

Ministry of Education

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MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Director of Provincial Schools
Supervisory Officer of Centre Jules-Léger

FROM: Kirsten Parker, Director
Student Success/Learning to 18 Implementation, Training and Evaluation
Branch

Ginette Plourde, Director
French-Language Education Policy and Programs Branch

DATE: April 4th, 2007

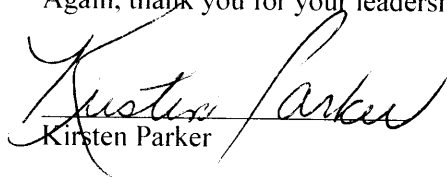
SUBJECT: **Credit Recovery – Questions and Answers**

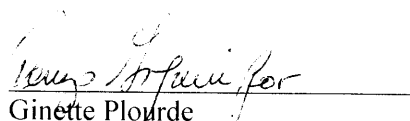
A very important initiative of the Student Success/Learning to 18 Strategy has been the implementation of Credit Recovery Programs across the province. The additional opportunities for students to gain missed credits through an individualized Credit Recovery Program has enabled many students to experience success in learning, feel proud of their accomplishments and become more engaged in their academic programs.

We have received requests for clarification of certain aspects of the credit recovery process as outlined in our December 2006 Credit Recovery Memo. Please find attached a set of "Questions and Answers" related to Credit Recovery. Please share these with principals to assist them and their Credit Recovery Team implement Credit Recovery Programs in their schools.

Should you have any further questions related to credit recovery please email Rick Victor at rick.victor@Ontario.ca.

Again, thank you for your leadership of Student Success and commitment to all students.


Kirsten Parker


Ginette Plourde

c. c. Student Success Leaders
Grant Clarke, Director SS/L-18SPB
Sue Durst, Director CAPB
Kit Rankin, Director Field Services Branch
Regional Office Leads for Student Success

Attachment: Credit Recovery – Questions and Answers

Credit Recovery Q & A's

April 4, 2007

1. Which students can be considered for credit recovery?

Students who have, within the last two years, completed an Ontario Ministry of Education approved course and received a failing grade may be approved by the Credit Recovery Team to recover the course through the credit recovery process. Students may only recover the credit of the actual course failed which limits them to the same type, grade and level. For example a student who fails MPM1D can only recover MPM1D and is not eligible to recover MFM1P. Students who withdraw from a course are not eligible to recover it through the credit recovery process.

2. Is Credit Recovery available to alternative education students in both day school alternative programs and adult and continuing education programs?

Currently funding is limited to students on the day school register.

3. What will appear on the Ontario Student Transcript (OST) for a student who completes the credit recovery process?

Once a student has completed a course through credit recovery, the common course code along with the student's final mark for the recovered course will be recorded on the student's OST. There is no special indicator on the OST or report card for recording the method of delivery for achieving a credit. In the case of students achieving Grades 9 and 10 credits through credit recovery, only the highest mark achieved will appear on the Ontario Student Transcript (OST). For students pursuing Grades 11 and 12 credit(s) through credit recovery programs, the mark received each time the student attempts to achieve a credit must be recorded on the transcript, as per OSS full disclosure policy, unless the student withdraws prior to the completion/submission of the culminating activity.

4. Can students withdraw from the Credit Recovery Program and what happens if this is done?

Students may be allowed to withdraw from the Credit Recovery Program up to the time they submit/complete the required culminating activity portion of the Program. Should the student withdraw prior to that time there will be no record of the attempt recorded on the transcript. Once the student has submitted/completed the culminating activity the final mark is to be recorded on the transcript as per the full disclosure policy for Grades 11 and 12.

5. Is it possible for a student to fail in a Credit Recovery Program?

A student who does not meet the expectations outlined in the Credit Recovery Learning Plan may fail in his/her attempt to recover a credit. This failing grade is reported on the transcript for Grade 11 and 12 courses each time the student attempts a course unless the student withdraws prior to the completion or submission of the culminating activity. (see question #3)

6. Is it possible to offer credit recovery and the Learning Strategies course (GLE/GLS) in the same period with the same teacher?

