

OCAS/OUAC

Secondary School Data Transmission Specification

FOR FALL 2017

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## 1. Overview

The Ontario College Application Services (OCAS) and the Ontario Universities' Application Centre (OUAC) have collaborated in the production of this specification for the data transmissions from secondary schools to our centres. Differences between the OCAS and the OUAC in the areas of processing and data usage exist as the needs of our clients (the colleges and universities respectively) differ.

This consolidated document presents the requirements for both the OCAS and the OUAC to process electronic data from the secondary schools. Its combined content includes sections that apply to both centres and some that are specific to only one. The upper right corner of each page identifies which centre is included. The upper right corner of this page is OCAS/OUAC and thus the content pertains to both centres.

This document is tailored to highlight the commonalities and differences for the transmissions to the centres and is structured as follows:

1. Unique to each centre is an overview of the process.
2. Common to both is the chart of electronic transmission due dates, transmission file names, layouts and record types, including key fields and data file formats.
3. The data within the transmission files are also common; data type formats and the data dictionary.
4. Unique to each centre are the data transfer methods.
5. Appendices include the common country of citizenship codes, the highlights of unique data usage and error processing at each centre, the list of Specialist High Skills Major program codes and descriptions and the common list of software vendors.

Note: Changes to these specifications from the previous version, dated **May 8, 2017** are highlighted similar to this line of text.

## 1.1 OCAS

### **What happens to your data at OCAS?**

The Ontario College Application Services (OCAS) requests data submissions from the secondary schools/boards. The transmissions should be provided at the times outlined in the chart in Section 2 of this document.

Valid data is collected and held in a Student Pool awaiting the arrival of the online application. Students are identified by their Ontario Education Number (OEN), which must be unique within each school (BSID or Mident Code). This is the only link to the student and once established **CANNOT** be changed for the duration of the cycle. Subsequent transmissions build on previous data by way of this key.

OCAS provides a variety of E-Materials online:

Materials such as the Area of Study Charts, Applying to College Videos and Tutorials and High School Partner Portal User Guide are available at [www.ocas.ca](http://www.ocas.ca)

### **DATA TRANSMISSION – OCTOBER (Transmission Type = C1)**

- *In October*, the school/board generates a data file identifying potential secondary school graduates who may or will have the basis for college admission prior to September 1 of that academic year. WE RECOMMEND SELECTING ALL POTENTIAL GRADUATES.

The **data file** contains ‘**S1**’ Demographic data, ‘**G1**’ Grades data, ‘**T1**’ Header record and ‘**B1**’ Trailer record. Along with demographic information, academic information is requested for:

- all current year courses
- all course histories

**Note:** Schools/boards are encouraged to send electronic data, as often as required, to OCAS to ensure timely updates to student records.

When the file is received at OCAS, it is processed through a number of audits. Schools/boards will be contacted at this time only if a critical error occurs and the entire file’s validity is questionable (i.e. incorrect file length, missing B1 or T1 records, incorrect B1 record counts, etc.). If no critical errors occur, processing continues.

**Note:** The electronic data received from the schools does not become applicant data until a successful merge takes place (through an online application submission). Student records that are not merged with an application never enter the OCAS Applicant Database and are deleted at the end of the application cycle.

### **Representation of Consent**

The Schools/Boards represent that they have secured the required approvals and/or consents to collect and disclose the information required for the first and all subsequent data transmissions referred to herein, as may be applicable under the Education Act, Personal Health Information Protection Act, Municipal Freedom of Information and Protection of Privacy Act and/or the Personal Information Protection and Electronic Documents Act.

### **Application Processing:**

OCAS does not wait for the first data transmission to allow Secondary School applicants to apply. The merging of the applicant to their electronic data will occur through a series of matching criteria including the Ontario Education Number (OEN).

## Secondary School Online Applicants:

- The Secondary School applicant will establish an account and supply OCAS with all the necessary demographic information about themselves such as last name, first name, address, postal code, country, etc.
- When an applicant identifies themselves as being currently enrolled in an Ontario Secondary School they will be asked to select the city that their secondary school is located in, which will then produce a list of schools from that city. The applicant will then select their school from the list provided. Once the applicant has selected their school, they will be asked to enter their Ontario Education Number (OEN). OCAS will use the OEN, last name, first name, date of birth and postal code to compare against the same information supplied by the Secondary school to try and match their grade information.
- For those applicants who are not matched, a manual process will be implemented to identify and match the applicants.
- OCAS will request transcript information from any applicant when grades are not found on the OCAS system.
- Applicants are instructed to see their guidance counselor regarding their incomplete or missing academic information.
- **Schools/boards are encouraged to send electronic updates, as often as required, to OCAS instead of hard copy documents.**
- Once they have created their online account, students can complete their college program selections and submit the online application. Students can make changes online to all information **except** academic data.
- Once the application fee is received and validated, the applicant receives confirmation by email from OCAS and the online application is transmitted electronically to the colleges.

### DATA TRANSMISSION – NOVEMBER (Transmission Type = C1)

The purpose of this transmission is to:

- all current year courses
- all course histories
- official midterm grades for current-year first semester courses
- schools may send interim marks for full-year courses in a subsequent electronic update as soon as they are available.

The data file contains 'S1' Demographic data, 'G1' Grades data, 'T1' Header record and 'B1' Trailer record. The 'S1' (demographic) transaction will be used only to update the Grad Status Code, Literacy Requirement, Community Involvement, OSSD/OSSC Issue Date, SHSM Program and SHSM Completion Codes. No other updates will be accepted electronically from the 'S1' transaction.

When the file is received at OCAS, it is processed through a number of audits. Schools/boards will be contacted at this time only if a critical error occurs and the entire file's validity is questionable (i.e. incorrect file length, missing B1 or T1 records, incorrect B1 record counts, etc.).

### DATA TRANSMISSION – FEBRUARY (Transmission Type = C2)

The purpose of this transmission is to:

- Collect final grades for current-year first semester courses;
- Collect official midterm grades for current full-year courses;
- Collect complete course histories
- Receive a course inventory of current-year second semester courses;
- Collect course status information for repeated courses with final grades;
- Collect course status for withdrawn courses;
- Receive updates to Grad Status Code, Community Involvement, Literacy Requirement, OSSD/OSSC Issue Date, SHSM Program and SHSM Completion Codes.

Processing of the February data transmission is similar to that of the October and November data transmissions.

**DATA TRANSMISSION – APRIL (Transmission Type = C3)**

The purpose of this transmission is to:

- Collect official midterm grades for current-year second semester courses;
- Collect any updates to midterm grades already submitted for current full-year courses;
- Collect complete course histories
- Receive data for correspondence and night school courses as well as for upcoming summer school courses for which the student has registered, where available;
- Collect course status for withdrawn courses;
- Receive updates to Grad Status Code, Community Involvement, Literacy Requirement, OSSD/OSSC Issue Date, SHSM Program and SHSM Completion Codes.

Processing of the April data transmission is similar to that of the October, November and February data transmissions.

**DATA TRANSMISSION – JULY (Transmission Type = C4)**

The purpose of this transmission is to:

- Collect final grades for current-year second semester courses;
- Collect final grades for current full-year courses;
- Collect complete course histories
- Collect course status information for repeated courses with final grades;
- Collect course status for withdrawn courses;
- Receive updates to Grad Status Code, Community Involvement, Literacy Requirement, OSSD/OSSC Issue Date, SHSM Program and SHSM Completion Codes.

Processing of the July data transmission is similar to that of the October, November, February and April data transmissions.

Note: The S1 Record is the only record used to transmit the OSSD Issue Date, Community Involvement, Literacy Requirement and Grad Status Code.

**DATA TRANSMISSION – AUGUST (Transmission Type = C5)**

The purpose of this transmission is to:

- Collect final grades for current-year second semester courses;
- Collect final grades for current full-year courses;
- **Collect final grades for summer school courses;**
- Collect complete course histories
- Collect course status information for repeated courses with final grades;
- Collect course status for withdrawn courses;
- Receive updates to Grad Status Code, Community Involvement, Literacy Requirement, OSSD/OSSC Issue Date, SHSM Program and SHSM Completion Codes.

Processing of the August data transmission is similar to that of the October, November, February, April and July data transmissions.

Note: The S1 Record is the only record used to transmit the OSSD/OSSC Issue Date, Community Involvement, Literacy Requirement, Grad Status Code, SHSM Program and SHSM Completion Codes.

**File Upload Reports**

For every transmission file sent, OCAS produces a report reflecting the processing of that transmission's file contents. The "File Upload Report" is an online report available through the OCAS Portal. For schools using third-party software, trends showing deviations away from requested specifications will be noted and forwarded to that school's vendor.

Successfully processed records are NOT displayed on the report.

Partial processing occurs and valid data is processed, while invalid data is rejected and highlighted on the report. For example, a problem found with one course within a G1 record containing eight courses would not hold up the remaining seven valid courses and only the problem course would appear on the report.

e.g.: Zero credit value, failing final grade, duplicate course code and completion date, etc.

Each time we process a data file an email confirmation will be sent to the email contact located in the T1 header of the file. We request that this individual view the online report, ensure that the errors are corrected and create and send a new file to OCAS. Each high school Portal registered user will have access to the File Upload Report for his or her school, only. All Board Portal registered users will have access to the File Upload Reports for the schools in their board.

The File Upload Report can be printed or downloaded in spreadsheet format.

## 1.2 OUAC

**Note: Reference is made throughout this section to ‘SSOLA’, which stands for Secondary School Online Application.**

The Ontario Universities’ Application Centre (OUAC), on behalf of the Ontario universities, requests five (5) data submissions from the secondary schools/boards. The five data submissions should be provided at the times outlined in the chart in section 2 of this document. The exact deadline dates shown in the chart are determined and approved by the Ontario Universities’ Council on Admissions (OUCA) which has representation from the Ontario School Counsellors’ Association (OSCA) and the Ontario Secondary School Principals’ Council (OSSPC).

When a data file is received at the OUAC, it is processed through a number of audits. Schools/boards will receive immediate interactive feedback with respect to the acceptability of the file (incorrect file length, missing B1 or T1 records, incorrect B1 record counts, etc.). This will all take place within one session. The school/board is expected to make the appropriate corrections and resubmit the file. Further edits are applied as processing continues, where no critical errors occurred. Discrepancies such as invalid course codes, duplicate courses, invalid credit value, invalid completion date and other data dictionary errors will be reported back to the school/board. Depending upon the issues, either the school/board or OUAC will be required to correct. For more details see Appendix E – OUAC Error Codes (page 42).

Once the data file has been processed into the reference database, an email message will be sent to the contact person contained in the T1 Header record of the file, and for the specified school, the administrator and all counsellors with Counsellors’ Online Services, “Academic Updates” access. This message will indicate that the file has been received and processed at the OUAC. For all transmissions after the first, the message will also note that an email has been sent to each applicant (for whom a valid email address has been provided) to urge the applicant to review the grades processed (either online or by contacting the guidance counsellor).

The data file contains ‘S1’ Demographic data, ‘G1’ Grades data, ‘T1’ Header record and ‘B1’ Trailer record. Although there is a standard record layout for the reporting periods, the data collected varies for each submission. For the first data transmission, all students who are taking the appropriate courses in preparation for university studies and are expected to graduate may be sent. For all subsequent data transmissions, the OUAC requests that schools/boards only send those students who have applied via the OUAC (any records received for “non-applicants” will be purged at the end of the application cycle).

