

Credit Transfer Guide

2023

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This document was created by the Ministry of Education.

Information Management and Support Branch
Student and Educator Services

credit.transfer@gov.sk.ca

Website: www.saskatchewan.ca

1 Credit Transfer Guide Saskatchewan Secondary Education

1.1 Foreword

The Saskatchewan Ministry of Education, through the Office of the Registrar, provides services to Education Organizations whereby students entering the secondary level system (Grades 10 to 12) from out-of-province and out-of-country have their secondary level student records evaluated against Saskatchewan secondary course requirements.

Out-of-province credit transfers for secondary level students are completed by the school administrator or designate (e.g., guidance counsellor). The Student Data System (SDS) **Credit Transfer** web application is used to enter Saskatchewan course equivalencies for students transferring from another Canadian province/territory to a Saskatchewan high school.

Out-of-country credit transfers for secondary level students are evaluated by the Office of the Registrar due to the variety and complexity of international education systems.

An evaluation will **not** be completed if the student has a complete secondary standing from out-of-province or out-of-country. The student will be upgrading or attaining additional secondary (high school) credits if enrolling in a secondary high school program.

Post-secondary institutions have the responsibility for international or Canadian assessments of students applying to or enrolling in post-secondary programs. Student and Educator Services does not provide evaluation support for post-secondary out-of-province and out-of-country student enrolments to post-secondary programs.

Primary and Middle Years

At the primary and middle levels (Kindergarten through to Grade 9), principals make transfer decisions based on the year of completion in the originating jurisdiction.

Adults

Mature students who wish to complete a Saskatchewan secondary education (Grades 10 to 12) or an Adult secondary level standing (Grade 12) must submit their high school level academic records to the school they are, or will be attending, for a credit recognition evaluation.

Adult Basic Education (ABE) and GED records cannot be equated to Saskatchewan secondary level standing.

Private school transfers (from outside Saskatchewan)

All requests for evaluation of out-of-province private school documents should be referred to the Office of the Registrar for consideration and evaluation. If the private school information appears on an official transcript issued by a Ministry of Education in another province or territory, it can be evaluated at the school level.

Evaluation Appeal Procedures

In the event there is a disagreement with an evaluation decision, a student and/or principal may request an appeal through the Office of the Registrar. The decision will be reviewed in consultation with the school. As part of the review process, schools have the authority to review curriculum content a student has taken in another jurisdiction, and to evaluate the student's knowledge and skills based on Saskatchewan Ministry of Education learning outcomes. This may result in registering the student in a particular Saskatchewan course and assigning a mark (Course Challenge and/or fast-tracking policy options). It also may result in the school making a recommendation regarding grade level and the level of difficulty (i.e., modified or regular) of courses in which the student will be registered.

Questions concerning out-of-province and out-of-country evaluations should be directed to:

Ministry of Education
Information Management and Support Branch
Student and Educator Services

Email: credit.transfer@gov.sk.ca

1.2 Introduction

The *Credit Transfer Guide* has been developed to provide support to guidance counsellors and principals in making placement decisions for students transferring into a Saskatchewan secondary school. It establishes ministry policy, procedures and guidelines for conducting out-of-province evaluations (Canadian transfers) as well as out-of-country transfers.

1.2.1. Definitions

- **Education Authority** includes provincial school boards, the Conseil scolaire fransaskois, the Saskatchewan Distance Learning Corporation and equivalent entities including tribal councils, that offer Kindergarten to Grade 12 education in Saskatchewan.
- **Education Organization** includes provincial school divisions, the Conseil des écoles fransaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan.
- **Schools** refers to all schools in Saskatchewan authorized to offer secondary level credits.

1.3 Policy

1.3.1. Out-of-Country Evaluations

Student and Educator Services will complete evaluations for out-of-country students enrolled and registered in a secondary program (Regular English Program 24 Credit Policy, French immersion/Bilingual program, etc.) who do not have a complete secondary education from the country from which they arrived. In this case, Student and Educator Services will evaluate the secondary records upon receipt of the required official international secondary documents by mail or courier. The official documents will be returned via priority post to the school from which submitted.

