

## Important Information for Reporting of Marks to Post-Secondary Institutions

Rules regarding entrance requirements and reporting of marks are specific to individual post-secondary institutions and programs. ***It is entirely the student's responsibility to ensure they are meeting the requirements for the institution/program for which they are applying.*** The following are some key points regarding how Coquitlam Open Learning reports marks and how the ministry generates your official transcripts. Please note that this information is provided to help you understand the general flow of mark information. ***As Coquitlam Open Learning cannot control the entire process, we are unable to guarantee specific timelines.***

- These processes apply to non-graduated students only. Generally, the ministry does not update the official transcript of students completing courses following graduation. Graduated students should make a request for an unofficial transcript from our office.
- Final marks are automatically reported to the Ministry of Education for inclusion on official transcripts **four (4) times per year** – October, February, April and June.
- If a student requires a transcript to be updated outside of these scheduled submission periods, the student must make a request to the office to complete a manual mark submission for the course. Please note this can only be done for completed courses.
- Once an updated mark is submitted to the ministry, either automatically or manually, a student's transcript will be updated when the ministry next runs their batch transcript update process. This usually occurs at the end of each month, but may be more often during times when there is significant demand from post-secondary institutions (such as March and April). Generally, students will need to wait until the following month until a mark change is reflected on their official transcript.
- Interim marks do not appear on transcripts. The only time that Coquitlam Open Learning is able to report interim marks to post-secondary institutions is through the PSI submission process which occurs in April each year. This process applies only to students who are graduating in the coming June and are applying for early admission to a post-secondary. ***Coquitlam Open Learning can only submit a mark through the PSI process if a student has completed at least 50% of course requirements by the submission deadline.*** Please check with your teacher to determine the deadline.
- Generally, post-secondary institutions are no longer allowing students taking courses in continuous entry schools, such as Coquitlam Open Learning, to "self-report" marks. In a few cases however, unofficial transcripts or an interim report is requested for admission to specific programs. In these cases, students can bring a copy of the request from the post-secondary institution to our office and we will gladly provide an unofficial transcript, letter, or report card of student progress, usually within three (3) business days.