The following outlines the process and data requirements for each of the five (5) data transmissions.

### 1) **FIRST DATA TRANSMISSION**

*In early September*, the OUAC distributes to secondary schools, various materials to support the processing year.

- *In October/early November*, the school/board generates a data file that identifies students who are potential university applicants who may or will have the basis for university admission prior to September 1 of that academic year. We recommend selecting all students who have at least two Grade 12 U/M courses on file.
- **First semester midterms are not collected by the OUAC.**
- The OUAC provides PIN access letters to the schools.
- For winter entry applicants, schools may be required to “Create a PIN” depending on when the first data submission is sent to the OUAC.
- The **data file** should contain demographic information, and the following academic information:
  - all current year courses (excluding grade 9 and 10 courses)
  - all previously completed Grade 11 and Grade 12 courses (OSS) (Grade 11 and Grade 12 courses include all subjects with a “3” or a “4” in the fourth position of the course code) and where appropriate, ‘CU’, ‘CO’, ‘DU’, ‘DO’.



- Indication of the applicant's current OSSD status (including Community Involvement, Secondary School Literacy Requirement and the OSSD Issue Date).

The electronic data received from the schools does not become applicant data until a successful merge takes place (through online application submission). Student records that are not merged with the OUAC 101 application, never enter the OUAC Applicant Database and are deleted at the end of the application cycle.

### Representation of Consent

The Schools/Boards represent that they have secured the required approvals and/or consents to collect and disclose the information required for the first and all subsequent data transmissions referred to herein, as may be applicable under the Education Act, Personal Health Information Protection Act, Municipal Freedom of Information and Protection of Privacy Act and/or the Personal Information Protection and Electronic Documents Act.

### Application Processing:

#### SSOLA Schools

- The OUAC assigns a Personal Identification Number (PIN) to each student for whom a record exists on the electronic file.
- The PIN is provided to the school in two ways:
  1. It is available through Counsellors' Online Services.
  2. Along with the school MIDENT and the Secondary School Student Number (SSSN), it is printed onto a letter/checklist and placed in a confidential envelope. These PIN letters are packaged together (in surname sequence) with printed instructions and a checklist (student + PIN) and sent to the school for distribution.
- The three items in each student's PIN letter will allow them to log in to the secondary school (101) online application and to access their demographic and academic information on file with the OUAC.
- Students will be forced to change their PIN to a personal password when logging in for the first time.
- Students can then make changes to all information **except** academic data, complete their university/program selections and submit the online application.
- The next business day, following the submission of an online application with credit card payment, the OUAC will manually review all applications with prior institution information not currently on the OUAC's database. Once reviewed, these applications along with those paid and not requiring review, are queued for the next electronic university distribution. Applications where payment is to be received later (for example, online banking), will be sent to the university(ies) once payment has been received.
- Applicants will immediately receive an acknowledgement email once the online application has been successfully submitted.

#### Notes:

- Students for whom no data is received on the October/November transmission cannot apply online unless the school creates an account using the "Create a PIN" option in Counsellors' Online Services. The information required for the "Create a PIN" option will be Secondary School Student Number (SSSN), Ontario Education Number (OEN), surname and given names.

#### Non-SSOLA Schools

- Processed applications where valid payment has been received are then distributed electronically to the universities.
- As applications are processed for the students at a school, Acknowledgment/Amendment Forms will be mailed to the applicants. The OUAC will assign a PIN for the applicant allowing them to access their application online at [www.ouac.on.ca/ouac-101/](http://www.ouac.on.ca/ouac-101/).

**Note:** Applicants who wish to make amendments or updates to their application data (except academic data) will do so either online or for paper applicants, by using the paper Acknowledgment/Amendment Form by emailing the OUAC at [secschool@ouac.on.ca](mailto:secschool@ouac.on.ca). Once the application has been submitted by the student, school officials can make changes to academic information by using Counsellors' Online Services, "Academic Information" option.

## 2) SECOND DATA TRANSMISSION

The purpose of this transmission is to:

- Collect final grades for current-year first semester courses
- Collect official midterm grades for current full-year courses
- Receive a course inventory of current-year second semester courses
- Collect course status information for repeated courses with final grades
- Collect course status for withdrawn courses
- Receive updates to Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement SHSM Program and SHSM Completion codes.
- Receive complete course histories

Changes to the Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes are the only 'S1' (demographic) transactions that will be updated. No other updates will be accepted electronically from the 'S1' transaction.

After processing the Second Data Transmission, a checklist will be produced indicating all active applicants who have less than 6 Grade 12 U/M credits. School officials should review this list to determine if any information is missing.

Note: OUAC will automatically drop courses that have not been updated. Course data that has been changed or added within the collection period through "Academic Information" will remain on the applicant's file. Please see Appendix G for more details about OUAC's auto-drop rules.

## 3) THIRD DATA TRANSMISSION

The purpose of this transmission is to:

- Collect official midterm grades for current-year second semester courses
- Collect any updates to midterm grades already submitted for current full-year courses
- Receive data for correspondence, night school and summer school intended courses, where available
- Collect course status for withdrawn courses
- Receive updates to Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes.
- Receive complete course histories

Processing of the third data transmission is similar to that of the second data transmission, with the following exception:

- For *non-semestered schools* –  
If, on the Third Data Transmission, the school chooses not to provide any updates to grades provided in February, the OUAC will assume that the midterm grades reported previously are current and correct. Nothing will be sent to the school.

## 4) FOURTH DATA TRANSMISSION

The purpose of this transmission is to:

- Collect final grades for current-year second semester courses
- Collect final grades for current full-year courses
- Collect course status information for repeated courses with final grades
- Collect course status for withdrawn courses
- Receive updates to Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes.
- Receive complete course histories

Processing of the fourth data transmission is similar to that of the second and third data transmissions, with the following exception:

- Schools/boards will not be provided with any hardcopy reports as a result of the processing of this transmission.

Registered school officials will continue to have access to Counsellors' Online Services throughout the summer, should they be available to make such changes.

## 5) FIFTH DATA TRANSMISSION

The purpose of this transmission is to:

- Collect final grades for current-year second semester courses
- Collect final grades for current full-year courses
- **Collect final grades for summer school courses**
- Collect course status information for repeated courses with final grades
- Collect course status for withdrawn courses
- Receive updates to Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes.
- Receive complete course histories

Processing of the fifth data transmission is similar to that of the fourth data transmission. Applicants who have provided a valid email address will receive an email message to indicate that they can review their final grades online. Registered school officials will continue to have access to Counsellors' Online Services throughout the summer, should they be available to make such changes.

### Verification of Grades Processed:

#### SSOLA Schools

A flag (Yes or No), indicating receipt of electronic grades or online academic updates, will appear beside each applicant in the "Applicant Status Report" in the "Reports" option in Counsellors' Online Services. This report is printable. It is important that school officials investigate if "No" appears under "Grades Received in Collection Period" once the OUAC has processed your grades file.

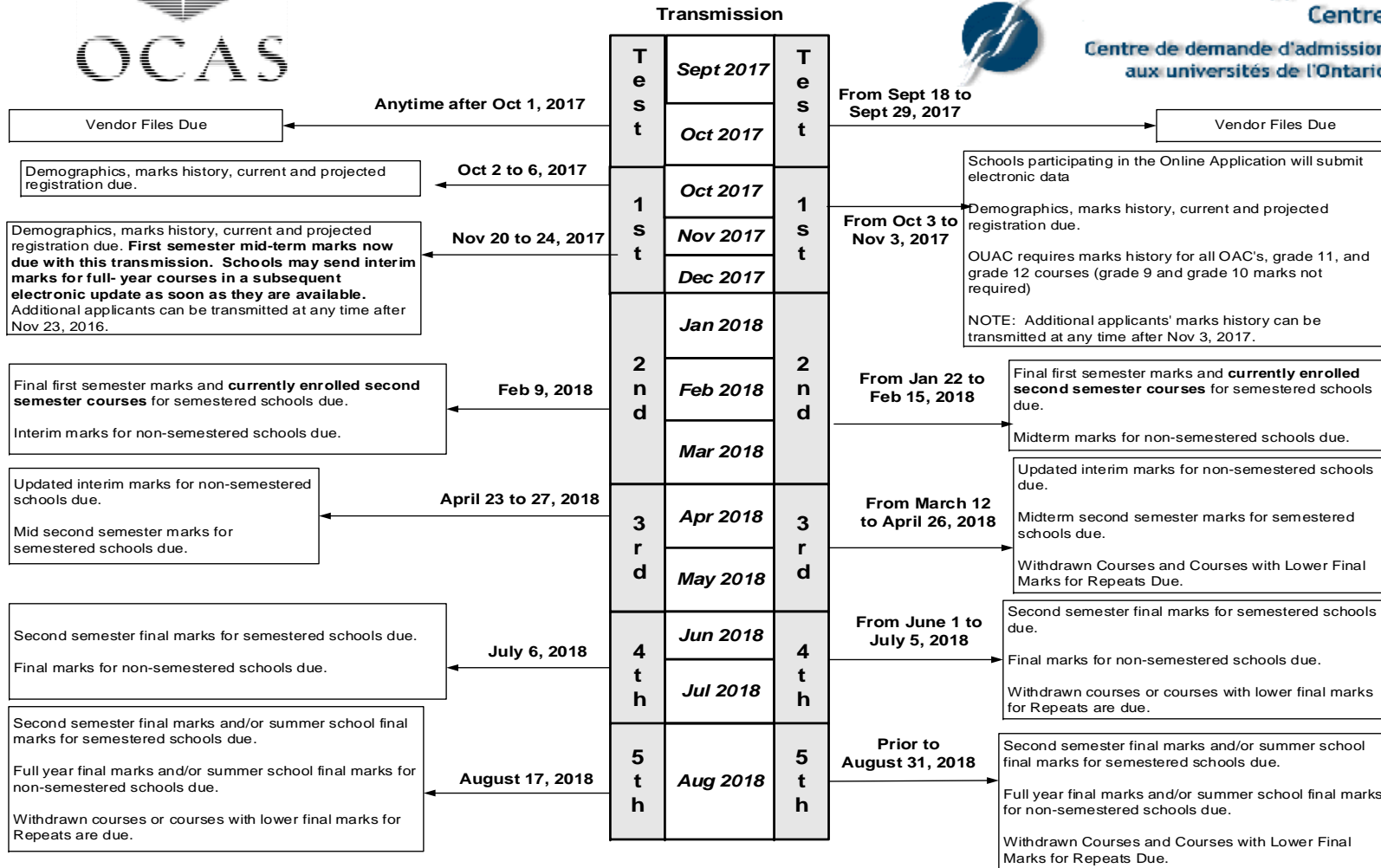
School officials can verify and correct the students' academic record through "Academic Info". After grades have been processed, applicants will be directed, through an email sent from the OUAC or by the school official, to view their updated academic record online. Applicants cannot make changes to academic data but must advise their school official to do so.

"Academic Info" also indicates whether or not students' grades have been received and processed by the OUAC. School officials can then update the grades for those students for whom no grades were received and processed by the OUAC

#### Non-SSOLA Schools

Schools will be required to make updates using the "Academic Info" option of Counsellors' Online Services.