Yes. In order to offer a credit for both courses, all expectations of the Learning Strategies course must be delivered and evaluated in accordance with the policies set out in The Ontario Curriculum Grades 9 to12: Program Planning and Assessment and in addition all expectations in the student's Credit Recovery Learning Plan for the course being recovered must be delivered and evaluated.

7. Do the credit recovery class codes (RCR) have a credit value?

No. The four provincial class codes (RCR10, RCR20, RCR30 and RCR40) have been created for schools to use for staffing and timetabling purposes. The RCR codes do not have a credit value and have been established by the ministry as class codes. Credit value is assigned when the teacher records a mark in the actual course, or courses, that the student is attempting to recover. These credit recovery class codes allow principals to have a number of students engaged in credit recovery for different courses, during the same period with the same teacher. These codes will never appear on any student's transcript or report card, even though they may be on a student's timetable. At the conclusion of the Credit Recovery Program the final mark will be recorded on the transcript using the common course code not the credit recovery class code. Schools are reminded that parents and students should be receiving continuous academic progress reports.

8. Must Boards use the templates that have been provided by the Ministry for credit recovery?

Boards may create their own templates however they must be consistent with the templates created by the ministry and coincide with the requirements articulated in the Credit Recovery Implementation - Template and Process memo dated December 13, 2006.

9. Can students be registered in credit recovery when the Recommended Course Placement Form and/or the Credit Recovery Profile from the subject teacher are unavailable?

A student may be considered by the Credit Recovery Team (CRT) without these documents being available if the Credit Recovery Team can be provided with some alternative source of information articulating which expectations of the failed course have been met and which ones have not been successfully achieved and where, in the opinion of the CRT recovering the credit through the credit recovery process is in the best interest of the student.

10. What documents related to credit recovery need to be stored in the OSR?

The Credit Recovery Profile and the Credit Recovery Learning Plan (or the Board's equivalent documents) must be filed in the Ontario Student Record (OSR).

11. Who can teach credit recovery?

A qualified teacher must be assigned to credit recovery classes. A qualified teacher is an individual who has an Ontario Teacher's Certificate, an Interim Certificate of Qualification or a Letter of Permission and is in good standing with the Ontario College of Teachers.

Under Ontario Regulation 298 - Operation of Schools – General, section 19(4), “with due regard for the safety and welfare of the pupils and the provision of the best possible program, a teacher who holds qualifications in general studies may be assigned to teach in a subject in general studies for which no qualification is recorded on the teacher's Ontario Teacher's Qualifications Record Card if the teacher and the principal mutually agree, and the appropriate supervisory officer approves”.

12. How many credits may a student recover through the credit recovery process?

There is no preset limit to the number of credits that can be recovered through the credit recovery process. The number of credits an individual student may recover through the credit recovery process is determined by the Credit Recovery Team and signed off by the principal based on the unique situation of each student.

13. Is there a set number of hours a student must complete in order to recover a credit?

The student's Credit Recovery Learning Plan articulates the expectations the student needs to complete successfully in order to be granted the credit. The time required to complete these expectations is normally a part of the Credit Recovery Learning Plan.

14. May a board/school require the student to have achieved a minimum mark in the original course in order to be considered for credit recovery?

No. The Credit Recovery Team determines a student's admission to the Credit Recovery Program. The mark achieved in the original course is only one factor considered in determining admission. The course must have been failed within the last two years of the request for admission to a credit recovery program in order for the student to be considered by the Credit Recovery Team.

15. May a Board/School predetermine a final grade for a student in the credit recovery program?

No. The final grade a student receives in the Credit Recovery Program is individually determined based upon achieved expectations in accordance with The Ontario Curriculum Grades 9 to 12: Program Planning and Assessment.

Thirty per cent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course

Seventy percent of the grade will be determined by one of the following:

- A. Solely upon the student's performance in the Credit Recovery Program.
- B. The merging of previous evaluation provided by the Subject Teacher for successful attainment of course expectations, (as evidenced on the Credit Recovery Profile) with marks determined through evaluations conducted during the Credit Recovery Program. Where the Principal has determined that prior learning will be recognized toward credit recovery, such achievement may also be merged with marks earned through credit recovery.

16. Can a board/school carry over the culminating activity portion of the grade from the original course failed?

No. This portion of the mark is determined by the credit recovery teacher.