

# **Nova Scotia High School Transcript Guide**

Revised April 2015

## ***Introduction***

The Nova Scotia High School Transcript Guide is prepared by Education and Early Childhood Development (EECD) to assist public school and school board staff with the preparation of High School Transcripts and In-Progress Transcript Reports.

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

A High School Transcript is a record of completed courses, withdrawn courses (after the permissible date), and courses accepted as transfer credits. A transcript is normally prepared at the end of a school year, or upon request.

An In-Progress Transcript Report outlines the courses the student has completed, is currently enrolled in, the courses the student is registered in for the remainder of the year, and the student's grade-to-date in his/her current courses. In-progress transcript reports are normally prepared for post-secondary admission purposes mid-year, or upon request.

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

The Nova Scotia High School Transcript Guide includes the following sections:

- Sample of a High School Transcript and an In-Progress Transcript Report
- iNSchool user guide on how to print transcript documents
- Frequently Asked Questions





Smith, John Frank

Lakeview Junior High School

Cape Breton-Victoria Regional School Board

# HIGH SCHOOL TRANSCRIPT

Birth Date: January 01

Student ID: 0123456789

School Address: 123 Main St  
Sydney, NS B2L 3S4

Phone: 902-123-4567

Fax: 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
13-14	CHEMISTRY 11	11	88	ACAD	1.00	PSP	ENG
13-14	COMMUNICATIONS TECHNOLOGY 11	11	95	ACAD	1.00	PSP	ENG
13-14	DRAMA 11	11	90	ACAD	1.00	PSP	ENG
13-14	ENGLISH 11	11	94	ACAD	1.00	PSP	ENG
13-14	GLOBAL HISTORY 12	12	86	ACAD	1.00	PSP	ENG
13-14	MATHEMATICS 11	11	90	ACAD	1.00	PSP	ENG
13-14	PHYSICS 11	11	56	ACAD	1.00	PSP	ENG
12-13	BIOLOGY 11	11	68	ACAD	1.00	PSP	ENG
12-13	CANADIAN HISTORY 11	11	90	ACAD	1.00	PSP	ENG
12-13	DRAMA 10	10	91	ACAD	1.00	PSP	ENG
12-13	ENGLISH 10	10	90	ACAD	1.00	PSP	ENG
12-13	MATHEMATICS 10	10	65	ACAD	1.00	PSP	ENG
12-13	MATHEMATICS 10 PLUS	10	71	ACAD	1.00	PSP	ENG
12-13	PHYSICALLY ACTIVE LIVING 11	11	83	OPEN	1.00	PSP	ENG
12-13	SCIENCE 10	10	86	ACAD	1.00	PSP	ENG

**Total Credits Earned: 15.0**

An official transcript bears the school seal.

Only **ONE CREDIT** will be awarded for courses that have been passed more than once.

\_\_\_\_\_  
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** Independent Study Credit

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

**Grade Level:** the grade level at which the course was offered.

**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 and documented in the Guidance/Admin Log of PowerSchool, outlining the requirement(s).

**WD** indicates that a student withdrew from the course past the permissible date.

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

**ADV**     **Advanced:** These courses are designed for students who have demonstrated an exceptional degree of academic ability or achievement.

**GRAD**   **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**   **Open:** Although none of these courses is 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, 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/immersion)

**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 students have 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<sub>2</sub>:** The High School Transcript indicates that a student is enrolled in the O<sub>2</sub> Program by including a statement on the front which reads, 'Recipient of Options and Opportunities (O<sub>2</sub>) 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>.

# In Progress Transcript Report

Smith, John Frank

Birth Date: January 01

Student ID: 0123456789

Lakeview Junior High School

School Address: 123 Main St  
Sydney, NS B2L 3S4

Cape Breton Victoria Regional School Board

Phone: 902-123-4567

Fax: 902-321-7654

Year	Course Title	Grade Level	Final Grade	Credit Type	Credit	Status	Lang
14-15	BUSINESS MANAGEMENT 12ACADEMIC	12	80	ACAD	1.00	PSP	ENG
14-15	PHYSICAL EDUCATION 12	12	90	OPEN	1.00	PSP	ENG
14-15	SOCIOLOGY 12 ACADEMIC	12	51	ACAD	1.00	PSP	ENG
13-14	ACCOUNTING 11 ACADEMIC	11	86	ACAD	1.00	PSP	ENG
13-14	ENGLISH 11	11	66	ACAD	1.00	PSP	ENG
13-14	ENTREPRENEURSHIP 12	12	70	ACAD	1.00	PSP	ENG
13-14	MATHEMATICS 11	11	96	ACAD	1.00	PSP	ENG
13-14	OCEANS 11	11	82	ACAD	1.00	PSP	ENG
13-14	PHYSICAL EDUCATION 11	11	80	OPEN	1.00	PSP	ENG
13-14	VISUAL ARTS 10	10	72	ACAD	1.00	PSP	ENG
12-13	BIOLOGY 11	11	50	ACAD	1.00	PSP	ENG
12-13	COMMUNICATIONS TECHNOLOGY 11	11	68	ACAD	1.00	PSP	ENG
12-13	ENGLISH 10	10	75	ACAD	1.00	PSP	ENG
12-13	MATHEMATICS 10	10	82	ACAD	1.00	PSP	ENG
12-13	MATHEMATICS 10 PLUS	10	83	ACAD	1.00	PSP	ENG
12-13	MIKMAW STUDIES 10	10	74	ACAD	1.00	PSP	ENG
12-13	PHYSICAL EDUCATION 10	10	77	OPEN	1.00	PSP	ENG
12-13	SCIENCE 10	10	51	ACAD	1.00	PSP	ENG
<b>Current Courses</b>							
S2	ACCOUNTING 12 ACADEMIC	12	IP	ACAD			
S2	ENGLISH 12	12	IP	ACAD			
S2	GLOBAL GEOGRAPHY 12	12	IP	ACAD			
S2	MATHEMATICS 12	12	IP	ACAD			

