



Task Title: Transcripts for College Applicants

OALCF Cover Sheet – Practitioner 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:

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:

Answers

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

Answer: High school guidance counsellors will send grades to the Ontario colleges website (ontariocolleges.ca) at appropriate times throughout the year. Once they are received, grades will be sent to your college choices within 1 or 2 business days.

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: The student will electronically request transcripts on the "Order Transcripts" screen. Depending on the institution, the student may be charged a fee for the institution to issue the transcript. A \$5 transcript processing fee is also applied to each request. It can take up to 3 weeks for transcripts to reach ontariocollege.ca. Once received, transcripts will be sent to college choices within 1 to 2 business days.

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

Answer: Applicants need to contact the institution where they took the GED test and ask them to provide the official GED results to ontariocolleges.ca. The institution can mail a paper copy in a sealed envelope or email a PDF version. Documents must come directly from the institution.

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.

Answers will vary. The learner's response should be consistent with their educational background, and match the steps listed on the transcript request website.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1 cont'd	uses highly familiar vocabulary			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