For those schools registered for Counsellors' Online Services, "Academic Info" will note all applicants for whom grades have been received and processed by the OUAC. Within "Academic Updates" the school officials can update the grades for those applicants for whom no grades were received and processed by the OUAC.



### 3. Transmission File Names

All files should adhere to the following naming conventions, depending on whether the file is a “Transmission Data File”, ‘Transmission Report File’ or a zip file containing multiple “Transmission Data Files” (OUAC only):

- Transmission Data File (i.e., one data file representing exactly one secondary school)

S +BSID #.Xn

- Transmission Report File (i.e., one report file representing exactly, in a more legible format, the contents of the corresponding secondary school Transmission Data File). SEE SECTION 10 “DATA TRANSMISSION REPORT GUIDELINES” FOR MORE INFORMATION.

R + BSID #.Xn

Note: Sending reports are optional. OCAS/OUAC request that reports be archived for 90 days at the school or the board for review if required.

e.g., Transmissions for Bloor Collegiate Institute, BSID Number = 895407 to be sent to OCAS would look as follows:

1 <sup>st</sup> Transmission:	S895407.C1, R895407.C1
2 <sup>nd</sup> Transmission:	S895407.C2, R895407.C2
3 <sup>rd</sup> Transmission:	S895407.C3, R895407.C3
4 <sup>th</sup> Transmission:	S895407.C4, R895407.C4
5 <sup>th</sup> Transmission:	S895407.C5, R895407.C5

where X = C for College U for University

where n = 1 for 1<sup>st</sup> transmission  
 n = 2 for 2<sup>nd</sup> transmission  
 n = 3 for 3<sup>rd</sup> transmission  
 n = 4 for 4<sup>th</sup> transmission  
 n = 5 for 5<sup>th</sup> transmission

Note: BSID # is the 6-digit school # also known as the Mident Code.

- Zip Files: OUAC Only  
 Board: B+Board#.zip (e.g.: B12345.zip)  
 Vendor: V+Vendor#.zip (e.g.: V12.zip)

Note: all files within the zip file must adhere to the file naming conventions for “Transmission Data Files”.

#### 4. Transmission File Layouts

All 'Transmission Data Files' will be sorted by secondary school student number (ascending) and by record type (descending) and will have the following layout:

##### T1 (File Header)

```

S1 (Demographics)
G1 (Grade)
G1
G1
-
-
-
G1
S1 (Demographics)
G1 (Grade)
G1
G1
-
-
-
G1
-
-
-
S1 (Demographics)
G1 (Grade)
G1
G1
-
-
-
G1

```

##### B1 (File Trailer)

All 'Transmission Data Files' require a corresponding 'Transmission Report File'. The layout of the report can be the existing format that the software vendor uses. However, the report must contain a complete and accurate representation of its corresponding data file, and contain the creation date and time of the report, in the data type 'Timestamp' format and the name of the secondary school. The report file must also be created at the EXACT same time as the data file. SEE SECTION 10 "DATA TRANSMISSION REPORT GUIDELINES" FOR MORE INFORMATION.

## 5. Record Types

### S1 DEMOGRAPHICS RECORD

This record is mandatory with each transmission and contains complete student demographic information.

The OSSD Issue Date field for students who have already attained their OSSD will contain the graduation date, for all other students the default value of "000000" must be transmitted. Upon graduation a S1 record with the graduation date in the OSSD field must be transmitted. S1 records transmitted, regardless of transmission type, must conform to S1 validations and rules. Once an OSSD has been received as "Achieved", it may not be removed via an electronic transmission.

**The Demographics record is the only record used to transmit the Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes. Any updates to these fields, after the initial transmission, must be submitted in a subsequent S1 record. Once the student becomes an applicant, subsequent S1 record transmissions for the student are used strictly to pass on the Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes, *not for the purpose of updating any other demographic information. All demographic information, other than the Grad Status Code, OSSD Issue Date, Community Involvement, SS Literacy Requirement, SHSM Program and SHSM Completion codes will be ignored for these subsequent S1 re-transmissions.***

**Note: Students who graduate in January must be included in the second transmission. This is necessary in order to receive their final marks and OSSD.**

### G1 GRADES RECORD

This record identifies transcript information as well as currently enrolled and projected courses. One G1 record can contain up to six courses for a student.

**Full Disclosure rules are in effect beginning September 1999, according to the Ministry of Education and Training (MET) guidelines.**

**Be advised, ~~both OCAS and~~ OUAC uses the full 6-digit "Course Code" plus the full 6-digit course "Completion Date" *only*, to determine unique academic courses. OCAS uses the full 6-digit "Course Code" plus the full 6-digit course "Completion Date" and the "Course Delivery" type to determine unique academic courses. For OCAS, all duplicate courses will fail validation and will be identified and forwarded to the high schools. For OUAC, all duplicate courses will be compared with courses already in the system and the most recent mark will be used for the update. Valid courses will be retained and added/updated to the student's complement of courses. Fictitious courses used only for scheduling purposes should *never* be sent.**

### T1 FILE HEADER RECORD

This record identifies the top or start of the data file and is used to determine if the data file is complete. This record also contains additional information such as the vendor/board number, the version of the software used, the contact name and contact email address of the person who produced the data file.

### B1 FILE TRAILER RECORD

This record identifies the bottom or end of the data file and is also used to determine if the data file is complete and correct.

### 5.1 Key Fields

Both S1 and G1 records are identified by the following key field attributes. These fields uniquely identify a student.

They are *MANDATORY* on every S1 and G1 record:

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
1	2	Record Type
3	6	BSID Number
9	12	Secondary School Student Number
21	9	Ministry Identification Number (MIN)
30	9	Ontario Education Number (OEN)
39	30	Surname

Both T1 and B1 records are identified by the following key field attributes.

They are *MANDATORY* on every T1 and B1 record:

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
1	2	Record Type
3	6	BSID Number
9	12	Filler ('0's on T1 and '9's on B1)
21	19	File Creation Timestamp



## 5.2 Transmission Reminders

1. “Transmission Data File” record formats must be correct or file processing will FAIL. The correct format is to be fixed length of 330 bytes with the last 2 bytes terminating with a carriage-return/line-feed (CR/LF) pair. Carriage-return is ASCII 13. Line-feed is ASCII 10.

Format: < 328 bytes data><CR><LF> = 330 bytes fixed length

2. “Transmission Data Files” are NOT to contain blank records (e.g., full records that contain all spaces only).
3. “Transmission Data Files” are NOT to contain duplicate records (e.g., two or more (entire 328 bytes) records that are identical).
4. All files are to be sent in ASCII format.
5. Transmission Data and Report Files are NOT to contain unprintable characters (i.e. ASCII decimal 0 - 31), except for carriage-return (CR) and line-feed (LF) for data files, plus Tab (VT, HT) and Form-feed (FF) characters for report files. NULL Characters are NOT allowed.
6. In the B1 record, the total count of S1 and G1 records must equal actual S1 and G1 records found in the entire transmission file.
7. The transmission file must contain only one S1 record for each student. Multiple G1 records for a given student may occur.
8. Surname must be valid. Leading blanks, spaces and/or special characters are not allowed.
9. In both the T1 and B1 records, the timestamps must contain a valid date and time, and must appear in the proper format. Timestamp **must be the same** for both T1 and B1 records. Timestamp may not be a future date.

5.3 S1 Record Type - Demographics

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
<i>1</i>	<i>2</i>	<i>Record Type</i>
<i>3</i>	<i>6</i>	<i>BSID Number</i>
<i>9</i>	<i>12</i>	<i>Secondary School Student Number</i>
<i>21</i>	<i>9</i>	<i>Ministry Identification Number</i>
<i>30</i>	<i>9</i>	<i>Ontario Education Number</i>
<i>39</i>	<i>30</i>	<i>Legal Surname</i>
<i>69</i>	<i>11</i>	<i>OCAS Number</i>
<i>80</i>	<i>11</i>	<i>OUAC Number</i>
<i>91</i>	<i>15</i>	<i>Legal First Name</i>
<i>106</i>	<i>15</i>	<i>Second Name</i>
<i>121</i>	<i>30</i>	<i>Previous Legal Surname</i>
<i>151</i>	<i>8</i>	<i>Birth Date</i>
<i>159</i>	<i>1</i>	<i>Gender Code</i>
<i>160</i>	<i>60</i>	<i>Street Address</i>
<i>220</i>	<i>30</i>	<i>City</i>
<i>250</i>	<i>2</i>	<i>Province Code</i>
<i>252</i>	<i>6</i>	<i>Postal Code</i>
<i>258</i>	<i>10</i>	<i>Telephone Number</i>
<i>268</i>	<i>9</i>	<i>Filler – Value must only be 9 ‘0’s (zeroes); (ASCII decimal 48 or EBCDIC decimal 240)</i>
<i>277</i>	<i>1</i>	<i>Status in Canada Code</i>
<i>278</i>	<i>3</i>	<i>Country of Citizenship Code</i>
<i>281</i>	<i>6</i>	<i>Date of Entry into Canada</i>
<i>287</i>	<i>1</i>	<i>First Language Code</i>
<i>288</i>	<i>1</i>	<i>Language of Correspondence</i>
<i>289</i>	<i>1</i>	<i>Grad Status Code</i>
<i>290</i>	<i>1</i>	<i>Years In Ontario Secondary School</i>
<i>291</i>	<i>6</i>	<i>OSSD Issue Date</i>
<i>297</i>	<i>1</i>	<i>OSAP Assistance</i>
<i>298</i>	<i>1</i>	<i>Community Involvement</i>
<i>299</i>	<i>1</i>	<i>SS Literacy Requirement</i>
<i>300</i>	<i>6</i>	<i>OSSC Issue Date</i>
<i>306</i>	<i>1</i>	<i>Specialist High Skills Major (SHSM) Completion</i>
<i>307</i>	<i>3</i>	<i>Specialist High Skills Major (SHSM) Program Code</i>
<i>310</i>	<i>1</i>	<i>Home School Indicator</i>
<i>311</i>	<i>18</i>	<i>Filler - Value must only be 18 uppercase ‘X’s; (ASCII decimal88 or EBCDIC decimal231)</i>

**NOTE:** Italicized fields are key fields

**5.4 G1 Record Type - Grades**

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
<i>1</i>	<i>2</i>	<i>Record Type</i>
<i>3</i>	<i>6</i>	<i>BSID Number</i>
<i>9</i>	<i>12</i>	<i>Secondary School Student Number</i>
<i>21</i>	<i>9</i>	<i>Ministry Identification Number</i>
<i>30</i>	<i>9</i>	<i>Ontario Education Number</i>
<i>39</i>	<i>30</i>	<i>Surname</i>
<i>69</i>	<i>11</i>	OCAS Number
<i>80</i>	<i>11</i>	OUAC Number
<i>91</i>	<i>35</i>	<b>COURSE 1</b>
<i>126</i>	<i>35</i>	<b>COURSE 2</b>
<i>161</i>	<i>35</i>	<b>COURSE 3</b>
<i>196</i>	<i>35</i>	<b>COURSE 4</b>
<i>231</i>	<i>35</i>	<b>COURSE 5</b>
<i>266</i>	<i>35</i>	<b>COURSE 6</b>
<i>301</i>	<i>28</i>	Filler - Value must only be 28 uppercase 'X's (ASCII decimal 88 or EBCDIC decimal 231)

where a **COURSE** is defined as follows:

