



REQUEST FOR SUBSTITUTION OF COMPULSORY CREDITS

| | |
|---------------------|---|
| Responsibility: | <i>Superintendent, Student Achievement & Well-Being</i> |
| Legal References: | <i>Education Act, R.S.O. 1990; R.R.O. 1990, Regulation 298 Operation of Schools - General Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2024 (6.2 Substitutions for Compulsory Credit Requirements)</i> |
| Related References: | <i>IS-25-SCC Request for Substitution of Compulsory Credit</i> |
| Revisions: | <i>December 2015, March 2016, October 2025</i> |
| Reviewed: | |

1. Preamble

The procedures that follow provide guidelines and expectations regarding requests for substitution-of compulsory credits. A request for substitution may be initiated by a parent/guardian, student or principal.

2. Procedures

- 2.1 Form IS-25-SCC, Request for Substitution-of Compulsory Credits, is available from the principal. A separate form is to be completed for each request.
- 2.2 Substitutions of compulsory credit(s)
 - 2.2.1 To meet individual students' needs, principals may substitute up to three compulsory credits (or the equivalent in half courses) with courses from other subject areas in order to provide the flexibility to tailor an individual student's program to the student's needs and to support their progress through secondary school.
 - 2.2.2 The following limitations apply:
 - (a) English as a second language and English literacy development courses may not be used to substitute for compulsory credits. They may be used, however, to meet the compulsory credit requirements for three English credits.
 - (b) No more than one (1) learning strategies course from the guidance and career education curriculum may be substituted for a compulsory credit requirement.
 - (c) Credits earned for cooperative education courses may not be substituted for compulsory credit requirements.
 - (d) College-delivered dual credit courses may not be substituted for compulsory credit requirements.
 - (e) A locally developed compulsory credit course may not be substituted for a compulsory credit. These courses may be used only to meet the compulsory credit requirements they were designed to meet.
 - (f) Senior English and math are compulsory for mature students as per PPM 132: Prior Learning Assessment and Recognition for Mature Students – Revised Mandatory Requirements ”

- 2.2.3 In all cases, the sum of compulsory and optional credits will not be less than thirty for students earning the Ontario Secondary School Diploma and not less than fourteen for those earning the Ontario Secondary School Certificate. *(Reference: Kindergarten to Grade 12, Policy and Program Requirements 2024, 6.1)*
- 2.3 Form IS-25-SCC must be signed by the parent, student, and counsellor and approved by the secondary principal of the school that the student will be attending.
- 2.4 Form IS-25-SCC shall accompany the course selection sheet, if coming from an elementary school.
- 2.5 A copy of the completed Form IS-25-SCC shall be kept in the student's Ontario Student Record (OSR) and any changes should be reflected on the Ontario Student Transcript (OST). A copy shall also be provided to the parent/guardian.



Waterloo Region
District School Board

REQUEST FOR SUBSTITUTION OF COMPULSORY CREDITS

Reference: AP1130 - Request for Substitution of Compulsory Credits

| | |
|--|----------------------|
| STUDENT NAME | |
| STUDENT NUMBER | |
| SCHOOL | |
| DATE OF APPLICATION | |
| COURSE TO BE SUBSTITUTED | |
| COURSE TITLE | |
| COURSE CODE | |
| REASON FOR SUBSTITUTION REQUEST | |
| | |
| SUBSTITUTION COURSE | |
| COURSE TITLE | |
| COURSE CODE | |
| REQUEST APPROVED: | YES NO |
| COMMENTS (OPTIONAL) | |
| | |
| SIGNATURES: | |
| SCHOOL PRINCIPAL OR DESIGNATE | |
| DATE | |
| CAREGIVER/FAMILY/PARENT OR STUDENT (IF 18+ YEARS OLD) | |
| DATE | |

Notice of Collection: Personal information contained on this form is collected under the authority of the current Education Act of the Province of Ontario, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. It will be securely stored and used for registration, administrative, communication, educational and reporting purposes. Questions about the Ontario Student Record should be directed to the school Principal. Questions about this notice of collection should be directed to the Freedom of Information, Privacy and Records Information Management Officer, Waterloo Region District School Board, Education Centre, 51 Ardelt Avenue, Kitchener, ON N2C 2R5 or privacy@wrdsb.ca

Copies: 1. Student OSR 2. Caregiver/Family/Parent