

OCAS/OUAC

Secondary School Data Transmission Specification

for FALL 2023

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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 highlights the commonalities and differences for the transmissions to the centres and is structured as follows:

- Unique to each centre is an overview of the process
- 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
- The data within the transmission files are also common - data type formats and the data dictionary
- Unique to each centre are the data transfer methods

Appendices include the following details:

- Common country of citizenship codes
- Highlights of unique data usage and error processing at each centre
- List of Specialist High Skills Major program codes and descriptions
- Common list of software vendors

Note: Changes to these specifications from the previous version, dated August 2021, are highlighted like this line of text. It has also been reformatted to improve accessibility and readability.

## 1.1 OCAS

### What happens to your data at OCAS?

The Ontario College Application Services (OCAS) requests data submissions from the secondary schools or school boards. The transmissions should be sent to OCAS 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 materials online, including:

- Important Dates for Fall 2023 Programs
- Applying for College - The “How to” Guide for Applicants who are Canadian Citizens or Permanent Residents
- Applying to College Tutorials
- High School Partner Portal User Guide

The information is available at [www.ocas.ca](http://www.ocas.ca) and [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

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

In October, the school or 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 the following elements:

- ‘S1’ Demographic data
- ‘G1’ Grades data
- ‘T1’ Header record
- ‘B1’ Trailer record

Along with demographic information, academic information is requested for:

- All current year courses
- All course histories

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

When the file is received at OCAS, it is processed through several audits. Schools/boards are contacted at this time only if a critical error occurs and the entire file’s validity is questionable. (For example, 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).

## Representation of Consent

The Schools or School Boards represent that they are authorized under the Municipal Freedom of Information and Protection of Privacy Act to disclose the personal information in the first and all subsequent data transmissions referred to herein. The Schools or School Boards further represent that personal information from personal counselling or other health care records in their possession will not be included in any transmissions except with express student consent.

## 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 are asked to select the city that their secondary school is in, which then produces a list of schools from that city. The applicant selects their school from the list provided. Once the applicant has selected their school, they are asked to enter their Ontario Education Number (OEN). OCAS uses 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.
- Applicants are instructed to see their guidance counselor regarding their incomplete or missing academic information. The academic data is available to guidance counsellors on the OCAS Partner Portal.
- **Schools or school 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:

- Collect all current year courses
- Collect all course histories
- Collect 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 the following elements:

- 'S1' Demographic data
- 'G1' Grades data
- 'T1' Header record
- '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 are contacted at this time only if a critical error occurs and the entire file's validity is questionable. (For example, incorrect file length, missing B1 or T1 records, incorrect B1 record counts, etc.)

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

**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.

**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.

## 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.

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; only the problem course would appear on the report.

Problems reported include Zero credit value, failing final grade, duplicate course code and completion date, etc.

When a data file is processed, an email confirmation is 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 can only access the File Upload Report for his or her school. All Board Portal registered users have access to the File Upload Reports for the schools in their board.

For more details, see [Appendix D – Glossary of OCAS Error Messages](#).



## 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](#).

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 the following elements:

- 'S1' Demographic data
- 'G1' Grades data
- 'T1' Header record
- '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 sections outline the process and data requirements for each of the five (5) data transmissions.

## **FIRST DATA TRANSMISSION (There are 2 U1 transmissions)**

In early September, the OUAC publishes on the Guidance Site, various materials to support the processing year.

### **October/early November (U1)**

In October/early November, the school/board generates a data file (U1) 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.

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.

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.

### **Mid-November (U1)**

In mid-November, the school/board generates a subsequent data file (U1) that includes midterm grades for first-semester courses.

The purpose of this data file is to collect:

- Official midterm grades for current-year first semester courses
- Note: Schools may send interim marks for full-year courses in a subsequent electronic update as soon as they are available.

### **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

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 three ways:

- It is available through Counsellors' Online Services.
- 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) and sent to the school for distribution.
- It is available in an electronic file downloaded from Counsellor's Online Services.

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 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 complete their application, including their university/program selections, and submit. Note that students **cannot** make changes to their academic data.

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), date of birth, surname and given names.
- Applicants who wish to make amendments or updates to their application data (except academic data) will do so online. School officials can make changes manually to academic information by using Counsellors' Online Services, "Academic Information" option.

## SECOND DATA TRANSMISSION (U2)

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 available 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: The 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 F](#) for more details about OUAC's auto-drop rules.

### THIRD DATA TRANSMISSION (U3)

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 sent in February, the OUAC will assume that the midterm grades reported previously are current and correct.

### FOURTH DATA TRANSMISSION (U4)

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.

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

### **FIFTH DATA TRANSMISSION (U5)**

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**

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, update, 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.