**Total Credits Earned: 15.0**

An official transcript bears the school seal.

Only **ONE CREDIT** will be awarded for courses that have been passed more than once.

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Information to Assist in the Assessment of this Transcript

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**IND** Independent Study Credit

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

**Grade Level:** the grade level at which the course was offered.

**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 and documented in the Guidance/Admin Log of PowerSchool, outlining the requirement(s).

**WD** indicates that a student withdrew from the course past the permissible date.

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

**ADV Advanced:** These courses are designed for students who have demonstrated an exceptional degree of academic ability or achievement.

**GRAD 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.

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

**Graduation:** Once students have 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<sub>2</sub>:** The High School Transcript indicates that a student is enrolled in the O<sub>2</sub> Program by including a statement on the front which reads, 'Recipient of Options and Opportunities (O<sub>2</sub>) 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>.

There are three transcript reports in PowerSchool, the High School Transcript, the In-Progress Transcript Report and the Adult High School Transcript. The steps for printing all three 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**, 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.



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	<input checked="" type="radio"/> Doe, Jane <input type="radio"/> All 880 currently enrolled students
Student Sort Order	<input checked="" type="radio"/> Last Name <input type="radio"/> grade level <input type="radio"/> Homeroom

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**
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, <http://inschool.ednet.ns.ca/>.



## *Frequently Asked Questions (FAQ's)*

### **1. PowerSchool Information**

#### **1.1: How do I print a transcript from PowerSchool?**

The directions for producing and printing a transcript from PowerSchool can be found at the beginning of this guide and also online at the iNSchool website <http://inschool.ednet.ns.ca/>. The transcript should be signed and sealed by a school Administrator, or an appropriate designate, to indicate that this report is the original copy, authentic, and official.

#### **1.2: 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, grade level, final grade, credit type, credit acquired, course status, and 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.

#### **1.3: 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 sealed 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 school board. Administrators should check with their individual school boards for additional information.

### **2. Transcript Content Information**

#### **2.1: If a course is taken more than once, for upgrading as an example, how will it appear on the transcript?**

In PowerSchool, if a course is taken and completed more than once, all courses will appear on the transcript; however, credit can only be given to one of them. Therefore, the course with the highest grade will show a credit of 1.00, while the same course(s) with the lower grades need to be manually assigned a credit of 0.00 before the transcript is produced.

## **2.2: Are grades for all courses recorded on the transcript, including grades below 50%?**

Yes, final grades for all courses will be recorded on the transcript, including grades below 50%. The transcript is the official record of courses the student has taken at each grade level in high school and as such will reflect all of the courses the student has taken regardless of the outcome of the final grade. See school board guidelines for credit recovery options, which may be available.

## **2.3: How is “withdrawal” course information indicated on the transcript?**

A student who withdraws from a course within the allotted time set by individual school boards will have no record of the course on her/his transcript. However, a student who withdraws after the allotted timeframe will have a record of the course on her/his transcript with a “WD” for withdrawal. “AB” will be used in Conseil scolaire acadien provincial schools. A grade will not be recorded for the course.

## **2.4: 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’ should be replaced with the final grade for the course. ‘EC’ (en cours) will be used for the Conseil scolaire acadien provincial. In such cases, a plan is developed and documented in the Guidance/Admin Log of the system, outlining the requirement(s). On the In-Progress Transcript Report, ‘IP’ will automatically appear for students still registered in the course.

## **2.5: Are both the High School Transcript and the In-Progress Transcript Report necessary for post-secondary applications?**

In order to satisfy post-secondary admission requirements during the application process, schools will print the ‘In- Progress Transcript Report.’ The ‘In- Progress Transcript Report’ outlines the courses the student has completed, is currently enrolled in, the courses the student is registered in for the remainder of the year, and the student’s mark-to-date in his/her current courses. There is no need to print both the In-Progress Transcript Report and the High School Transcript for post-secondary application purposes, unless a transcript is specifically requested by the student, in which case it must be provided. Otherwise, the transcript will only be printed at the end of the current school year, to reflect the courses officially completed by the student.