- **Original or official documents** issued by the appropriate authority from the educational institution that awarded the student's credential are required for out-of-country evaluation. Official documents must bear the original signature and/or seal of the school, examining board, or Ministry of Education. If external examinations are a requirement of the level or grade completed, the original certificates from those examining boards are required.
- Scanned, copied, faxed, emailed, photographed, or notarized/certified copies of documents will **not** be accepted.
- Forged and/or altered documents will not be returned to the school or student.

The official documents are required in the original language, and (if applicable) an English translation is required. The official literal English translation must be completed by a certified member of an association of translators and interpreters (e.g., atisask.ca). The Translation Agency of Saskatchewan is not recognized as it does not have certification as a member organization of the CTTIC (Canadian Translators, Terminologists and Interpreters Council). Student and Educator Services incorporate the principles and guidelines from the Provincial Assessment Committee (Canada), the Council of Europe and UNESCO for assessment procedures and criteria (i.e., translation; document requirements; level of study; duration of study program).

Foreign secondary qualifications are analyzed in terms of their home contexts and points of difference and/or similarity in relation to Saskatchewan context (Credential Evaluation).

It should be noted that the process of evaluation of foreign credit standing is based on a widely used international system of credential recognition. Credit recognition evaluation does not have a direct correlation to course content and curricular outcomes in Saskatchewan. They will be granted credit recognition for final complete pass marks providing the secondary school the student is transferring from is an accredited and recognized school. (All international schools require recognition by their state and/or Ministry of Education.) Partial, mid-term, mid-year or provisional results will not be accepted for credit consideration.

American schools or international schools (including international Christian schools) using American curriculum must be a member and have an active full accreditation with one of the following regional accrediting associations of colleges and schools:

- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Middle States Association of Colleges and Schools

Note:

1. The Association of Christian Schools International (ACSI) is not a recognized accrediting association for Saskatchewan equivalency transfers.
2. Most schools outside Canada are “non -semestered” — full courses are yearlong (American and other international school's- “semester” results are what Canadian schools refer to as “mid-term” or “intergrade” marks).
3. It is common for schools in the southern hemisphere to operate on a calendar school year (starts in February and ends November), whereas schools in the northern hemisphere start in September ending in May, June, or July.

In Canada, each province determines credit requirements for completion at the secondary level. It is the practice in Saskatchewan, as in other provinces, to equate grade for grade at the elementary and middle level, with subject for subject also being considered at the secondary level.

Credit recognition can be given only for courses in which a final pass mark has been received and for which the Saskatchewan Ministry of Education has approved comparable courses. For example, a course taken in Astro Physics may receive credit recognition in Physics but a course in Oceanography does not have a comparable course. A special project credit may be given consideration in this instance.

Stanford Test results, Scholastic Assessment Test (SAT), and Classroom Assessment Techniques (CAT) scores are not considered by the ministry in an equivalency evaluation.

Required official documents for international evaluations must be mailed to:

Ministry of Education
Information Management and Support Branch
Student and Educator Services
1st Floor – 2220 College Avenue
REGINA SK S4P 4V9

1.3.2. Canadian Evaluations (from other provinces/territories)

Schools are delegated authority to evaluate Canadian records pursuant to ministry policy.

A credit transfer evaluation is to be completed if the student has not completed secondary education, and is enrolling in a secondary program such as the Regular English Program 24 Credit Policy, or the French Immersion/Bilingual program to complete high school (secondary education).

Upon enrolment in a Saskatchewan high school program, the SDS **Credit Transfer** web application is used to enter Saskatchewan course equivalencies for students transferring from another Canadian province/territory to a Saskatchewan high school.

Prior to the enrolment of the transferring student, the SDS **Course Equivalency Search** can be used to perform a course equivalency search of secondary courses completed in the province the student is transferring from. Principals and guidance counselors can use this screen to determine preliminary placement for the transferring student.

1.4 Out-of-Province Evaluation Procedures

Who may conduct the Out-of-Province evaluation?

Students entering a Saskatchewan secondary school from other provinces or territories should submit their official documents (see below) to the school they plan to attend. The student must be enrolled in the Saskatchewan high school prior to entering credit equivalency information for the student.

The principal or designate (i.e., guidance counselor) will use the **Credit Transfer** web application on the SDS to enter Saskatchewan course equivalencies. [Refer to 1.6 Credit Transfer Web Application](#). For additional information, contact credit.transfer@gov.sk.ca.