<b>Length</b>	<b>Element Name</b>
6	Course Code
1	Course Status
1	Course Delivery
1	Course Type
1	Language of Instruction
1	Grade Type
3	Grade
4	Credit Value
6	Completion Date
1	Note 1
1	Note 2
1	Note 3
1	Note 4
1	Note 5
6	Course MIDENT

**NOTE:** Italicized fields are key fields.  
There must be at least one **COURSE** included on each G1 record.

5.5 T1 Record Type - File Header (Top)

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
<i>1</i>	<i>2</i>	<i>Record Type</i>
<i>3</i>	<i>6</i>	<i>BSID Number</i>
<i>9</i>	<i>12</i>	<i>Filler - Value must only be 12 '0's (zeroes) (ASCII decimal 48 or EBCDIC decimal 240)</i>
<i>21</i>	<i>19</i>	<i>File Creation Timestamp</i>
40	1	Transmission Type
41	2	Vendor Code
43	8	Vendor Software Version
51	1	Destination
52	30	Contact Surname - Mandatory
82	15	Contact First Name - Mandatory
97	10	Contact Telephone Number - Mandatory
107	6	Contact Telephone Number Extension
113	50	Contact email address - Mandatory
163	166	Filler - Value must only be 166 uppercase "X"s (ASCII decimal 88 or EBCDIC decimal 231)

**NOTE:** Italicized fields are key fields.

5.6 B1 Record Type - File Trailer (Bottom)

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
<i>1</i>	<i>2</i>	<i>Record Type</i>
<i>3</i>	<i>6</i>	<i>BSID Number</i>
<i>9</i>	<i>12</i>	<i>Filler - Value must only be 12 "9"s (nines) (ASCII decimal 57 or EBCDIC decimal 249)</i>
<i>21</i>	<i>19</i>	<i>File Creation Timestamp</i>
<i>40</i>	<i>6</i>	<i>Total S1 Records</i>
<i>46</i>	<i>6</i>	<i>Total G1 Records</i>
<i>52</i>	<i>277</i>	<i>Filler - Value must only be 277 uppercase "X"s (ASCII decimal 88 or EBCDIC decimal 231)</i>

**NOTE:** Italicized fields are key fields.

## 6. Data Type Formats

1. Alphanumeric - Fields are left-justified within the field length, filled with spaces to the end of the field, and contain numerics (0 - 9), alpha **UPPERCASE** characters (A-Z), and special characters (! @#\$%^&\*()\_ ...)  
only.  
*Defaults:* spaces unless otherwise specified.
2. Date - Fields are to be valid dates in the format “YYYYMM”, where “YYYY” is the year and “MM” is the month.  
*Defaults:* zeroes unless otherwise specified.
3. ISO Date - Fields are to be valid dates in the ISO (International Standards Organization) format “YYYYMMDD”, where “YYYY” is the year, “MM” is the month, and “DD” is the day of month only. Ref: Birth Date (date of birth of applicant/student)  
*Defaults:* zeroes unless otherwise specified
4. Numeric - Fields are right justified within the field length, filled with leading zeroes and contain the characters (0 - 9) only. No alpha or special characters allowed.  
*Defaults:* zeroes unless otherwise specified.
5. Timestamp - Fields are to be valid date/timestamps in the format “YYYY-MM-DD: hh: mm: ss”, where “YYYY” is the year, “MM” is the month, “DD” is the day of month, “hh” is the metric hour, “mm” is the minutes, and “ss” is the seconds only.  
*Defaults:* No Default values are permitted.

## 7. Data Dictionary

Element Name:	<b>Birth Date</b>
Description:	Date of birth of applicant/student.
Length:	8
Data Type:	ISO Date (YYYYMMDD)
RULES:	Complete date with no blanks.
Default Value:	All zeroes.
Valid Entries:	Date of birth of applicant/student.
<b>NOTE:</b>	<i>See Appendix B for information on OCAS data usage</i>
Element Name:	<b>BSID Number (MIDENT)</b>
Description:	The Ministry of Education assigns a unique number to each secondary school in Ontario. Secondary school students are grouped by BSID number for data management. Also called the 'Mident Code'.
Length:	6
Data Type:	Numeric
RULES:	Mandatory, right-justified, filled with leading zeroes, and contains no alpha or special characters.
Default Value:	No default value permitted.
Valid Entries:	The Ministry of Education assigned 6 digit BSID number for the school only.
Element Name:	<b>City</b>
Description:	City for the mailing address of the applicant/student.
Length:	30
Data Type:	Alphanumeric
RULES:	UPPERCASE, left justified, filled with trailing spaces.
Default Value:	All spaces.
Valid Entries:	Proper name of the city used for the applicant/student's mailing address.
<b>NOTE:</b>	<i>See Appendix C for information on OUAC data usage</i>
Element Name:	<b>Community Involvement *Cross-Reference Grad Status Code and SS Literacy Requirement</b>
Description:	Completion of required number of hours for community involvement.
Length:	1
Data Type:	Numeric
Default Value:	'0' = Not Reported
Valid Entries:	'0' = Not Reported '1' = Yes '2' = No '3' = N/A
Element Name:	<b>Completion Date</b>
Description:	The date that the 'Course Code' was completed or is expected to be completed.
Length:	6
Data Type:	Date (YYYYMM)
RULES:	DEPENDENT ON COURSE CODE. If and only if course code is <b>not "NOTUSD"</b> , then value must be a valid DATE (YYYYMM only).
Default Value:	DEPENDENT ON COURSE CODE. If and only if course code is <b>"NOTUSD"</b> , default value of all zeroes can be transmitted.
Valid Entries:	The date that the "Course Code" was completed or is expected to be completed.
<b>NOTE:</b>	<i>If the related "Grade Type" is "F"inal then the "Completion Date" must be less than the date the data is transmitted.</i>

Element Name: **Contact Email Address**  
Description: The email address of the contact person sending the transmission.  
Length: 50  
Data Type: Alphanumeric  
RULES: Mandatory, UPPERCASE, left justified, filled with trailing spaces.  
Default Value: No default value permitted.  
Valid Entries: Email Address format

Element Name: **Contact First Name**  
Description: The first name of the contact person sending the transmission.  
Length: 15  
Data Type: Alphanumeric  
RULES: Mandatory, UPPERCASE, left justified, filled with trailing spaces.  
Default Value: No default value permitted.  
Valid Entries: The full first name of the contact person sending the transmission.

Element Name: **Contact Surname**  
Description: The legal family name of the contact person sending the transmission.  
Length: 30  
Data Type: Alphanumeric  
RULES: Mandatory, UPPERCASE, left justified, filled with trailing spaces.  
Default Value: No default value permitted.  
Valid Entries: The full legal surname of the contact person only.

Element Name: **Contact Telephone Number**  
Description: Telephone number where the contact person sending the transmission can be reached, or a message can be left.  
Length: 10  
Data Type: Numeric  
RULES: Mandatory, 3 digit area code + 3 digit exchange + 4 remaining digits (e.g., 5197634725)  
Default Value: All zeroes.  
Valid Entries: Valid Telephone number **including the area code** for the contact person sending the transmission.

Element Name: **Contact Telephone Number Extension**  
Description: Telephone extension number where the contact person sending the transmission can be reached, or a message can be left.  
Length: 6  
Data Type: Numeric  
RULES: 6 digit (or less) extension number, right justified. Unused digits are to be filled with leading spaces.  
Default Value: Spaces.  
Valid Entries: Valid Telephone Extension Number for the contact person sending the transmission.

Element Name: **Country of Citizenship Code**  
Description: Unique code to identify the country where the applicant/student has citizenship.  
Length: 3  
Data Type: Numeric  
RULES: Complete non-blank, non-zero code.  
Default Value: No default value permitted.  
Valid Entries: See Appendix A for a list of valid codes.



Element Name: **Course Code**  
 Description: A unique code to identify a secondary school course taken by secondary school students in Ontario. The sixth character is interpreted and used differently by each secondary school or board of education, but must be sent consistently in all media sent to the Centres (i.e., hard-copy, electronically, printed OST).  
 Length: 6  
 Data Type: Alphanumeric  
 RULES: UPPERCASE, left justified, filled with trailing spaces.  
 Default Value: NOTUSD  
 Valid Entries: Ontario Ministry of Education approved “Course Code”.  
**NOTE:** *The course code **plus** the course completion date and course delivery (OCAS only) is used to determine a unique course.*  
*The course code plus the course completion date (OUAC only) is used to determine a unique course.*

Element Name: **Course Delivery**  
 Description: A method to define if a student is enrolled in the following type of school. (i.e., Day, Night, Summer, Correspondence, Other)  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: D (Day School)  
 Valid Entries: D = Day, N = Night, S = Summer, C = Correspondence, O = Other

Element Name: **Course MIDENT (BSID)**  
 Description: Identifies at which school a specific course was taken.  
 Length: 6  
 Data Type: Numeric  
 RULES: Right-justified, filled with leading zeroes, and contains no alpha or special characters  
 Default Value: All zeroes  
 Valid Entries: The Ministry of Education assigned 6 digit MIDENT (BSID) number for the school only.  
**NOTE:** *See Appendix B for information on OCAS data usage*  
*See Appendix C for information on OUAC data usage*

Element Name: **Course Status \*Cross-Reference Credit Value and Grade Type**  
 Description: Identifies if a course was deleted, repeated or if the student withdrew from the course. Also identifies any non-credit course.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: A space  
 Valid Entries: A space = Not reported  
 R = Repeated (The student repeated the course and the **FINAL** mark given for this successful attempt is the **lower passing** mark) (Credit value must be 00.00 and the Grade Type must be “F” = Final.)  
 W = Withdrawn (The student withdrew from the course) (Credit value must be 00.00 and the Grade Type must be “F” = Final.)  
 D = Delete. **Courses deleted between transmissions must be identified in the subsequent transmission.** (The student has dropped the course. The mark must be blank not zero. The credit value must be zero. Completion date must match date originally sent. Grade Type must be “P” = Projected or “C” = Current. **Note:** Grade Type of “M” = Midterm and “F” = Final are not acceptable values.)  
 X = Not applicable (N/A) (The student is taking or has completed a non-credit course. The mid-term or final mark is N/A if no mark given (i.e., “K” course) and zero credit value.) (Grade Types must be “M” = Midterm or “F” = Final.)  
**NOTE:** *See Appendix C for information on OUAC data usage*

Element Name: **Course Type \*Cross-Reference Note**  
 Description: A method to define the type of course a student is enrolled in.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: R (Regular)  
 Valid Entries: R = Regular  
 O = Co-op Out of School Component (Co-op courses identified as O must contain code C (Cooperative Education) in the **Note** field.)