## **2.6: Does the In-Progress High School Report need to be signed and sealed?**

The In-Progress Transcript Report, like the High School Transcript, should be signed and sealed by a school Administrator, or an appropriate designate, to indicate that this report is the original copy, authentic, and official.

## **2.7: 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, 'Transfer Credit-English Level 10,' indicates that this transfer credit meets the requirement for English 10. A note will appear on the transcript which 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 L 10, L 11, or L 12. 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.

See the "Other Information" section in FAQ's for additional information on transfer credits and how they are considered and approved for graduation purposes.

## **2.8: 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.

## **2.9: 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.

## **2.10: Will a student obtain a credit for courses which the school recognizes but which are not part of the PSP or which have not been approved by EECD?**

Credit will be assigned only to courses which have been approved by EECD and have been assigned a course code. This includes both PSP courses, Approved Local Courses (ALC),

Personal Development Credits (PDC), and those within these categories with an Individual Program Plan (IPP) designation.

**2.11: 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 [pdc.ednet.ns.ca](http://pdc.ednet.ns.ca) for additional information.

**2.12: 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.

**2.13: How does a High School Transcript indicate that a student has graduated?**

The transcript does not indicate that the student has graduated but it does indicate the total credits earned and that the total credits earned have met graduation requirements. Once a student has met the graduation requirements and the graduation indicator has been manually checked in PowerSchool, the statement on the transcript will read, "This student has successfully met the graduation requirements for the Province of Nova Scotia."

**2.14: Does the transcript indicate if the student is enrolled in the O2 program?**

Yes, the transcript does indicate that the student is enrolled in the O2 program and that milestones have been met if the student successfully completes the program. The statements on the transcript will read, "Options and Opportunities (O2) Student" and/or "Recipient of Options and Opportunities (O2) Certificate."

**3. 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 altered, 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.

### **3.1: How are courses with the designation IPP (Individualized Program Plan) to be 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 challenging needs, for example, Daily Living Skills 10 IPP. The outcome of these courses would differ considerably from PSP course general curriculum outcomes; however, they would reflect the learning needs of individual students.

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

### **3.2: Will the transcript be 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 résumé 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 "Individual Program Plan (IPP) Annual Outcomes."

### **3.3: Will formally documented adaptations be listed or indicated on the transcript?**

No, formally documented adaptations are not listed or indicated on the transcript because the outcomes of the course have not been changed in such cases.

### **3.4: How will 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 who requires an IPP, the program planning team has the responsibility to ensure that the IPP is developed utilizing a learning outcomes framework and ensuring that outcomes are developed in the areas delineated in

the Public School Program. As stated EECD will provide a series of course titles with the designation IPP. The course titles will be developed to correspond to graduation requirements.

### **3.5: Will grades be assigned for courses that have an IPP designation?**

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

## **4. Language Information**

### **4.1: Which transcript, French or English, will be given for students taking the French Immersion program?**

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

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

### **4.2: Will the transcript indicate that a student has met the requirements of a French Immersion Program?**

No, the transcript will 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 along with their High School Transcript.

## **5. Other Information**

### **5.1: How are high school transfer credits considered and approved for graduation purposes?**

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

a) High schools within Nova Scotia - for all PSP and ALC courses no equating is required. These courses are not represented as transfer credits. The last high school attended in Nova Scotia is required to fully indicate these course records for a student on its transcript.

b) High schools outside of Nova Scotia – where possible transfer credits, especially those meeting graduation requirements, should be related to courses outlined in the current Public School Programs document. An exception may be elective courses that are being accepted as transfer credits. It is important to consider shared outcomes, the duration/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, the grade s/he is in, the opportunity the student has to take the course in a Nova Scotia school, and the student’s anticipated graduation date and her/his transition and or career plan following secondary school.

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

See the “Transcript Content Information” section in FAQ’s for additional information on transfer credits and how they are recorded in PowerSchool and on transcript documents.

### **5.2: Is it permissible to send transcript information electronically to a post-secondary institution or organization?**

Yes, if the student requesting a transcript gives his or her written consent, then it is permissible to send an electronic copy of the transcript directly to a post-secondary institution or organization. It is the responsibility of the receiving institution whether it will be accepted as an official transcript. The student should be encouraged to consider confidentiality risks regarding electronic transfers and to ensure that the post-secondary institution accepts electronic transcripts before consenting.

A student should not be provided with an electronic copy of her/his transcript upon request, as electronic versions may be altered. Therefore, a student should be provided with a sealed paper copy of her/his transcript upon request.

### **5.3: Who can sign a transcript as “School Official Signature?”**

The High School Transcript and In-Progress Transcript Report can be signed by a school Administrator (Principal or Vice-Principal) or an appropriate designate such as a school Guidance Counsellor. Administrative assistants should not sign the transcript as an official signature.