Official Canadian transcripts submitted to the school for evaluation should be returned to the student with a copy retained on the school file. A signature-certified copy of the required document from the province the student is transferring from must be emailed to credit.transfer@gov.sk.ca in order for the evaluation to be processed.

Partial, mid-term, mid-year or provisional results will not be accepted for credit consideration.

Course credit recognition results in a standing granted (SG) final mark being assigned. Numeric or alpha grade values achieved in another jurisdiction are not transferred.

Upon receipt of the required documentation, the ministry Evaluation Officer will verify and approve the courses submitted through the SDS **Credit Transfer** web application. The approved course equivalencies are added to the student's Saskatchewan record. The school is notified by email with an attachment of the student's unofficial student profile.

The Evaluation Officer and the Registrar's Office may waive requirements in individual circumstances (i.e., Wellness/Physical Education requirements may be considered for waiver where the transferring student was a member of a hockey or national sport team at an athletic school.

Previously evaluated standing from another jurisdiction will not be considered in an evaluation. School divisions, the Conseil des écoles fransaskoises and the Saskatchewan Distance Learning Corporation have the authority to review curriculum content from other education jurisdictions and to evaluate the student's prior knowledge and skills in relation to required curricular content outcomes in Saskatchewan. This review process can inform the strategic selection of courses that allow for English as an Additional Language (EAL) learner success as language skills are strengthened in age and grade appropriate settings. This may result in registering the student in a particular Saskatchewan course and assigning a mark. This is sometimes referred to as fast-tracking the student through the course. It may also result in the school making a recommendation regarding the grade level and course level of difficulty in which the transferring student will be registered.

Authenticity of Documents

Official documents are required for evaluation purposes. The documents must bear the original signature and/or seal from the school or Ministry of Education. In some provinces the final record is issued by the school while in other provinces the record is issued by the Ministry of Education.

Facsimile or photocopied documents may **not** be used for the official evaluation but may provide information to assist in early placement of students.

The documents must be legible and complete (i.e., indicating school attended and location, dates in attendance, grade, courses taken, final marks and credit value achieved).

If concerns should arise as to the authenticity of the documents or that a document may have been altered in any way, the Office of the Registrar should be contacted.

Post-Secondary Achievement

Only secondary school achievement may be evaluated towards Saskatchewan secondary level course credit recognition. This may include grades 10, 11, 12 and Quebec College d'enseignement general et professionnel (General and Vocational College) (CEGEP).

Post-secondary achievement should be forwarded to the university or institution of the student's choice for possible recognition and/or acceptance.

Subject Specific Questions and Answers

English

- English Language Arts courses will be evaluated against Saskatchewan grade level requirements.
- Students successfully completing English at the Grade 10 level will receive English Language Arts A 10 for the respective semester. If the student completed the entire school year at the previous school, the student can be granted standing in both the English Language Arts A 10 and English Language Arts B 10 courses at that level. At the 30 level the same rule would apply. At the 20 level the student will be granted English Language Arts 20.
- If a student took Grade 10 English and Grade 11 English in the same year before transferring to Saskatchewan, English Language Arts A 10, English Language Arts B 10, and English Language Arts 20 would be granted.

Geography

The Social Studies 10, History 10, or Native Studies 10 requirement will be waived for students transferring from another province with a Grade 10 geography credit.

Wellness 10

In cases where a student has received recognition for 0.5 credit in physical education, a request can be made to waive the compulsory 1.0 credit Wellness 10, Health Education/Physical Education 20/30 requirement.

1.5 Provincial Summaries

1.5.1. British Columbia

Required Documents/Transcripts:

- British Columbia *Transcript of Grades* (Ministry of Education issued)
 - official document of successfully completed Grade 10, Grade 11, and Grade 12 courses;
 - indicates course achievement levels and total credits earned towards graduation; and,
 - participation in special programs Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone would be noted at the bottom of the transcript.
- British Columbia *Unofficial Transcript of Grades* (school issued).
- A copy of the student's *British Columbia Permanent Record Card* (school issued)
 - bears the school seal and the principal's signature. Schools are the official holders of student records even though the ministry provides a transcript service.