Element Name: **Credit Value \*Cross-Reference Course Status, Grade Type and Note**  
 Description: Ministry assigned 'weight' or credit values of a specific course (e.g., 1 credit, .5 credit, 12 credits, equivalent credits)  
 Length: 4  
 Data Type: Numeric  
 RULES: Right justified, filled with leading zeroes.  
 Default Value: No default value permitted.  
 Valid Entries: Can only contain the Ministry assigned credit value for the course code in the specified format. For example:  
 0000 = 0.0 credits – Used where course is Failure, Repeat, Withdrawn. Grade Type must always be (F) Final.  
 0000 = 0.0 credits – Used where Course Status is "X" (Not Applicable). Grade Type may be (F)Final, (M)Midterm, (C)Current or (P)Projected or a space if course code is "NOTUSD".  
 0000 = 0.0 credits – Used where course is Delete. Grade Type must always be (P) Projected or (C) Current.  
 0000 = 0.0 credits – Used where course Note is (A) or (M).  
 0100 = 1.0 credit – Non-co-op 4M/4U level courses must be 1.0 (some Ministry-approved exceptions)  
 0150 = 1.5 credits  
 0050 = 0.5 credit  
 0125 = 1.25 credits  
 2000 = 20 credits

**NOTE:** *Implied decimal point after the two left-most digits.  
 If course code is "NOTUSD", value of all zeroes must be transmitted.  
 See Appendix C for information on OUAC data usage*

Element Name: **Date of Entry into Canada**  
 Description: If applicant/student was not born in Canada, their date of entry into Canada.  
 Length: 6  
 Data Type: Date (YYYYMM)  
 RULES: No blanks or spaces allowed.  
 Default Value: All Zeroes if Canadian citizen. 999999 if not known for non-Canadian citizens.  
 Valid Entries: Applicant/student's date of entry into Canada.

Element Name:	<b>Destination</b>
Description:	Location that data transmission is to be sent to.
Length:	1
Data Type:	Alphanumeric
RULES:	UPPERCASE.
Default Value:	No default value permitted.
Valid Entries:	'C' = College 'U' = University
Element Name:	<b>File Creation Timestamp</b>
Description:	Transmission file creation date and time.
Length:	19
Data Type:	Timestamp (YYYY-MM-DD: hh: mm: ss)
RULES:	Mandatory, no blanks or spaces allowed anywhere in the field. Timestamp <b>must</b> be identical in T1 and B1 record.
Default Value:	No default value permitted.
Valid Entries:	The date and time that the transmission file was created. For example 2000-06-03:14:35:02 = June 3, 2000 @ 2:35:02 p.m.
Element Name:	<b>First Language Code</b>
Description:	Code to identify the first language spoken or learned by the applicant/student.
Length:	1
Data Type:	Numeric
Default Value:	No default value permitted.
Valid Entries:	Valid First Language code applicable to the applicant/student only. '1' = English '2' = French '3' = Other
Element Name:	<b>Legal First Name</b>
Description:	The legal first name of the applicant/student.
Length:	15
Data Type:	Alphanumeric
RULES:	UPPERCASE, left justified, filled with trailing spaces.
Default Value:	All spaces.
Valid Entries:	The full legal first name of the applicant/student.
<b>NOTE:</b>	<b><i>See Appendix B for information on OCAS data usage</i></b> <b><i>See Appendix C for information on OUAC data usage</i></b>
Element Name:	<b>Gender Code</b>
Description:	Code that identifies the gender of the applicant/student.
Length:	1
Data Type:	Alphanumeric
RULES:	UPPERCASE.
Default Value:	No default value permitted.
Valid Entries:	'M' = Male 'F' = Female 'X' = Another Gender Identity 'N' = Undisclosed/Not Reported <b><i>See Appendix C for information on OUAC data usage</i></b>
Element Name:	<b>Grad Status Code *Cross-Reference OSSD Issue Date, Community Involvement and SS Literacy Requirement, Specialist High Skills Major (SHSM) Completion</b>
Description:	Code to identify the graduate status of the applicant/student.
Length:	1
Data Type:	Numeric
Default Value:	No default value permitted.

Valid Entries: '0' = Not known.  
 '1' = OSSD already achieved under OS:IS.  
 '2' = Will achieve OSSD under OS:IS by the start of September of the current academic year.  
 '3' = No the student has not already achieved their OSSD and No the student will not achieve their OSSD by start of September of the current academic year.  
 '4' = OSSD already achieved under OSS  
 '5' = Will achieve OSSD under OSS by the start of September of the current academic year  
 '6' = No the student has not already achieved their OSSC and No the student will not achieve their OSSC by start of September of the current academic year.  
 '7' = OSSC already achieved under OSS  
 '8' = Will achieve OSSC under OSS by the start of September of the current academic year

**NOTE:** *If grad status code is 1, 4, then OSSD Issue Date cannot be a future date, because the student has **already graduated**.*  
*If grad status code is 7, then OSSC Issue Date cannot be a future date, because the student has **already graduated**.*  
*If grad status code is 0, 2, 3, 5, then OSSD Issue Date must be '000000', because the student has **not yet graduated**.*  
*If grad status code is 0, 6, 8, then OSSC Issue Date must be '000000', because the student has **not yet graduated**.*  
*Once an OSSD or an OSSC has been entered, it may not be removed via an electronic transmission.*  
**NOTE:** *See Appendix C for information on OUAC data usage*

Element Name: **Grade \*Cross-Reference Grade Type, Course Status, Credit Value, Completion Date**  
 Description: The grade of the course, in an Ontario Ministry of Education approved format.  
 Length: 3  
 Data Type: Alphanumeric/Numeric  
 RULES: UPPERCASE.  
 IF GRADE IS NUMERIC: right justified, filled with leading zeroes.  
 Default Value: No default value permitted.  
 Valid Entries: If "Grade Type" is "M" or "F" then the grade field must contain a grade in an Ontario Ministry of Education approved format. For example:  
 '075' = 75%  
 '068' = 67.5% - no decimal places, round to the nearest percentage.  
 'EQV' = Equivalent  
 'N/A' = Not applicable  
 'ALT' = Alternative course, does not lead to credit  
 'I' = Insufficient evidence to assign a percentage mark (for Grade 9 and 10 courses only)

**NOTE:** *If Grade Type is "M" or "F", then a grade must be supplied. An unavailable grade for grade type 'M' idterm must be reported as N/A. If this is not possible, consider transmitting the course as a grade type of "C", which allows spaces.*  
*If course code is "NOTUSD", or grade type is "P" or "C", then value of all spaces can be transmitted.*  
*See Appendix C for information on OUAC data usage*

Element Name: **Grade Type \*Cross-Reference Grade, Completion Date, Course Status and Credit Value**  
 Description: Code that identifies the point in time that the grade was reported for a course code.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE.  
 Default Value: No default value permitted.  
 Valid Entries: A space = special usage – see note below  
 'P' = Projected  
 'C' = Currently enrolled  
 'M' = Midterm  
 'F' = Final

**NOTE:** *A 'F'inal grade type cannot be reported before the completion date of the course. Conversely, after*

*the completion date of the course has passed, only a 'Grade Type' of 'F'inal can be reported.  
 'Midterm type grade must have a numeric grade or 'N/A' (i.e. not 'blank').  
 If and only if course code is "NOTUSD" then value of a space can be transmitted.  
 Deleted courses must have a Grade Type of 'P' = Projected or 'C' = Current.  
 See Appendix C for information on OUAC data usage*

Element Name: **Home School Indicator**  
 Description: Code to identify if the reporting school (BSID Number) is the student's home school.  
 Length: 1  
 Data Type: Alphanumeric  
 Default Value: No default value permitted.  
 Valid Entries: 'Y' = Yes  
 'N' = No

**NOTE:** *See Appendix B for information on OCAS data usage  
 See Appendix C for information on OUAC data usage*

Element Name: **Language of Correspondence**  
 Description: Code to identify the preferred language of correspondence of the applicant/student.  
 Length: 1  
 Data Type: Numeric  
 Default Value: No default value permitted.  
 Valid Entries: Valid Language of Correspondence code applicable to the applicant/student only.  
 '1' = English  
 '2' = French

Element Name: **Language of Instruction**  
 Description: The language that the secondary school course was instructed in.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE.  
 Default Value: No default value permitted.  
 Valid Entries: A space = special usage – see note below  
 'E' = English,  
 'F' = French,  
 'B' = Both English and French,  
 'O' = Any language other than French or English

**NOTE:** *If and only if course code is 'NOTUSD' then value of a space can be transmitted.*

Element Name: **Ministry Identification Number (MIN)**  
 Description: The Ministry of Education assigns a "unique" number to each student entering into the secondary school system in Ontario.  
 Length: 9  
 Data Type: Numeric  
 RULES: Right justified, filled with leading zeroes.  
 Default Value: All zeroes  
 Valid Entries: The Ministry of Education assigned number for the student. Valid range of values is 0-043000000.

Element Name: **Note \*Cross-Reference Course Type and Credit Value**  
 Description: A special circumstance indicator for a course.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: Spaces  
 Valid Entries: 'S' = Extraordinary circumstances  
 'M' = Modified curriculum expectations that do not lead to a credit

- 'I' = Interdisciplinary studies
- 'F' = Course taught in French Core, Extended or Immersion Program
- 'C' = Co-operative education
- 'A' = Alternative expectations, which do not lead to a credit
- 'H' = Specialist High Skills major
- 'X' = Substitution for a compulsory credit course
- 'B' = Credit count adjusted, combined courses exceed maximum credit value
- 'P' = Course taken at a Ministry inspected Ontario private school.
- 'T' = Team-taught dual credit

**NOTE:** *Up to five separate occurrences of 'Note' may be transmitted for each course identified by a unique 'Course Code' / 'Completion Date' pair (see section 5.4 "GI Record Type – Grades").  
See Appendix C for information on OUAC data usage*

Element Name: **OCAS Number**  
 Description: The unique Ontario College Application Number, appearing on the top right-hand corner of the college application form.  
 Length: 11  
 Data Type: Numeric  
 RULES: Four left-most digits are the current year + the remaining 6 digits + 1 check digit (i.e., 20007886199)  
 Default Value: All zeroes  
 Valid Entries: The applicant/student's OCAS application form number.

Element Name: **Ontario Education Number (OEN)**  
 Description: The unique Ontario Education Number, assigned to each student in Ontario.  
 Length: 9  
 Data Type: Numeric  
 RULES: Mandatory  
 Default Value: All zeroes  
 Valid Entries: The applicant/student's OEN. Valid range of values is 060000000 and higher.  
 For the purpose of matching grades at OCAS, schools must have the capability to print the OEN on student cards and/or student timetables.

**NOTE:** *See Appendix B for information on OCAS data usage*

Element Name: **OSAP Assistance**  
 Description: The applicant's intention to apply for financial assistance from OSAP.  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: A space.  
 Valid Entries: 'Y' = Yes  
 'N' = No

**Element Name:** **OSSC Issue Date \*Cross-Reference Grad Status Code**  
**Description:** The date that the applicant/student achieved their OSSC.  
**Length:** 6  
**Data Type:** Date (YYYYMM)  
**RULES:** Complete date with no blanks.  
**Default Value:** All zeroes, if the student has NOT yet graduated.  
**Valid Entries:** The date that the applicant/student **graduated**.  
**NOTE:** *An OSSC Issue Date can only be transmitted if the applicant/student **has graduated** (i.e. Grad Status Code='7') and the date must be less than the date the data is transmitted.  
Once an OSSC has been entered, it may not be removed via an electronic transmission.  
**See Appendix C for information on OUAC data usage***

**Element Name:** **OSSD Issue Date \*Cross-Reference Grad Status Code**  
**Description:** The date that the applicant/student achieved their OSSD.  
**Length:** 6  
**Data Type:** Date (YYYYMM)  
**RULES:** Complete date with no blanks.  
**Default Value:** All zeroes, if the student has NOT yet graduated.  
**Valid Entries:** The date that the applicant/student **graduated**.  
**NOTE:** *An OSSD Issue Date can only be transmitted if the applicant/student **has graduated** (i.e. Grad Status Code = '1', '4'), and the date must be less than the date the data is transmitted.  
Once an OSSD has been entered, it may not be removed via an electronic transmission.*

**Element Name:** **OUAC Number**  
**Description:** The unique Ontario Universities' Application Centre Reference Number, appearing on the top right-hand corner of the university application form.  
**Length:** 11  
**Data Type:** Alphanumeric  
**Rules:** Four left-most digits are the current application cycle year + the remaining 6 digits + zero (i.e., YYYYRRRRRR0)  
**Default Value:** All zeroes  
**Valid Entries:** The applicant/student's OUAC reference number.

