

**Ministry of Education**

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**Ministère de l'Éducation**

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Toronto ON M7A 1L2



**MEMORANDUM TO:**

Directors of Education  
Supervisory Officers and Secretary-Treasurers of School Authorities  
Director of Provincial Schools  
Supervisory Officer of Centre Jules-Léger  
Student Success Leaders

**FROM:**

Sue Durst  
Director  
Curriculum and Assessment Policy Branch

Kirsten Parker  
Director  
Student Success/Learning to 18 Implementation, Training and Evaluation  
Branch

Ginette Plourde  
Director  
French-Language Education Policy and Programs Branch

**DATE:**

December 13, 2006

**SUBJECT:**

**Credit Recovery Implementation – Template and Process**

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In June 2006 Deputy Minister Ben Levin, on behalf of the Minister and the Student Success Commission, forwarded to Directors of Education a memo on Credit Recovery. The memo outlined Credit Recovery Guiding Principles, the delineation of a Credit Recovery Team, a process for Credit Recovery eligibility, a process for the transition from an initial credit attempt to a recovered credit and a general position on Credit Recovery Programs.

In support of Credit Recovery, templates aligned to the direction stated in the Credit Recovery Memo have been developed. These will assist Principals, Subject Teachers, Credit Recovery Teams and Credit Recovery Teachers to implement Credit Recovery Programs in a manner which is clear and consistent in all regions, boards and schools. All templates are consistent with the policies set out in *Program Policy and Assessment, 2000* included in the introductions to all of the *Revised Curriculum* documents.

Credit Recovery templates for Recommended Course Placement Forms, Credit Recovery Profiles, and Credit Recovery Learning Plans are included with this memo in Appendices A and B and can also be found on the ministry website at [www.edu.gov.on.ca](http://www.edu.gov.on.ca). As of February 2007, these templates should be used for all Credit Recovery Programming. Templates for Credit Recovery Profiles will be developed for all Ontario Curriculum courses.

Ministry supports for Credit Recovery implementation are available in both English and French through the Learning Management System (LMS), the *Ontario Educational Resource Bank*, and Service d'apprentissage médiatisé franco-ontarien (SAMFO). These materials may be found at <[www.elearningontario.ca](http://www.elearningontario.ca)>. (See also Appendix C)

Credit Recovery is not a replacement for effective instruction, assessment practices and interventions in the initial credit attempt. It is one of a variety of strategies designed to increase the opportunities for student success within a supportive school culture. All boards will need to review their current Credit Recovery Programs and utilize the templates, to ensure that their programs are in alignment with the direction stated in this memo and the June 2006 memo on Credit Recovery.

As we continue to *reach every student*, thank you for all your efforts to promote Student Success in your Board. If you require additional information, please do not hesitate to contact Kirsten Parker at (416) 326-9369 or [kirsten.parker@ontario.ca](mailto:kirsten.parker@ontario.ca) or Ginette Plourde at (416) 327-9072 or [ginette.plourde@ontario.ca](mailto:ginette.plourde@ontario.ca).



Ginette Plourde



Kirsten Parker



Sue Durst

# Sample Template

## School/Board Letterhead

### RECOMMENDED COURSE PLACEMENT FORM

Form to be completed by the subject teacher for each student who fails a course.

Name of Student \_\_\_\_\_ Course \_\_\_\_\_

Subject Teacher \_\_\_\_\_ Final Mark \_\_\_\_\_

**Recommendation:**

Repeat entire course \_\_\_\_\_ Credit Recovery \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Reasons for credit recovery recommendation:**

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Subject Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

Where credit recovery is recommended the Subject Teacher is asked to provide a breakdown of all marks for the course and a completed Credit Recovery Profile specific to this course to the Credit Recovery Team designate.

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### To be completed by the Credit Recovery Team, a subset of the Student Success Team

In exceptional circumstances, prior to making a determination, the Credit Recovery Team may wish additional information from the Subject Teacher who has not recommended credit recovery. In this case, the Principal, or designate, may require the subject teacher to submit a breakdown of all marks for the course.

**Credit Recovery Program Placement: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_**

**Please note: Final recommendation for Credit Recovery Program placement is determined by the Credit Recovery Team.**

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## Credit Recovery Profile

To be completed by the Subject Teacher

Student \_\_\_\_\_ Subject Teacher \_\_\_\_\_ Course: MPM1D1 (example)

Please indicate the overall expectations that were successfully met by the student and the level achieved.