Credit value:

- A 2 credit course in British Columbia equates to a 0.5 credit in Saskatchewan and a 4 credit course equates to a Saskatchewan 1 credit course.

Marks:

- Grades 10, 11, and 12 marks are reported in both letter and percentage grades.
- 50% is a pass mark.

Contact: British Columbia Ministry of Education
Transcript Administrator
PO Box 9886
Station Provincial Government
VICTORIA BC V8W 9T6

Phone: 250-387-6121

Transcripts : www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates?keyword=transcripts

Website : www.bced.gov.bc.ca/

Email : servicebc@gov.bc.ca

Text : 1-604-660-2421

1.5.2. Yukon Territory

Note: The education system in the Yukon Territory utilizes British Columbia provincial examinations.

Required Documents/Transcripts:

- Yukon *Transcript of Grades* (Ministry of Education issued)
 - official document of successfully completed Grade 10, Grade 11, and Grade 12 courses;
 - indicates course achievement levels (with exception of in-progress, incomplete, failure or withdrawal courses) and total credits earned towards graduation; and,
 - participation in special programs Career Program, Advanced Placement, International Baccalaureate, French Immersion or Programme francophone would be noted at the bottom of the transcript.
- Yukon *Unofficial Transcript of Grades* (school issued)
 - bears the school seal and the principal's signature. Schools are the official holders of student records even though the ministry provides a transcript service.

Note: Contact Yukon Department of Education Student Information and Assessment if the student has been out of school for more than five (5) years.

Credit value:

- A 2 credit course represents 50 to 60 hours of instruction and equates to a Saskatchewan 0.5 credit.
- A 4 credit course represents 100 to 120 hours of instruction and equates to 1 Saskatchewan credit.

Marks:

- Senior high school achievement (Grades 10 to 12) is reported in both letter and percentage grades.
- 50% is a pass mark.

Contact: Yukon Department of Education
Student Information & Assessment
1000 Lewes Blvd.
Box 2703
WHITEHORSE YK Y1A 2C6

Phone: 867-667-5170

Fax: 867-633-7983

Transcripts: yukon.ca/en/transcript-or-student-records-request

Website: yukon.ca/en/department-education

E-mail: transcripts@gov.yk.ca

1.5.3. Alberta

Required Documents/Transcripts:

- *Alberta Transcript of High School Achievement* (Ministry of Education issued for a required fee)
 - Senior high school includes Grade 10, Grade 11 and Grade 12.
- Unofficial *Alberta Detailed Academic Report* (Ministry of Education issued to the student at no cost).

Credit value:

- 1 credit is 25 hours of instruction.
- A 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- A 3 credit course is 62.5 hours of instruction. In Work Experience and Special Projects this is extended to 75 hours (equates to a Saskatchewan 0.5 or to 1 credit if a 0.5 credit not available).

Marks:

- In senior high, achievement is reported in percentages.
- 50% is a pass mark.

Contact: Alberta Education
PASI and Student Records
2nd Floor, 44 Capital Boulevard
10044-108 Street NW
EDMONTON AB T5J 5E6

Phone: 780-427-5732

Transcripts : www.alberta.ca/student-information-high-school-transcripts.aspx

Website : www.alberta.ca/education.aspx

Email : studentrecords@gov.ab.ca

1.5.4. Northwest Territories

Note: The education system in the Northwest Territories (NWT) is similar to the Alberta system. The NWT uses Alberta diploma examinations, and a range of curricula and teaching resources including all high school courses and textbooks.

Required Documents/Transcripts:

- *Northwest Territories Transcript of Secondary Schooling* (Ministry of Education issued)
 - while the numbering system is the same as Alberta, the transcript document is unique to the Northwest Territories;
 - includes Grade 10, Grade 11 and Grade 12; and,
 - includes provincial examination results.
- Unofficial *NWT Student Validation Statement* (Ministry of Education issued)

Credit value:

- 1 credit is 25 hours of instruction.
- A 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- A 3 credit course is 75 hours of instruction (equates to a 0.5 or to 1 Saskatchewan credit if a 0.5 credit not available).

Marks:

- Achievement is reported in percentages.
- 50% is a pass mark.