**Element Name:** **Postal Code**  
**Description:** The Canada Post assigned postal code of the mailing address of the applicant/student.  
**Length:** 6  
**Data Type:** Alphanumeric  
**RULES:** UPPERCASE, in the Canada Post format 'X9X9X9'  
**Default Value:** All spaces  
**Valid Entries:** Proper postal code in the correct format for the applicant/student.  
**NOTE:** ***See Appendix B for information on OCAS data usage***





Element Name: **Specialist High Skills Major (SHSM) Program Code \*Cross-Reference Specialist High Skills Major (SHSM) Completion**  
 Description: Code to identify the current SHSM program a student is enrolled in or has completed.  
 Length: 3  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: All spaces  
 Valid Entries: See Appendix F for list of valid codes.

**NOTE:** *If SHSM completion is Y, then Specialist High Skills Major (SHSM) Program Code must be supplied and should equal the program completed.*

Element Name: **Specialist High Skills Major (SHSM) Completion \*Cross-Reference Grad Status Code, Specialist High Skills Major Program Code**  
 Description: Completed all requirements of the SHSM at time OSSD granted  
 Length: 1  
 Data Type: Alphanumeric  
 RULES: UPPERCASE  
 Default Value: A space.  
 Valid Entries: A space = Not reported  
 'Y' = Yes  
 'N' = No

**NOTE:** *If SHSM completion is Y, then Grad Status Code must be 1 or 4, because SHSM completion can only be granted at the time the OSSD is achieved.*

Element Name: **SS Literacy Requirement \*Cross-Reference Community Involvement and Grad Status Code**  
 Description: Completion of Provincial Secondary School literacy requirement  
 Length: 1  
 Data Type: Alphanumeric  
 Default Value: 'N' = Not Reported  
 Valid Entries: A space = Not completed  
 'E' = English  
 'F' = French  
 'B' = Both  
 'X' = Not applicable (N/A)  
 'N' = Not Reported

Element Name: **Status in Canada Code**  
 Description: Code to identify an applicant/student's status in Canada.  
 Length: 1  
 Data Type: Numeric  
 Default Value: No default value permitted.  
 Valid Entries: Valid Status in Canada code applicable to the applicant/student only.  
 '0' = Not known  
 '1' = Canadian citizen  
 '2' = Aboriginal ancestry (Indian, Metis, Inuit), when indicated  
 '3' = Permanent Resident or Landed Immigrant  
 '4' = Study Permit  
 '5' = In Canada on the authority of another VISA  
 '6' = None of the above and attending an off-shore school  
 '7' = Convention Refugee (Protected Person)  
 '9' = Other

**NOTE:** *See Appendix C for information on OUAC data usage*

**Element Name:** **Street Address**  
**Description:** The applicant/student's mailing street address.  
**Length:** 60  
**Data Type:** Alphanumeric  
**RULES:** UPPERCASE, left justified, filled with trailing spaces.  
**Default Value:** All spaces.  
**Valid Entries:** Mailing street address of the applicant/student.  
**NOTE:** *Box numbers are entered before street numbers.*  
*Do not include periods.*  
*Use short forms: BOX = Post Office Box*  
*ST = Street*  
*AVE = Avenue*  
*CRT = Court*  
*CRS = Crescent*  
*Apartments are entered before street numbers and are separated by a dash.*  
*e.g. 5-112 OAK ST = 112 Oak Street, Apt #5*

**Element Name:** **Legal Surname**  
**Description:** The legal family name of the applicant/student.  
**Length:** 30  
**Data Type:** Alphanumeric  
**RULES:** Mandatory, UPPERCASE, left justified, filled with trailing spaces.  
**Default Value:** No default value permitted.  
**Valid Entries:** The full legal surname of the applicant/student only.  
**NOTE:** *See Appendix B for information on OCAS data usage*

**Element Name:** **Telephone Number**  
**Description:** Telephone number where the applicant/student can be reached, or a message can be left.  
**Length:** 10  
**Data Type:** Numeric  
**RULES:** 3 digit area code + 3 digit exchange + 4 remaining digits ie.'5197634725'  
**Default Value:** All zeroes.  
**Valid Entries:** Valid Telephone number **including the area code** for the applicant/student.

**Element Name:** **Total G1 Records**  
**Description:** The total number of G1 record type records contained in the transmission file.  
**Length:** 6  
**Data Type:** Numeric  
**RULES:** Mandatory, right justified, filled with leading zeroes.  
**Default Value:** No default value permitted.  
**Valid Entries:** The total number of all G1 records in the transmission file.

**Element Name:** **Total S1 Records**  
**Description:** The total number of S1 record type records contained in the transmission file.  
**Length:** 6  
**Data Type:** Numeric  
**RULES:** Mandatory, right justified, filled with leading zeroes.  
**Default Value:** No default value permitted.  
**Valid Entries:** The total number of all S1 records in the transmission file.

**Element Name:** **Transmission Type**  
**Description:** Type of applicant/student data being sent for a particular transmission.  
**Length:** 1  
**Data Type:** Alphanumeric  
**RULES:** Mandatory  
**Default Value:** No default value permitted.  
**Valid Entries:** T = Test (OCAS only)  
 1 = 1st transmission (October and November – OCAS only)  
 2 = 2nd transmission  
 3 = 3rd transmission  
 4 = 4th transmission  
 5 = 5<sup>th</sup> transmission

**Element Name:** **Vendor Code**  
**Description:** Code to identify each vendor.  
**Length:** 2  
**Data Type:** Numeric  
**RULES:** Complete 2 digit code.  
**Default Value:** No default value permitted.  
**Valid Entries:** See Appendix V for a list of valid codes.

**Element Name:** **Vendor Software Version**  
**Description:** Version of the vendor's software used to produce the given transmission.  
**Length:** 8  
**Data Type:** Alphanumeric  
**RULES:** UPPERCASE, left justified, filled with trailing spaces.  
**Default Value:** No default value permitted.  
**Valid Entries:** Vendor specific, depending on version control procedure.  
**NOTE:** *If not available, please submit date of program executable in YYYYMMDD format.*

**Element Name:** **Years In Ontario Secondary School**  
**Description:** Total number of complete years that applicant has attended Secondary School in Ontario including the current school year.  
**Length:** 1  
**Data Type:** Numeric  
**RULES:** 1 digit code  
**Default Value:** '0' (If not known)  
**Valid Entries:** Number of completed years between '1' and '8', or '9' if more than 8 years.  
**NOTE:** *Partial years are rounded down (e.g. 4.5 years will be transmitted as 4).*

## 8. Data Transfer Methods

All files sent by one of the following methods must be electronically identified by filename, file size, file creation date/time and number of records in the file.

### OCAS:

OCAS provides the following Internet-based file transfer method:

#### **Partner Portal “Upload OST File” Option**

The data upload function within OCAS’ Partner Portal is a user-friendly, www-based method to transfer your data files. The file transfer can now be accomplished with a few mouse clicks, and it employs 128-bit SSL encryption for enhanced security. Furthermore, the data upload program will notify users whether the data has passed an initial data integrity check.

This solution is included as a menu item in OCAS’ Partner Portal System as part of the Counsellor Tools. School/board staff register online at [www.ocas.ca](http://www.ocas.ca) for Partner Portal access.

Contact:

**OCAS** - Secondary School Transmission Support – [service@ocas.ca](mailto:service@ocas.ca)

### OUAC:

OUAC provides the following Internet-based file transfer method:

#### **Counsellors’ Online Services**

The “Send OST Files” (formerly “Data Upload”) function within the OUAC’s Counsellors’ Online Services is a user-friendly, www-based method to transfer your data files. The file transfer can now be accomplished with a few mouse clicks, and it employs 128-bit SSL encryption for enhanced security. This solution also notifies users whether the data has passed an initial data integrity check.

Each school/board will need to register users of the Counsellors’ Online Services each fall. Registration forms will be mailed in early September.

For more details on how to use the Counsellors’ Online Services, print the “Counsellors’ Online Services User Manual” found at <http://guidance.ouac.on.ca> [https://www.ouac.on.ca/guidance/en\\_CA](https://www.ouac.on.ca/guidance/en_CA)

Contact:

**OUAC** –Secondary School Division – [guidance@ouac.on.ca](mailto:guidance@ouac.on.ca) or call 519-823-1940 (select your language then “1”)

## 9. Data Transmission Report Guidelines

All 'Transmission Data Files' sent require a corresponding 'Transmission Report File'. This report is a non-encrypted readable report representing the data contained in the data transmission file, which should be created at the same time as the data file. This report should be distributed to secondary school counsellors responsible for the students on the 'Transmission Data' file. The transmission report can play two important roles:

1. It is recommended that this report be spot checked prior to sending to catch any obvious omissions or errors, which may delay the processing of the data file.
2. Since the transmission report represents an exact copy of the data used to produce both the OCAS process report and OUAC audit report, any errors, warnings or informational messages should be easily explained. These documents together provide the counsellor with a complete representation of the data submitted for their students and a record of what was passed on to the colleges and universities, and what was questioned. Counsellors responsible for these students and familiar with this school/board's reporting environment are in the best position to pass judgement on whether the data in question is a simply keying error, a possible procedure error or a wider software problem.