Strand	Overall Expectation	Level if successfully achieved *
Number sense and algebra	Operating with exponents	
	Manipulating expressions and solving equations	
Linear Relations	Using data management to investigate relationships	
	Understanding characteristics of linear equations	
	Connecting representations of linear relations	
Analytic Geometry	Investigating the equation of a relation and the shape of its graph	
	Investigating the properties of slope	
	Using properties of linear relations to solve problems	
Measurement and Geometry	Investigating the optimal value of measurements	
	Solving problems involving perimeter, area, surface area, and volume	
	Investigating and applying geometric relationships	

\* Grade range from The Ontario Curriculum Grades 9 to 12: Program Planning and Assessment, 2000 - Level 4 (80-100%): Level 3 (70-79%): Level 2 (60-69%): Level 1 (50-59%)

**All overall expectations for which the student has not demonstrated level 1 or above must be covered through the Credit Recovery Program.**

**Please describe the specific learning needs of the student that will assist the Credit Recovery Teacher in developing a Credit Recovery Learning Plan:**

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# Sample Template

Subject Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

## CREDIT RECOVERY LEARNING PLAN

*A separate form must be used for each course for which credit recovery is approved. The Credit Recovery Learning Plan will be completed by the Credit Recovery Teacher using information gathered from the Recommended Course Placement Form and in collaboration with the student.*

Name of Student \_\_\_\_\_ Course Code \_\_\_\_\_

Credit Recovery Teacher \_\_\_\_\_

**Expectations to be covered through the Credit Recovery Program:**

### Program Planning

All overall expectations for which the student has not demonstrated level 1 or above (as indicated on the Credit Recovery Profile provided by the Subject Teacher) must be covered and assessed through credit recovery.

**Learning Modules/Units of Study (Please describe)**

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### Assessment and Evaluation

The final grade for each course in grades 9-12 will be determined as follows:

**Seventy percent** of the grade will be determined by either of the two options indicated below, depending on the student's Credit Recovery Program. This portion of the grade should reflect the student's most consistent level of achievement, although special consideration should be given to more recent evidence of achievement (*The Ontario Curriculum Grades 9 to 12: Program Planning and Assessment*).

**Please Check option chosen for grade determination:**

Option 1: ?

The grade may be based solely upon performance in the Credit Recovery Program;

OR

Option 2: ?

The grade may be determined by the merging of previous evaluation provided by the Subject Teacher for successful attainment of course expectations, (as evidenced on the Credit Recovery Profile) with marks determined through evaluations conducted during the Credit

# Sample Template

Recovery Program. Where the Principal has determined that prior learning will be recognized toward credit recovery, such achievement may also be merged with marks earned through credit recovery.

## Evaluation practices which may be used (Please describe)

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**Thirty per cent** of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course (*The Ontario Curriculum Grades 9 to 12: Program Planning and Assessment*).

## Culminating Activity/End Tasks:

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## Additional Requirements (e.g. attendance):

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Recovery Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

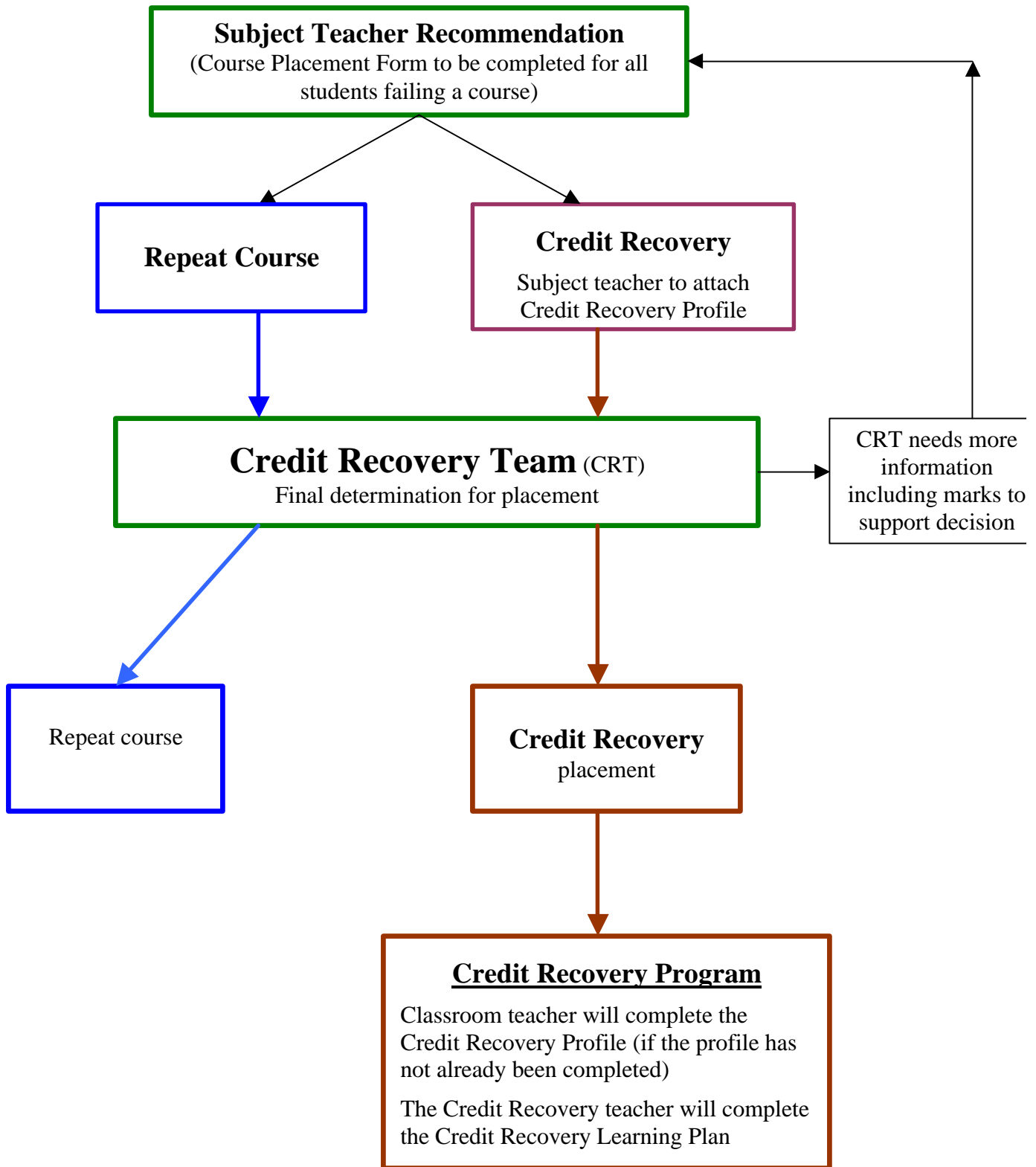
**To be completed by Credit Recovery Teacher at completion of the Credit Recovery Program and submitted to Principal prior to filing in the OSR.**