Contact: Northwest Territories Education, Culture and Employment
Student Records
PO Box 1320
YELLOWKNIFE NT X1A 2L9

Phone: 867-767-9353 ext. 71271

Fax: 867-873-0499

Transcripts: www.ece.gov.nt.ca/en/services/student-records

Website: www.ece.gov.nt.ca/en

Email: student_records@gov.nt.ca

1.5.5. Nunavut

Note: The education system in Nunavut is similar to the Alberta system.

Nunavut uses Alberta diploma examinations, and a range of curricula and teaching resources including all high school courses, and textbooks.

Required Documents/Transcripts:

- Official *Transcript of Secondary Schooling* (Ministry of Education issued)
 - includes Grade 10, Grade 11 and Grade 12;
 - includes provincial examination results;
 - while the numbering system is the same as Alberta, the transcript document is unique to Nunavut; and,
 - Alberta programs and curricula are approved for use in Nunavut schools.

Credit value:

- 1 credit is 25 hours of instruction.
- 5 credit course is 125 hours of instruction (equates to 1 Saskatchewan credit).
- 3 credit course is 75 hours of instruction (equates to a 0.5 or to 1 Saskatchewan credit if a 0.5 credit not available).

Marks:

- Achievement is reported in percentages.
- 50% is a pass mark.

Contact: Nunavut Department of Education

Transcripts, Student Records
PO Box 204
PANGNIRTUNG NU X0A 0R0

Phone: 867-473-2612

Fax: 867-473-2695

Transcripts: www.gov.nu.ca/education/information/student-records-and-student-information-system-sis

Website: www.gov.nu.ca

Email: studentregistrar@gov.nu.ca

1.5.6. Manitoba

Required Documents/Transcripts:

- An unofficial school transcript or report card (school issued).
- An official Manitoba Education *Statement of High School Marks/Relevé de notes* (Ministry of Education issued)
 - **Note:** may not be available until after the completion of the school year (September or October).

Credit value:

- 0.5 credit is 55 hours of instruction and equates to a 0.5 credit in Saskatchewan.
- 1 credit is 110 hours of instruction and equates to 1 credit in Saskatchewan.

Marks:

- 50% is a pass mark.

Contact: Manitoba Education and Training
Education Administration Services Branch
507-1181 Portage Avenue
WINNIPEG MB R3G 0T3

Phone: 204-945-0201

Fax: 204-948-2154

Website: www.edu.gov.mb.ca/k12/studrec/marks.html

Email: sturecords@gov.mb.ca

1.5.7. Ontario

Required Documents/Transcripts:

- *Ontario Student Transcript (OST)* (school issued)
 - the official transcript issued on Ontario Ministry of Education transcript paper;
 - Public schools, separate schools, school boards/authorities can be found in the *School and Board Finder* posted on the Ontario Ministry of Education website and private school addresses from the directory.
 - includes a record of all Grade 9 and Grade 10 courses begun and successfully completed; and,
 - all successful and unsuccessful attempts at completing Grade 11 and Grade 12 courses.

Credit value:

- 1 credit is 110 hours of instruction and equates to a Saskatchewan 1 credit. 0.5 credit is 55 hours of instruction and equates to a Saskatchewan 0.5 credit.

Marks:

- 50% is a pass mark. EQV indicates an evaluation of records from outside the jurisdiction of the Ministry of Ontario.

Contact: Ontario Ministry of Education

Website: www.edu.gov.on.ca/eng/sbinfo/

Directory: [*Private Elementary and Secondary Schools*](#)

1.5.8. Quebec

Required Documents/Transcripts:

- *Relevé des apprentissages* (Ministère de l'Éducation issued)

Credit value:

- Secondary courses may carry a value of 1 credit or as many as 12 credits, with 1 credit being equivalent to 25 hours of instruction. A secondary level 2 credit course in Quebec equates to a 0.5 credit in Saskatchewan and a 4 credit course to a Saskatchewan 1 credit course.
- At the CEGEP level 1 credit is equivalent to 45 hours of instruction. A CEGEP level 1 credit course in Quebec equates to a 0.5 credit in Saskatchewan and a 2 credit course to a Saskatchewan 1 credit course.

Marks:

- Numerical marks are reported in secondary IV and V and CEGEP.
- 60% is a pass mark in secondary IV and V and CEGEP courses.

