



Task Title: Transcripts for College Applicants

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read to locate information about transcript requests for students applying to Ontario colleges.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.1
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Learner Information

Many students applying to college programs come directly from high school. However, there are many other pathways such as mature students, homeschooled applicants, or students who have completed high school equivalency exams. Gathering the correct transcripts is an important part of the application process.

Go to the Ontario Colleges Transcript Information page:

<https://www.ontariocolleges.ca/en/apply/transcripts>

Work Sheet

Task 1: For a current Ontario high school student, how and when will transcripts be sent to a college?

Answer:

Task 2: If a student has taken academic upgrading courses at a college, describe the process for requesting transcripts including

- **how to request a college transcript**
- **any cost involved**
- **processing time and timelines**

Answer:

Task 3: Describe the process for applicants who have passed the General Education Development (GED) test.

Answer:

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Task 4: In one or two sentences, explain your educational background. If you were applying to college, describe the steps you would take to ensure transcripts were properly requested and submitted.

Answer:
