Public School Program:** all courses authorized by the Department of Education and Early Childhood Development
	ALC/CAL	**Approved Local Course:** a locally developed course offered by a school, region, board or college and approved by the Department of Education and Early Childhood Development. Independent study credits developed within provincial policy guidelines are also designated as approved local courses.
	PDC	**Personal Development Credit:** a course or program delivered by an approved external program provider.
	TC/CT	**Transfer Credit:** credits awarded externally and recognized by the institution issuing the transcript.
		CT: Crédit transféré
	TC-ALP	30 hour module recognized in conjunction with Nova Scotia Community College.

Language: language of instruction for the course

ENG	English		**GER**	German
FRA	Francais (first language)		**LAT**	Latin
FRE	French (second language/immersion)		**MI'**	Mi'kmaq
GAE	Gaelic		**SPA**	Spanish

Transfer Credits: are credits earned outside of Nova Scotia that have been recognized as meeting graduation requirements for the Nova Scotia High School Graduation Diploma for Adults. The grade level for transfer credits will be listed as L11, or L12. A 'P' or 'CR' in the Final Grade column indicates a Pass for the credit. Any documentation pertaining to Transfer Credits earned outside of the Nova Scotia Public School System must be provided by the student.

Total Credits Earned: includes all credits awarded including transfer credits.

Graduation: Once a student has met the requirements for graduation, a statement will appear on the front of the High School Transcript which reads, "This student has successfully met the graduation requirements for the Province of Nova Scotia."

For additional information on high school credits and graduation requirements for adults, refer to Nova Scotia for Adult Learning Program Guide available from Nova Scotia Department of Labour and Advanced Education, Adult Education Division.

The website link is http://gonssal.ca/General-Public/Documents-Resources

*These are the French terms.