Contact: QUÉBEC :
Ministère de l'Éducation, et de l'Enseignement supérieur et de la Recherche
Direction de la sanction des études (DSE)
675, boulevard René-Lévesque Est
Aile René-Lévesque 4^e étage
QUÉBEC QC G1R 6C8

Tel : 418-643-1761
Fax: 418-643-3933
Website: www.education.gouv.qc.ca

MONTREAL :
Ministère de l'Éducation et de l'Enseignement supérieur et de la Recherche
[600, rue Fullam](#)
[10^e étage](#)
MONTREAL QC H2K 4L1

Phone : 514-788-3325

Transcripts:

English: www.education.gouv.qc.ca/en/references/obtain-an-achievement-record-or-a-diploma/
Français: www.education.gouv.qc.ca/references/obtenir-un-releve-ou-un-diplome/
E-mail: DSE-Registrariat@education.gouv.qc.ca

1.5.9. New Brunswick

Required Documents/Transcripts:

- *New Brunswick High School Transcript* (school or school district office issued)
- School and school district addresses can be found in the school directory.

Credit value:

- 1 credit equals 90 or 110 hours of instruction and equates to 1 Saskatchewan credit.

Marks:

- 60% is a pass mark.

Contact: Education and Early Childhood Development

Website: www2.gnb.ca/

Directory: <https://www.nbed.nb.ca/schooldirectory/>

1.5.10. Nova Scotia

Required Documents/Transcripts:

- *Nova Scotia High School Transcript* (school issued)
 - The province does not maintain a provincial registry.
 - Records are maintained at the school level and transcripts are issued by schools in a common Nova Scotia Ministry of Education transcript format.

Credit value:

- 1 credit represents 110 hours of instruction and equates to 1 Saskatchewan credit.
- 0.5 credit represents 55 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage grade.
- 50% is a pass mark.

1.5.11. Prince Edward Island

Required Documents/Transcripts:

- *Prince Edward Island High School Transcript* (school issued)
 - The province does not maintain a provincial registry.
 - A record of courses completed or attempted while attending senior high school. All senior high schools use the same transcript. After the student leaves school, the Provincial Student Transcript will be kept on file in the last high school attended and a copy is usually provided to the student upon graduation or school leaving.

Credit value:

- 1 credit represents 110 hours of instruction and equates to 1 Saskatchewan credit.
- 0.5 credit represents 55 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage.
- 50% is a pass mark.

1.5.12. Newfoundland and Labrador

Required Documents/Transcripts:

- *Newfoundland and Labrador High School Transcript* (Ministry of Education issued)
 - Includes all final marks and credits, and a detailed evaluation of total credits achieved against graduation requirements.

Credit value:

- 2 credits represent 110 to 120 hours of instruction and equate to 1 Saskatchewan credit.
- 1 credit represents 55 to 60 hours of instruction and equates to 0.5 Saskatchewan credit.

Marks:

- Marks are represented by a percentage.
- 50% is a pass mark.

Contact: High School Certification
Department of Education
PO Box 8700
ST. JOHN'S NL A1B 4J6

Phone: 709-729-7925

Fax: 709-729-0611

Website: www.gov.nl.ca/education/k12/highschool/transcripts/

E-mail: highschooltranscript@gov.nl.ca

1.6 SDS Credit Transfer Web Applications

The SDS *Credit Transfer* web application is used by principals and guidance counselors to determine Saskatchewan course equivalencies for secondary courses completed in other Canadian provinces and territories for students transferring to a Saskatchewan high school. The transferring student must be enrolled in the Saskatchewan high school prior to entering credit equivalency information. All users must have the “Counseling Student” or “Principal/School Administration Activities” SDS security roles to access the SDS *Credit Transfer* web application.

1.6.1. Credit Transfer Search

Select the SDS Marks menu, then select Credit Transfer

Saskatchewan

Saskatchewan

SERVICES FOR:
Community
Family
Educator

HONOURABLE
DON MORGAN
Visit Web Page

You are logged in as burantm2. Logout

Student Records Home
SDS Home
My Report Dashboard
New SK Student
Demographics
Enrolment
Registration
Marks
Electronic File Transfer
General Proficiency Awards
Reports
Educator
PAA Module Recording
Student Assessment
Intensive Supports
EAL
ellP
Security Administration
System Updates
Help
Application Maintenance

Welcome to the Student Data System

May 15, 2015

It is hard to believe the school year is almost over. With that in mind, please ensure the following reports have been run and verified.

