

March 10, 2022

**Memorandum to:** Directors of Education  
Secretary-Treasurers and Supervisory Officers of School Authorities

**From:** Yael Ginsler  
Assistant Deputy Minister  
Student Achievement Division

Denys Giguère  
Assistant Deputy Minister  
French-Language Teaching, Learning and Achievement Division

**Date:** March 10, 2022

**Subject:** Changes to the Ontario Student Transcript and Secondary Provincial  
Final Report Card Templates

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We are writing to share a technical update to the secondary provincial final report card templates and the Ontario Student Transcript templates to align with the release of PPM 167 regarding the online learning graduation requirement.

Secondary final report card templates now reflect all current graduation requirements, including adding the new online learning graduation requirement. These updated secondary templates are required for June 2022 reporting.

Samples of the updated secondary report card templates are now available at the ministry website: <http://www.edu.gov.on.ca/eng/document/forms/report/card/reportcard.html>. Please work with your vendor to ensure updates to report cards are made in time for the respective reporting periods outlined above.

The Ontario Student Transcript templates have also been updated to reflect this new graduation requirement and is effective as of the 2021-22 school year. Schools and school boards can continue to order these templates from Lowe Martin Company Inc. (LMG), the approved provider for the bulk printing, manufacturing, inventory and distribution of Ontario Student Record and Ontario Student Transcript templates. Schools who have not used the online system before must register through LMG's Ministry of Education (MOED) webstore at: <https://moed.printreserve.com>.

Please share this information with your school and board communities.

Thank you for your ongoing support.

Sincerely,

Yael Ginsler and Denys Giguère

- c. Executive Director, Ontario Public School Boards Association (ACÉPO)  
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)  
Executive Director, Ontario Public School Boards' Association (OPSBA)  
Executive Director, Association des gestionnaires de l'éducation franco-ontarienne (AGÉFO)  
Executive Director, Council of Ontario Directors of Education (CODE)  
Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)  
General Secretary, Ontario English Catholic Teachers' Association (OECTA)  
General Secretary, Elementary Teachers' Federation of Ontario (ETFO)  
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)  
Chair, Ontario Council of Educational Workers (OCEW)  
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