Course Code \_\_\_\_\_ Final mark \_\_\_\_\_

Credit Recovery Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix B

# Credit Recovery Placement



## Resources/Strategies to Support Credit Recovery

### English-Language Resources

- During the summer 2006, units and activities were developed to support credit recovery in ENG1P, ENG2P, MNM1P, MNM2P, and CHV2O. The activities introduce students to the content, provide opportunities for formative assessment through practice exercises, reinforce knowledge and skills through interactive multimedia objects, and provide culminating activities. Resources in FSF1P and SNC2P will be available in February 2007.
- These resources will be available at no cost this fall through the Ontario Educational Resource Bank – the provincial learning object repository (LOR). District school boards, provincial schools and school authorities participating in the provincial e-learning strategy will have access to the OERB.
- In addition to the credit recovery resources, the Ontario Educational Resource Bank contains thousands of other resources that could be used to support students in credit recovery classes, in a range of subject areas. These include resources in Grade 7 and 8 mathematics to assist with concepts missed prior to entering high school. As well, all of the units and activities from the twenty-nine online courses (Grades 9 – 12) that are currently delivered as full credit courses through the provincial learning management system (LMS) will be available in the OERB.

### French-Language Resources

- During the summer, the following French language courses were developed to support credit recovery and will be available this Fall
  - MFM2P
  - FRA2P
- In addition, French resources and course units will be developed to support the following courses:
  - SNC1P, SNC2P, MFM1P and FRA1P (available in Winter 2007)
  - CHV2O and EAE1P (available in Fall 2007)
- All French courses and resources will be available through SAMFO ([www.cforp.on.ca/samfo](http://www.cforp.on.ca/samfo)) until September 2007, after which time all resources will be migrated to the provincial LOR (Ontario Educational Resource Bank) and LMS

### Delivering Credit Recovery Through The Provincial Learning Management System (LMS)

- The Learning Management System, under certain circumstances could be used to support students across a board(s) enrolled in credit recovery classes.
- For example, 4 schools each assign a different specialist teacher to their Credit Recovery class such as Math, English, Science, etc.) and the 4 schools share the students so they are being taught on-line by a subject specialist, supported by the home school Credit Recovery teacher.

### Access To The Ontario Educational Resource Bank and Learning Management System

- School boards, school authorities and provincial and demonstration schools must sign a policy document and Service Level Agreement. These documents are available on the e-Learning Ontario website at: [http://www.elearningontario.ca/eng/strategy/1\\_2\\_3\\_3.asp](http://www.elearningontario.ca/eng/strategy/1_2_3_3.asp)

**Note:** Many English school boards have already signed up to access the Ontario Educational Resource Bank and to offer credit courses through the Learning Management System.