- Registration Reports
- Accreditation Reports
- Individual Marks
- Class Marks
- Mark Corrections
- Credit Transfer
- Credit Transfer Report

November 10, 2014

Did you know that you can run "EYE TA Data Pull" in Discoverer to verify data for the Early Years Evaluation and for the Help Me Tell My Story and Help Me Talk About Math Assessments. Use this tool to specifically verify:

- PreK and K teachers' email addresses (these are pulled from the Teacher Educator Profile). Look for personal email addresses, commas instead of periods, names that don't match the listed given and surnames, and out-of-date domains.
- PreK and K homeroom identifiers (KAM/KPM, KTT/ KMF, etc.) are

On the “Student Search – Credit Transfer” screen, enter the student’s Saskatchewan Learning ID number (or the student’s Legal Last Name, Legal First Name, Birth Date, and Gender) and click Search. The Credit Transfer application proceeds to the Credit Transfer Screen.

Student Search - Credit Transfer

You must provide either a valid Learning ID OR legal name, birth date and gender to perform a search. Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID: 120258800

OR

Legal Last Name*: Legal First Name*

Birth Date*: Month Day Year Gender: Choose One

Optional Search Criteria

Search Reset Cancel

Student Search - Credit Transfer

You must provide either a valid Learning ID OR legal name, birth date and gender to perform a search. Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID

OR

Legal Last Name*: Transfer Legal First Name*: Credit

Birth Date*: May 25 1999 Gender: Male

Optional Search Criteria

Search Reset Cancel

From the dropdown menu, select the province or territory from where the student is transferring from.

The **Required Documents** and **Notes** sections will populate with province specific information. **Original** copies of the required document must be submitted to school (copies could be tampered with). The school makes a copy of the document and the principal/designate certifies it (as original). School keeps the copy in the student file and returns the original to the student.

Required Documents

Required Documents for the Province Selected must be emailed to credit.transfer@gov.sk.ca (DAR) Detailed Academic Report (no cost - AB Ed) or, Alberta Transcript of High School Achievement (cost- AB Ed) , Email a certified * copy to credit.transfer@gov.sk.ca, *The principal/designate is certifying the email attachment, is a true copy of the original document(no copy, photo, etc

Notes

Course code format: ELA1105 (English Language Arts 10-1)- enter numeric only 1105 ;
 **Enter courses with 5 and/or 3 credits only ;
 If the student completed one semester with a Grade 10 English, the student will receive 4017 English Language Arts A 10. A student will be granted both 4017 English Language Arts A 10 and 4018 English Language Arts B 10 if the student completed Grade 10 English, and completed the academic school year September to June at the out-of-province school ;

1.6.2. Credit Transfer Entry Screen

To access the transferring student's out-of-province transcript:

- Enter the **Course End Date** (dd-mmm-yyyy).

Examples:

- 31-jan-2022 (sem 1)
 - 30-nov-2022 (quarter 1)
 - 30-jun-2023-semr 2 or continuous, or quarter 4
 - 31-jul-2022 summer school
- Enter the **External Course Code**. (Reference Notes section for transferring province course code format).
 - The out-of-province **Course Name**, the **SK Course Code**, and **SK Course Name** fields will automatically populate.

Note: If the course entered does not display an equivalency, the ministry will review.

Click **Add**. A new line appears in the grid to add another course transfer.

Click **Submit** when all course transfers for this province are entered.

1.6.3. Credit Transfer Report

You can run a report that lists the courses that have been entered in the Credit Transfer web application for a particular student (these do not need to send these to the ministry).

Select **Print** on the bottom of the *Credit Transfer Screen*

The student must be enrolled at the school prior to entering this information.
If a student has transcripts from more than one province, complete one province and submit the information prior to starting the next province. Upon completion of the entering of courses for any given student, scan the documents listed in the Required Documents section and email them to credit.transfer@gov.sk.ca. Once the documentation is received the Ministry Evaluation Officer will approve the necessary courses and notify the school when the evaluation is complete.
Once approved by the Evaluation Officer, the courses will appear on the unofficial student profile.