## 2. Transmission Schedule for 2022/2023

Expected Data	Due Date		Transmission		Time Frame	Expected Data
Vendor files due.	Any time after Oct 1, 2022	Test	Sept 2022 Oct 2022	Test	From Sept 15 to Sept 30, 2022	Vendor files due.
Oct 8, 2022 - Demographics, marks history, current and projected registration due.	Oct 7, 2022	1st C1	Oct 2022	1st U1	From Oct 3 to Nov 25, 2022	Nov 4, 2022 - Demographics, mark history, current and projected registration due. OUAC requires marks history for all OACs, Grade 11, and Grade 12 courses (grades 9 and 10 marks not required).
Nov 19, 2022 - Demographics, marks history, current and projected registration due. First semester Midterm marks are due.	Nov 18, 2022		Nov 2022			Nov 18, 2022 - All available Midterm and Final marks due for semestered schools. Interim marks for full-year courses may be sent as soon as they are available. NOTE: Additional applicants' course information can be transmitted any time after Nov 18, 2022.
			Dec 2022			
All available Final marks are due for semestered schools. Midterm marks for non-semestered schools are due.	Feb 16, 2023	2nd C2	Jan 2023 Feb 2023 Mar 2023	2nd U2	From Jan 16 to Feb 16, 2023	All available Final marks are due for semestered schools. Midterm marks for non-semestered schools are due.
All available Midterm and Final marks for semestered schools are due. Updated Interim marks for non-semestered schools are due. Withdrawn courses and courses with lower Final marks for Repeats are due.	Apr 28, 2023	3rd C3	Apr 2023 May 2023	3rd U3	From Mar 13 to Apr 27, 2023	All available Midterm and Final marks for semestered schools are due. Updated Interim marks for non-semestered schools are due. Withdrawn courses and courses with lower Final marks for Repeats are due.
All Final marks for semestered and non-semestered schools are due. Withdrawn courses or courses with lower Final marks for Repeats are due.	Jul 7, 2023	4th C4	Jun 2023 Jul 2023	4th U4	From Jun 1 to Jul 6, 2023	All Final marks for semestered and non-semestered schools are due. Withdrawn courses or courses with lower Final marks for Repeats are due.
Second semester Final marks and summer school Final marks for semestered schools are due. Full-year Final marks and summer school Final marks for non-semestered schools are due. Withdrawn courses and courses with lower Final marks for Repeats are due.	Aug 11, 2023	5th C5	Aug 2023	5th U5	Prior to Aug 31, 2023	Second semester Final marks and summer school Final marks for semestered schools are due. Full-year Final marks and summer school Final marks for non-semestered schools are due. Withdrawn courses and courses with lower Final marks for Repeats are due.

### 3. Transmission File Names

All files should adhere to the following naming conventions, depending on whether the file is a transmission data file or a zip file containing multiple transmission data files (OUAC only).

#### Transmission Data File Name

This is a single data file representing exactly one secondary school.

File name format:

S +BSID #.Xn

Where:

X = **C** for College or **U** for University

Where:

n = 1 for 1st transmission

n = 2 for 2nd transmission

n = 3 for 3rd transmission

n = 4 for 4th transmission

n = 5 for 5th transmission

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

#### Example file name:

Transmissions for Bloor Collegiate Institute, BSID Number = 895407 to be sent to OCAS and the OUAC would look as follows:

	OCAS	OUAC
1st Transmission:	S895407.C1	S895407.U1
2nd Transmission:	S895407.C2	S895407.U2
3rd Transmission:	S895407.C3	S895407.U3
4th Transmission:	S895407.C4	S895407.U4
5th Transmission:	S895407.C5	S895407.U5

#### Zip File Name (OUAC only)

Board:

B+Board#.zip

Example: B12345.zip

Vendor:

V+Vendor#.zip

Example: 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). Each file 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)



## 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, an 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 to receive their final marks and OSSD.

### **G1 – Grade 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.

The OUAC uses the full 6-digit “Course Code” plus the full 6-digit course “Completion Date” only, to determine unique academic courses. All duplicate courses will be compared with courses already in the system and the most recent mark will be used for the update.

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. All duplicate courses will fail validation and will be identified and forwarded to the high schools.

For OCAS and the OUAC, 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 name and 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 and 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. These fields 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; “9”s on B1)
21	19	File Creation Timestamp

## 5.2 Transmission Reminders

- Transmission data file record formats must be correct, or file processing will **fail**.

The correct format is a fixed length of 330 bytes with the last 2 bytes terminating with a carriage-return/linefeed (CR/LF) pair. Carriage-return is ASCII 13. Linefeed is ASCII 10.

