



# Halton District School Board

## PLAR PACKAGE Prior Learning Assessment and Recognition (PLAR)

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**The following components of the PLAR package must be completed and submitted to your principal by Thursday, April 26<sup>st</sup>, 2012 at 4:00 pm.**

### **1. PLAR CHALLENGE APPLICATION FORM**

This form must be completed and signed.

### **2. ONTARIO STUDENT TRANSCRIPT**

Your *Ontario Student Transcript* (OST) may be obtained by contacting your secondary school guidance office. A copy of your most recent OST must be included in the PLAR package that you submit.

The Ontario Student Transcript provides an official record of the Ontario secondary school credit courses successfully completed by the student. The OST includes:

- All grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned;
- All grade 11 and 12 courses completed or attempted by the student with percentage grades obtained and credits earned;
- Identification of compulsory credits, including credits that are substitutions for compulsory courses identified by the Ministry of Education as diploma requirements.

### **3. KNOWLEDGE AND SKILLS PROFILE**

The Knowledge And Skills Profile provides evidence of prior learning. It also provides evidence about the appropriateness of the PLAR challenge.

The Profile consists of:

**a) Reference(s)** – There may be up to 2 reference letters submitted. These may be from a teacher or instructor who has worked with a student in an area related to the course being challenged. The reference(s) must be submitted on the form titled *“Knowledge And Skills Profile: Reference”*.

**b) Evidence of Relevant Learning** – There may be up to 2 descriptions of “programs, courses or experiences” that provide evidence of successful learning that support an application for a PLAR challenge, submitted. These descriptions must be submitted on the form titled *“Knowledge And Skills Profile: Evidence of Relevant Learning”*.

**c) Samples** – Where appropriate, there may be one or two samples of original work that provides evidence of successful learning that support an application for a PLAR challenge. This may be useful in order to highlight the appropriateness of the challenge in an area not demonstrated in either the Reference(s) or the Evidence of Relevant Learning forms. These samples, where applicable, may be submitted with the completed form titled *“Knowledge And Skills Profile: Sample Products”*.

#### **4. INDIVIDUAL EDUCATION PLAN (I.E.P.)**

**\*\*\*\*Where applicable, provide a copy of your most recent I.E.P**

An I.E.P. will be available where an individual has been identified by an IPRC as an exceptional pupil. An IEP may also be prepared for students with special needs who are receiving special education programs and/or special education services, but who have not been identified as exceptional by an IPRC.

A copy of the I.E.P. should have been provided to the parent/guardian or to the student if they are over 16 from the special education department within the school.

An IEP is a written plan. It is a working document, which describes the strengths and needs of an individual exceptional pupil, the special education program and services established to meet that pupil's needs, and how the program and services will be delivered. It also describes the student's progress.

An IEP identifies the student's specific learning expectations and outlines how the school will address these expectations through appropriate special education programs and services. In developing or reviewing the student's IEP, consideration must be given to any recommendations made by the IPRC concerning special education programs and services that may be particularly appropriate for meeting the student's needs.

Detailed information on the I.E.P. is available at  
<http://www.edu.gov.on.ca/eng/general/elemsec/speced/individu.html>

#### **5. STUDENT PARAGRAPH**

Provide a written paragraph of 100 to 200 words stating why you want to challenge for credit for the course indicated on the PLAR Challenge Form. Be sure to include the following:

- ways in which the course credit will help you to fulfil your educational goals
- your special interests and skills related to this course

#### **6. PLAR CHALLENGE FOR CREDIT: CUMULATIVE TRACKING RECORD**

**\*\*\*\*Applicable if you have previously attained a PLAR credit.**

If you have previously attained a credit through the PLAR process, there will be a copy of the *PLAR CHALLENGE FOR CREDIT: CUMULATIVE TRACKING RECORD* in your OSR. This document may be obtained by contacting your secondary school guidance office. A copy of your most recent *Cumulative Tracking Record* must be included in the PLAR package that you submit.

The *Cumulative Tracking Record* provides an official record of the number of credits earned and the disciplines in which credits have been earned through the challenge process, as well as failures and withdrawals.