Credit Transfer Report from the **Marks** menu option.

The screenshot shows a sidebar menu on the left with various options. The main content area is titled 'Marks' and contains several sections: 'Class Marks', 'Mark Corrections', 'Credit Transfer', and 'Credit Transfer Report'. The 'Credit Transfer Report' option is circled in green. A 'Need Help?' link is visible in the top right corner of the main content area.

Sample Report:

Out of Province Credit Transfer Report

Saskatchewan Learning ID	120258800
Last Name	Transfer
First Name	Credit
Middle Name	
Birth Date	25- MAY- 1999

ALBERTA

External Code	Course Name	SK Code	SK Course Name	Course End Date
1098	Japanese Language and Culture 10-6Y	1456	Japanese 10L	31-JAN-2014
1123	English as a Second Language 10 Level 4	4089	English as an Additional Language B 10L	30-JUN-2014
1895	Spanish Language and Culture 10-9Y	4074	Spanish 10	31-JAN-2014
2469	Jazz Dance 25	6533	Jazz Studies 20L	31-JAN-2014

Email a certified copy* of the transferring student’s transcript/academic documentation to credit.transfer@gov.sk.ca.

Note:

- one transfer student and student’s documentation per email only
- include student Learning ID number and name in the subject line.

* The principal/designate certifies the copy submitted by email as a true copy of an original document (not photocopy, scan, photo, fax) received at the school.

The ministry will review and verify entered credit transfer course equivalencies, and emailed transcript/documentation for credit recognition (Standing Granted) as appropriate. A profile will be emailed to the school to indicate the final evaluation.

1.6.4. Course Equivalency Search Web Application

The Course Equivalency Search web application is used to determine course equivalencies for secondary (grades 10 to 12) courses completed in another Canadian province/territory. This application assists guidance counsellors and principals in making placement decisions for students transferring from other provinces or territories *prior* to the student’s enrolment in a high school.

All users must have the “Counseling Student” or “Principal/School Administration Activities” SDS security roles to access the SDS **Credit Transfer** web applications.

Select the SDS **Marks** menu, then **Course Equivalency Search**.



- On the **Course Equivalency Search** screen, select the province or territory from which the student is transferring from the dropdown menu.

Course Equivalency Search

Province: Choose One ▾

External Course Code:

External Course Name:

SK Course Code	SK Course Name

- Enter the external province course code (see provincial/territorial formats below) and click the **Search** button.
- The external course name and the Saskatchewan equivalent course will display

Course Equivalency Search

Province: ALBERTA ▾

External Course Code: 1771

External Course Name: Social Studies 10-1

SK Course Code	SK Course Name
4307	Social Studies 10

Important to note:

- Each province has their own course code format, however, Manitoba does not have common provincial course codes. Contact credit.transfer@gov.sk.ca for course equivalencies for any Manitoba transfer courses.

Provincial/Territorial Course Code Formats for Course Equivalency Search

Alberta

- Course code format: ELA1105 (English Language Arts 10-1) enter numeric only 1105; **Enter courses with 5 and/or 3 credits only.

British Columbia

- Course code format: LTST11 (Literary Studies 11) enter LTST11

Manitoba

- No common provincial Manitoba course code format - contact credit.transfer@gov.sk.ca
- Email a transcript from the school attended or, a Statement of Marks/Relevé de notes (Manitoba Ministry of Education).

New Brunswick

- Course code format: 7 numeric digits (Anglophone sector) and 5 numeric digits (Francophone sector)

Newfoundland

- Course code format: 6 digit numeric

Northwest Territories

- Course code format: ELA1105 (English Language Arts 10-1) enter numeric only 1105

Nova Scotia

- No standard Manitoba course code format - contact credit.transfer@gov.sk.ca

Nunavut

- Course code format: ELA1105 (English Language Arts 10-1) - enter numeric only 1105

Ontario

- Course code format: (3 alpha, 1 numeric and 1 alpha) ENG3U5 (English 11, University) - do not enter a sixth character (5)

Prince Edward Island

- Course code format: 7 digits (3 alpha, 3 numeric, 1 alpha)

Quebec

- Course code format: 6 numeric digits

Yukon

- Course code format: LTST11 (Literary Studies 11) - enter LTST11