

HDSB Students Completing External Credits Information for Students and Families

For all students and families who register for a credit through a course provider external to the Halton District School Board, the following information must be carefully reviewed.

For final marks to be reflected on a student's Ontario Student Transcript, the Guidance Office must receive an official report card from the external course provider between September and June. **Your school will provide a specific date by which the report card must be submitted in order to ensure your transcript is updated to meet key deadlines.** These can be submitted in person by the student or family or directly by the external course provider to the Guidance Contact listed below:

Name of Guidance Contact

Email

For students currently applying to college (OCAS) and/or university (OUAC)

Student Responsibilities:

- ☐ Declaring the external provider in the Education section of their OCAS and/or OUAC application
- ☐ Ensuring that the external course provider is aware that they have been included on your application and will be updating their data accordingly
- ☐ Ensuring submission of the final report card to the Guidance Office by the timeline specified by your school

Note: Students will need to work with the external course provider to ensure that marks are finalized and a report card is generated in time to meet these timelines. [OCAS/OUAC Upload Dates for 2024/25](#)

External Course Provider Responsibilities:

- ☐ Updating the student's academic record in OCAS and/or OUAC (eg. enrollment in the external course, mid term and final mark entry)
- ☐ Providing a final report card directly to the student's home school or to the student

HDSB School Responsibilities:

- ☐ Updating of the student's transcript upon submission of a final report card from the external course provider on the timelines specified by the school

For external course provider report cards not received by the last day of the semester:

During the school year (September - June)

- Credits earned for external courses will be added to the student's official transcript by the next/scheduled data [upload to OCAS/OUAC](#) when received by the school's deadlines.

During the summer (July - August)

- During the summer, HDSB student transcripts can be requested via the [Transcripts Request page](#) however **there will be no updates made to transcripts until the school re-opens for the new school year. In extenuating circumstances, the student should contact the HDSB Board Office for support.**

HDSB Student Declaration for External Course Registration

I agree that it is my responsibility to ensure that information listed below is accurate. I will provide the external course provider final report card to the HDSB school to be entered into the Ontario Student Transcript and filed into my Ontario Student Record. If the final report card is not provided within the time frame requested, my official credit record may not be updated until the next reporting cycle or when the school re-opens and my graduation could be delayed.

I recognize that if I am applying to college (OCAS) and / or university (OUAC), I need to declare both the HDSB school and the external course provider in the Education section of the OCAS/OUAC application. It is also my responsibility to ensure that the external course(s) are added to the academic record in my application by the external course provider.

I agree that I will not seek subject-specific support for this external course from HDSB school staff (either by asking for individual help or by enrolling in the same course simultaneously at the HDSB school). I also understand that the mark obtained in the external course is ineligible toward the school's Honour Roll standing and may impact award/scholarship eligibility. I understand that proctoring of final exams is not available through the HDSB school and it is my responsibility to arrange final exams for the external course to take place outside of HDSB class time.

*Please return this completed document to your school's Guidance Office along with evidence of registration with the external course provider if not already provided. **Note this form is required for each external course registration; multiple courses may not be listed on one form.***

Student Name	OEN	Grade
Is the student applying this year to:	College: Y N	University: Y N
I have enrolled in _____ with _____.		
Course Code	External Credit Provider	
Registration date: _____	Anticipated Completion Date: _____	
DD/MM/YYYY	DD/MM/YYYY	
External Provider Mident # (or BSID) _____ <i>(please ask institution for this number)</i>		

We acknowledge that we have read and reviewed the information communicated about expected practices for HDSB students pursuing credits through external course providers.

Date: DD/MM/YYYY	Student Name (please print)	Student Signature
	Parent/Guardian Name (please print)	Parent/Guardian Signature

Please return page 2 to your school's Guidance office.