



## Additional Changes to High School Transcript

As part of iNSchool, recent changes have been made to the Nova Scotia High School Transcript. These changes were communicated to you in February. An additional change has just been made and is captured below. This change will take effect *immediately* in all phase I high schools.

### What's changing?

- ❑ 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 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. The In-Progress Transcript Report should be signed and sealed by the school to indicate that this report is the original copy and authentic.

### What changes were communicated to us in February?

- ❑ The transcript will be a record of completed courses, withdrawn courses, and courses accepted as transfer credits. The only exception to this is where 'IP' (In Progress) may be used for a course, such as Co-operative Education, IB, and AP, where there are remaining course requirements to be met. '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).
- ❑ A student who withdraws from a course within the allotted time set by school board policy will have no record of the course indicated 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 mark will no longer be recorded for the course.

- ❑ In order to support the system's ability to calculate graduation requirements, approved transfer credits will be listed on the transcript. 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 mark column indicates a pass for the credit. Any documentation pertaining to transfer credits earned outside of Nova Scotia must be provided by the student.

- ❑ The key on the reverse of the transcript has been updated to reflect these changes. As a result, schools will use the key that is generated by the system. The transcript paper will only be used in situations where the transcript needs to be printed from the legacy system.

### **What's next?**

The Department of Education has informed the post-secondary universities and colleges of these changes and on-going meetings have been scheduled with registrars. As well, a Transcript Committee - including representatives from English Program Services, Student Services, French Second Language Services and Acadian and French Language Services Branch - has been established to work with iNSchool project managers to develop an updated version of the Nova Scotia Transcript Guide.

Thank you for your continued support and patience, as we continue to work through the implementation of iNSchool. As always, please contact your iNSchool project manager with any questions or concerns.

### **How do I learn more about iNSchool?**

We encourage you to go to [inschool.ednet.ns.ca](http://inschool.ednet.ns.ca) for more information about iNSchool, to access 'how to' guides and other helpful resources, and to provide us with your feedback. We welcome your thoughts.