The 'Transmission Report' file should also be sent in the same manner as the related 'Transmission Data' files (i.e.: Electronically). This report will be used for resolving problems/questions that may arise. A suggested 'Transmission Report' follows:

2000-02-01:13:30:00	Transmission Report for Second Transmission 2002			Page: 1
BSID: 123321	ANY SECONDARY SCHOOL			
Jones, Jackie	SSS#: 000984613465	MIN: 000238530	DoB: 1981/08/12	
	MPM2D1	200206 E 0100	C	n/a
	BAT4M1	200301 E 0100	F	75
	SCH3U2	200306 E 0200	C	n/a
Smith, Joseph	SSS#: 000000123456	MIN: 012345678	DoB: 1982/02/28	
	ENG0A1	200006 E 0150	C	n/a
	GEO0A3	200001 E 0100	F	85
	HIS0A2	200006 E 0100	C	n/a
Totals:	2 Students	6 Grade Records		

**NOTE:** Students appear in alphabetical order. The courses for each student should also be in alphabetical order.

## APPENDIX A - Country of Citizenship Codes

Citizenship Code	
007	AFGHANISTAN
248	ALAND ISLANDS
013	ALBANIA
016	ALGERIA
019	AMERICAN SAMOA
022	ANDORRA
025	ANGOLA
026	ANGUILLA
010	ANTARCTICA
028	ANTIGUA AND BARBUDA
031	ARGENTINA
032	ARMENIA
029	ARUBA
034	AUSTRALIA
037	AUSTRIA
039	AZERBAIJAN
040	BAHAMAS
043	BAHRAIN
045	BANGLADESH
046	BARBADOS
050	BELARUS
055	BELGIUM
073	BELIZE
169	BENIN
058	BERMUDA
061	BHUTAN
064	BOLIVIA
997	BONAIRE, SINT EUSTATIUS AND SABA
066	BOSNIA & HERZEGOVINA
065	BOTSWANA
170	BOUVET ISLAND
067	BRAZIL
083	BRITISH INDIAN OCEAN TERRITORY
085	BRUNEI DARUSSALAM
088	BULGARIA
670	BURKINA FASO
091	BURMA (MYANMAR)
094	BURUNDI
097	CAMBODIA
103	CAMEROON
800	CANADA
810	CANADA – NFLD & LABRADOR
811	CANADA - PEI
812	CANADA – NOVA SCOTIA
813	CANADA – NEW BRUNSWICK
824	CANADA - QUEBEC
835	CANADA - ONTARIO
846	CANADA - MANITOBA
847	CANADA - SASKATCHEWAN
848	CANADA - ALBERTA
859	CANADA – BRITISH COLUMBIA
860	CANADA - YUKON TERRITORIES
861	CANADA – NW TERRITORIES
862	CANADA - NUNAVUT
112	CAPE VERDE
115	CAYMAN ISLANDS
118	CENTRAL AFRICAN REPUBLIC
127	CHAD
130	CHILE
136	CHINA
137	CHRISTMAS ISLAND
139	COCOS (KEELING) ISLANDS
142	COLOMBIA
145	COMOROS
149	CONGO, DEMOCRATIC REPUBLIC OF
148	CONGO, REPUBLIC OF
154	COOK ISLANDS
157	COSTA RICA
313	CÔTE D'IVOIRE
158	CROATIA
160	CUBA
531	CURAÇAO
163	CYPRUS
165	CZECH REPUBLIC
172	DENMARK
214	DJIBOUTI
175	DOMINICA
178	DOMINICAN REPUBLIC
181	ECUADOR
652	EGYPT
184	EL SAVADOR
655	ENGLAND
185	EQUATORIAL GUINEA
188	ERITREA
186	ESTONIA
187	ETHIOPIA
193	FALKLAND ISLANDS (MALVINAS)
190	FAROE ISLANDS
196	FIJI
199	FINLAND
202	FRANCE
208	FRENCH GUIANA
211	FRENCH POLYNESIA
212	FRENCH SOUTHERN TERRITORIES
220	GABON
223	GAMBIA
225	GEORGIA
226	GERMANY
238	GHANA
241	GIBRALTAR
247	GREECE
250	GREENLAND
253	GRENADA
256	GUADELOUPE
259	GUAM
262	GUATEMALA
203	GUERNSEY
265	GUINEA
493	GUINEA-BISSAU
266	GUYANA
268	HAITI
269	HEARD ISLAND & MCDONALD ISLANDS
675	HOLY SEE (VATICAN CITY STATE)
277	HONDURAS
280	HONG KONG SAR
283	HUNGARY
286	ICELAND
292	INDIA
295	INDONESIA
298	IRAN
301	IRAQ
304	IRELAND, REPUBLIC OF
306	ISLE OF MAN
307	ISRAEL
310	ITALY
316	JAMAICA
319	JAPAN
707	JERSEY
322	JORDAN
323	KAZAKHSTAN
325	KENYA
326	KIRIBATI
331	KOREA, NORTH
328	KOREA, SOUTH
249	KOSOVO
334	KUWAIT
335	KYRGYZSTAN
337	LAOS
338	LATVIA
340	LEBANON
344	LESOTHO
346	LIBERIA
349	LIBYA
352	LIECHTENSTEIN
353	LITHUANIA
355	LUXEMBOURG
358	MACAO SAR
359	MACEDONIA, REPUBLIC OF
361	MADAGASCAR

362 MALAWI	706 SERBIA
364 MALAYSIA	565 SEYCHELLES
367 MALDIVES	568 SIERRA LEONE
370 MALI	574 SINGAPORE
373 MALTA	534 SINT MAARTEN (DUTCH PART)
374 MARSHALL ISLANDS	569 SLOVAKIA
376 MARTINIQUE	570 SLOVENIA
379 MAURITANIA	076 SOLOMON ISLANDS
382 MAURITIUS	577 SOMALIA
383 MAYOTTE	583 SOUTH AFRICA, REPUBLIC OF
388 MEXICO	584 SOUTH GEORGIA & SOUTH SANDWICH ISLANDS
389 MICRONESIA, FEDERATED STATES OF	728 SOUTH SUDAN
390 MOLDOVA	589 SPAIN
391 MONACO	124 SRI LANKA
394 MONGOLIA	729 SUDAN
704 MONTENEGRO	601 SURINAME
397 MONTserrat	602 SVALBARD AND JAN MAYEN
400 MOROCCO	604 SWAZILAND
412 MOZAMBIQUE	607 SWEDEN
586 NAMIBIA	610 SWITZERLAND
418 NAURU	613 SYRIA
421 NEPAL	615 TAIWAN
424 NETHERLANDS	614 TAJIKISTAN
430 NEW CALEDONIA	616 TANZANIA
439 NEW ZEALAND	619 THAILAND
442 NICARAGUA	499 TIMOR-LESTE
445 NIGER	622 TOGO
448 NIGERIA	625 TOKELAU
451 NIUE	628 TONGA
454 NORFOLK ISLAND	631 TRINIDAD AND TOBAGO
661 NORTHERN IRELAND	637 TUNISIA
456 NORTHERN MARIANA ISLANDS	640 TURKEY
460 NORWAY	644 TURKMENISTAN
415 OMAN	643 TURKS AND CAICOS ISLANDS
466 PAKISTAN	244 TUVALU
468 PALAU	646 UGANDA
469 PANAMA	647 UKRAINE
433 PAPUA NEW GUINEA	634 UNITED ARAB EMIRATES
475 PARAGUAY	655 UNITED KINGDOM
478 PERU	667 UNITED STATES
481 PHILIPPINES	673 URUGUAY
484 PITCAIRN	669 US MINOR OUTLYING ISLANDS
487 POLAND	656 UZBEKISTAN
490 PORTUGAL	436 VANUATU
502 PUERTO RICO	676 VENEZUELA
505 QATAR	682 VIETNAM
508 RÉUNION	685 VIRGIN ISLANDS, BRITISH
526 ROMANIA	688 VIRGIN ISLANDS , US
530 RUSSIAN FEDERATION	655 WALES
529 RWANDA	692 WALLIS AND FUTUNA
695 SAINT BARTHÉLEMY	467 WEST BANK AND GAZA STRIP (PALESTINE)
535 SAINT HELENA	693 WESTERN SAHARA
538 SAINT KITTS AND NEVIS	700 YEMEN
541 SAINT LUCIA	705 ZAMBIA
689 SAINT MARTIN (FRENCH PART)	511 ZIMBABWE
544 SAINT PIERRE & MIQUELON	999 NOT REPORTED
547 SAINT VINCENT & THE GRENADINES	
694 SAMOA	
550 SAN MARINO	
553 SAO TOME & PRINCIPE	
680 SARK	
559 SAUDI ARABIA	
655 SCOTLAND	
562 SENEGAL	

## APPENDIX B - OCAS Data Usage

1. **Ontario Education Number (OEN), Legal Surname, Legal First Name, Date of Birth, Postal Code** – will be used in matching applicants to their grades on the Online Application. OCAS does not accept the default value of all zeroes for OEN.
2. **Course Mident** – Default value of '000000' will be forwarded to the colleges
3. **Home School Indicator** – not used by OCAS



## APPENDIX C - OUAC Data Usage

1. **City** - Will be truncated to 29 characters.

2. **Credit Value** - See list following of valid values:

Valid Credit Values				
0000	0067	0137	0266	0467
0025	0075	0150	0267	0500
0030	0100	0167	0300	0533
0033	0120	0175	0333	0567
0034	0125	0200	0367	0600
0050	0130	0233	0400	0633
0066	0133	0250	0433	0667

3. **Course MIDENT (BSID)** – Default value (All zeroes ), blank or non-numeric will be changed to the BSID Number (BSID of the school that submitted the grades file) . MIDENTS not on OUAC’s school file will be changed to a generic school code: 000002 - Other secondary school/Not home school.

4. **Legal First Name** -Will be concatenated with Second Name and the result placed, left justified, in a Given Names field.

5. **Grade** - Values of “N/A”, “EQV”, “ALT” and “T” , “NMR” will be changed to all spaces.

6. **MIDENT/SSSN/OEN** - Key used to merge student data to OUAC applicant database.

7. **Second Name** - Will be concatenated with First Name and the result placed, left justified, in a “Given Names” field.

8. **Status in Canada Code** - Values sent in S1 will be recoded to match the pre-printed values on the OUAC101 application (or “9” for “Not Reported/Unknown”), according to the following:

Received As	Translated To	Description
0	9	Not Reported/Unknown
1	0	Canadian Citizen
2	0	Canadian Citizen
3	1	Permanent Resident
4	2	Study Permit
5	2	Study Permit
6	9	Not Reported/Unknown
7	3	Other and further specification, ‘Convention Refugee (Protected Person)’ will be noted
9	3	Other and no further specification will be noted

9. **Grad Status Code values 6, 7 and 8 will be defaulted to 3** (No, the student has not already achieved their OSSD and No, the student will not achieve their OSSD by start of September of the current academic year.)

10. **OSSC Issue Date** – Not used by OUAC

**11. Grade, Grade Type, Course Status, Credit Value, Completion Date – ‘ALT’ = Alternative course, does not lead to credit** – Not used by OUAC

**12. Course Status ‘D’ = Delete** – Is used by the OUAC effective the 2013-2014 school year.

**13. ‘Midterm** type grade **must** have a numeric grade. If “N/A” or “NMR” is provided for “Grade”, the course will error.

**14. Home School Indicator** – A PIN Access Letter will be generated only for students’ who have a value of ‘Y’ in this field.

**15. Gender** – Values of “X” and “N” will be changed to “blank” until development is completed to accept the new values. Applicants can indicate their gender accordingly on their application.

## APPENDIX D – Glossary of OCAS Error Messages

For every transmission file sent, OCAS produces a report reflecting the processing of that transmission's file contents. The "File Upload Report" is an online report available through the Partner Portal. Partial processing occurs and valid data is processed, while invalid data is rejected and highlighted on the report. The following list displays various error messages that may be contained in the File Upload Report. It is the school's responsibility to correct all errors in their data file and resubmit the data, or correct the errors through the Partner Portal. The File Upload Report also includes the student name, student number, application number and course impacted. When an entire file is processed without error the File Upload Report will display "No errors found in data".

Actual Message	Explanation of Message
Invalid first language code	Your data file contains an invalid first language code. Valid First Language code applicable to the applicant/student only. '1' = English; '2' = French; '3' = Other
Invalid language of correspondence code	Your data file contains an invalid language of correspondence code. Valid Language of Correspondence code applicable to the applicant/student only. '1' = English; '2' = French
Invalid province code	Your data file contains an invalid province code. A valid code will be Alphanumeric and UPPER CASE. (eg. QC is the valid code for Quebec) Valid Province codes are found on page 32 of the SS Specification document.
Invalid course code not in the new curriculum.	Your data file contains an invalid course code (i.e. spaces) or a course code not found in the OCAS database. This course CANNOT be forwarded to the colleges. OCAS provides a list of valid course codes on the High Schools and Boards landing page at <a href="http://www.ocas.ca">www.ocas.ca</a> Please forward to OCAS a copy of the Ministry course approval for locally developed courses to have a course added to the OCAS database.
Duplicate course and completion date.	Your data file contains a duplicate course and completion date (possibly an insert and delete in the same file) for the course indicated. OCAS cannot process duplicate records, therefore, the course and/or updates to the course CANNOT be forwarded to the colleges.
Invalid completion date.	Your data file contains an invalid completion date for the course indicated. The course completion date must be numeric and must not exceed the current academic year (i.e. end of August).
Invalid credit value.	Your data file contains an invalid credit value for the course indicated. Credit values must be numeric and greater than 0.1. Non-credit courses (i.e. "K" courses) must have a credit value of zero.
Credit value must be zero for course with failing mark.	Your data file contains an invalid credit value for the course indicated. A failing grade was reported therefore the credit value must be zero.
Credit value must be zero for Repeat or Withdrawn course.	Your data file contains an invalid credit value for the Repeated / Withdrawn course indicated. The credit value must be zero.
Repeat or Withdrawn course must have credit value of zero and Grade Type of (F)inal.	Your data file contains an invalid grade type for the Repeated/Withdrawn course indicated. The credit value must be zero and the grade type indicator of (F)inal must be reported.
Invalid or missing course language code. Expected: (E)nglish, (F)rench.	Your data file contains an invalid or blank course language code for the course indicated.
Grade Type must be (F)inal for equivalent credits.	Your data file contains an invalid Grade Type for the equivalent credits indicated. Only 'F' for final is valid when equivalency credits are reported.
Numeric grade cannot exceed 100 %.	Your data file contains a grade greater than 100% for the course indicated. Numeric grades must be 100% or less.

Mid-term grade expected for this course.	Your data file contains a blank mid-term grade for the course indicated. A numeric grade (not zero) ALT, I or N/A must be reported, not blank.
Final grade expected for this course.	Your data file contains a blank final grade for the course indicated. A numeric grade, EQV or ALT must be reported.
Final grade for this course has already been reported. Cannot be replaced with a mid-term grade.	Your data file contains a mid-term grade for the course indicated. A final grade already exists. It cannot be replaced with a mid-term grade.
Course status of “?” is invalid. Acceptable values are (R)epeat, (W)ithdrawn, (D)eleted or (X) not applicable.	Your data file contains an invalid value in the course status for the course indicated.
Course Delivery of “?” is invalid. Acceptable values are (D)ay, (N)ight, (S)ummer, (C)orrespondence or (O)ther.	Your data file contains an invalid value in the course delivery for the course indicated.
Course Type of “I” is invalid. Must be “R” for in-school Co-op or “O” for out of school Co-op course.	Your data file contains an invalid value in the course type for the course indicated.
Invalid Grade Type. Must be (P)rojected, (C)urrent, (M)idterm or (F)inal.	Your data file contains an invalid value in the grade type for the course indicated.
Grade Type of (C)urrent reported; student is currently enrolled. Course completion date must be a future date.	Your data file contains a grade type for the course indicated that is inconsistent with the course completion date.
Grade Type of (P)rojected reported; student will be enrolled. Course completion date must be a future date.	Your data file contains a grade type for the course indicated that is inconsistent with the course completion date.
Grade Type of (M)idterm reported; midterm mark achieved. Grade must not be blank.	Your data file contains a grade type of (M)idterm for the course indicated. A numeric grade (not zero) ALT, I or N/A must be reported, not blank.
Grade Type of (F)inal reported; final grade achieved. Course completion date cannot be a future date.	Your data file contains a grade type of (F)inal for the course indicated. A final grade cannot be reported before the completion date of the course.
Invalid value in Note field.	Your data file contains an invalid entry in the note field for the course indicated. Acceptable values are: a space, S, M, I, F, C, A, H, X, B.
Invalid OSSD Issue Date. The correct format is YYYYMM.	Your date file contains an invalid OSSD issue date for the student indicated. The correct date format is YYYYMM. If the student has NOT yet graduated the OSSD issue date must be all zeros (i.e. not blank).
This transmission attempts to overwrite an existing valid OSSD issue date with an invalid date. The date remains ‘#####’.	Your data file contains an invalid OSSD issue date for the student indicated. A valid OSSD issue date has already been recorded. The valid issue date will not be replaced by the invalid issue date.
This transmission attempts to overwrite an existing valid OSSD issue date with zeros. The date remains ‘#####’.	Your data file contains an OSSD issue date of zero for the student indicated. A valid OSSD issue date has already been recorded. The valid issue date will not be replaced with zero.
Invalid OSSC Issue Date. The correct format is YYYYMM.	Your date file contains an invalid OSSC issue date for the student indicated. The correct date format is YYYYMM. If the student has NOT yet graduated the OSSC issue date must be all zeros (i.e. not blank).
This transmission attempts to overwrite an existing valid OSSC issue date with an invalid date. The date remains ‘#####’.	Your data file contains an invalid OSSC issue date for the student indicated. A valid OSSC issue date has already been recorded. The valid issue date will not be replaced by the invalid issue date.

This transmission attempts to overwrite an existing valid OSSC issue date with zeros. The date remains '#####'.

Your data file contains an OSSC issue date of zero for the student indicated. A valid OSSC issue date has already been recorded. The valid issue date will not be replaced with zero.

## APPENDIX E - OUAC Error Codes

The following displays various data errors, which occur during OUAC processing. Some are informational and others require correction by the OUAC or the school.

ERROR MESSAGE	Error or Warning Number	OUAC SOLUTION
Parsing Failed	N/A	This occurs when you are attempting to process a file. Typical causes: <ul style="list-style-type: none"> <li>- Incorrect record length (often due to invalid completion date data)</li> <li>- Missing the line endings &lt;CR&gt;&lt;LF&gt;</li> </ul>
Unknown Error	N/A	This occurs when you are attempting to process a file. Please do not resend your file, contact OUAC immediately.
No PIN created – Adult Learner		Based on the DOB provided, this student is an adult learner (21 or older) and is not eligible for the 101 application. No PIN will be generated.
Invalid Home School Indicator	Error 2101	School must correct and resend, so PIN and no updates are made.
Invalid OEN	Error 2004	School must correct. No PIN will be generated and no marks will be recorded.
OEN already exists		This is caused by one of the following: <ul style="list-style-type: none"> <li>- An OEN for another student is already on file</li> <li>- The student has changed their surname within the application and the surname and OEN don't match so our system thinks they are two different people. Contact the student to confirm their name and either change on your system or within the 101 application.</li> </ul>
Duplicate course code and completion date.		Keep most recent grades reported for the course. Delete other occurrences of same course code and completion date.
Not Applicable (N/A), Equivalency (EQV) and ALT (Alternative) reported as grade	Warning 2100	Changed to blank on OUAC system. Currently no distinction as to type (Midterm vs. Final etc).
Final grade already reported for course		Report most recent of grades reported for same course.
Invalid completion date		School to correct and resend or update in COLS.
Invalid course code	Errors 2053, 2054	School to correct. The OUAC may attempt to find a substitute valid code if possible. Note, the OUAC does not collect all courses, for example co-op place holder and EQV courses.
Invalid credit value	Warning 2064 Error 2065, 2083	Credit value sent is blank or '0001' then default to '0100' and issue warning 2064. Credit value not on OUAC table then issue error 2065. School must correct. If Course Status is 'W', 'R', 'X' and/or Note is 'M' or 'A', credit value must be '0000' otherwise issue error 2083.
Invalid grad status		Default to 'Not Reported'.

Invalid grade type (i.e. Midterm vs. Final)		OUAC may use course code/completion date to correct otherwise school must correct.
Invalid/missing course language code		Value will be changed to "E"nglish.
Midterm grade reported as zero or Midterm supplied without grade (blank)	Error 2073	Course will error, the school needs to correct.
Numeric grade > 100%	Error 2057	School must correct. Error 2057 issued.
Course MIDENT is 000000 or not on OUAC table		If course MIDENT is 000000 or blank then OUAC will default to the home school MIDENT, if not 000000 or blank, and not on OUAC file then default to generic school code: 000002

## Appendix F – Specialist High Skills Major Program Codes and Descriptions

<b>Code</b>	<b>Description</b>
AGC	Agriculture
ART	Arts and Culture
AVA	Aviation & Aerospace
BSN	Business
CSE	Community Safety and Emergency Services
CTR	Construction
ENG	Energy
ENV	Environment
FPR	Food Processing
FRT	Forestry
HCL	Horticulture and Landscaping
HLW	Health and Wellness
HST	Hospitality and Tourism
ICT	Information and Communications Technology
MNF	Manufacturing
MNG	Mining
NPR	Non-profit
SPT	Sports
TRS	Transportation



## APPENDIX G - OUAC Automatic Course Record Dropping Rules

The OUAC drops courses sent with “Course Status” of “D”. Any remaining courses will run through the OUAC’s auto-drop process:

### February Grades Collection (Second Data Transmission)

#### Courses dropped by the OUAC:

- In February, if the school does not provide an update for a current-year course that was submitted on the application, and the grade type is not “F” (Final), the course will automatically be “dropped” by the OUAC from the applicant’s file.
- Courses with a Course Delivery value of “N”, “C”, “S” or “O” will remain on file.

### April Grades Collection (Third Data Transmission)

At this stage, second-semester courses for which no updates are reported in April, and for which the Grade Type is not “F” (Final) or “M” (Midterm), will be automatically dropped by the OUAC where:

- the Completion Date of the course is June or earlier (i.e., month = 06 or less); and
  - Course Delivery is “D” (day school) only (i.e., “N”, “C”, “S” and “O” will remain on file); and
  - Grade Type is “C” (Current) or “P” (Projected) and Mark % is “NMR” or “blank”;
- or
- Grade Type is “M” (Midterm) with “W” in either the Credit Value field (manual or online grades reporting) or the Course Status field (electronic grades reporting); or
    - Physical education course is listed with Course Status “X” and Credit Value “0000”.

### July Final Grades Collection (Fourth Data Transmission)

There are no automatic drops of course data processed during the fourth data transmission.

### Special Notes

Courses that have been changed or added, for a given collection period, through the “Academic Updates” option in Counsellors’ Online Services will not be automatically dropped.

Courses will not be automatically dropped if a subsequent grades data file is sent for the same collection period.

To reinstate a dropped course, the school must re-add it, with the applicable grade, using the “Academic Updates” option in Counsellors’ Online Services.

Electronic grades data will override course updates done using the “Academic Updates” option in Counsellors’ Online Services.

Courses for a student will not be automatically dropped if the file processed is received from a school other than their home school.

## APPENDIX V – Vendors

Code	Name
01	RESERVED
06	RESERVED
11	Peel Board of Education
16	Trillium System
19	Maplewood Computing Ltd
20	RESERVED
21	Trevlac Computer Services
22	Own System
25	RESERVED
26	PowerSchool
27	Rediker Software, Inc. (Toronto Waldorf School)