Format:

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

- Transmission data files must **not** contain blank records (e.g., full records that contain all spaces only).
- Transmission data files must **not** contain duplicate records (e.g., two or more (entire 328 bytes) records that are identical).
- All files are to be sent in ASCII format.
- Transmission data must **not** contain unprintable characters (i.e., ASCII decimal 0 - 31), except for carriage-return (CR) and linefeed (LF). NULL Characters are **not** allowed.
- 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.
- The transmission file must contain only one S1 record for each student. Multiple G1 records for a given student may occur.
- Surname must be valid. Leading blanks, spaces and/or special characters are not allowed.
- 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

Note: Italicized fields are required in each S1 record.

<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 – Value can be nine “0”s</i>
<i>30</i>	<i>9</i>	<i>Ontario Education Number</i>
<i>39</i>	<i>30</i>	<i>Legal Surname</i>
69	11	OCAS Number
80	11	OUAC Number
91	15	Legal First Name
106	15	Second Name
121	30	Previous Legal Surname
151	8	Birth Date
159	1	Gender Code
160	60	Street Address
220	30	City
250	2	Province
252	6	Postal Code
258	10	Telephone Number
268	9	Filler – Value must be nine “0”s (zeroes); (ASCII decimal 48 or EBCDIC decimal 240)
277	1	Status in Canada Code
278	3	Country of Citizenship Code
281	6	Date of Entry into Canada
287	1	First Language Code
288	1	Language of Correspondence
289	1	Grad Status Code
290	1	Years in Ontario Secondary School
291	6	OSSD Issue Date
297	1	OSAP Assistance
298	1	Community Involvement
299	1	SS Literacy Requirement

<b>Position</b>	<b>Length</b>	<b>Element Name</b>
300	6	OSSC Issue Date
306	1	Specialist High Skills Major (SHSM) Completion
307	3	Specialist High Skills Major (SHSM) Program Code
310	1	Home School Indicator
311	18	Filler – Value must be only 18 uppercase “X”s; (ASCII decimal 88 or EBCDIC decimal 231)

## 5.4 G1 Record Type – Grades

There must be at least one COURSE included on each G1 record.

Note: Italicized fields are key fields.

<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 – Value can be nine “0”s</i>
<i>30</i>	<i>9</i>	<i>Ontario Education Number</i>
<i>39</i>	<i>30</i>	<i>Surname</i>
69	11	OCAS Number
80	11	OUAC Number
91	35	Course 1
126	35	Course 2
161	35	Course 3
196	35	Course 4
231	35	Course 5
266	35	Course 6
301	28	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

<b>Length</b>	<b>Element Name</b>
1	Note 4
1	Note 5
6	Course MIDENT

## 5.5 T1 Record Type - File Header (Top)

Note: *Italicized fields are key fields.*

<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 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)

## 5.6 B1 Record Type - File Trailer (Bottom)

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



## 6. Data Type Formats

Data Type	Description
Alphanumeric	<ul style="list-style-type: none"> <li>• Left-justified within the field length</li> <li>• Filled with spaces to the end of the field</li> <li>• Contain numeric (0 - 9), alpha UPPERCASE characters (A-Z), and special characters (! @#\$%^&amp;*()_ ...) only.</li> </ul> <p>Defaults: Spaces unless otherwise specified.</p>
Date	<ul style="list-style-type: none"> <li>• Valid dates in the format “YYYYMM”, where “YYYY” is the year and “MM” is the month.</li> </ul> <p>Defaults: Zeroes unless otherwise specified.</p>
ISO Date	<ul style="list-style-type: none"> <li>• 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)</li> </ul> <p>Defaults: Zeroes unless otherwise specified.</p>
Numeric	<ul style="list-style-type: none"> <li>• Right justified within the field length</li> <li>• Filled with leading zeroes</li> <li>• Contain the characters (0 - 9) only. No alpha or special characters allowed.</li> </ul> <p>Defaults: Zeroes unless otherwise specified.</p>
Timestamp	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Defaults: No Default values are permitted.</p>

## 7. Data Dictionary

<b>Element Name:</b>	<b>Birth Date</b>
Description:	Date of birth of applicant or student.
Length	8
Data Type:	ISO Date (YYYYMMDD)
RULES:	Complete date with no blanks.
Default Value:	All zeroes. (00000000)
Valid Entries:	Date of birth of applicant or student.
NOTE:	See <a href="#">Appendix B</a> for information on OCAS data usage
<b>Element name:</b>	<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.
<b>Element Name:</b>	<b>City</b>
Description:	City for the mailing address of the applicant or 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 or student's mailing address.
NOTE:	See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Community Involvement</b> <b>*Cross-Reference Grad Status Code, 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
<b>Element Name:</b>	<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 not "NOTUSD", then value must be a valid DATE (YYYYMM only).
Default Value:	DEPENDENT ON COURSE CODE. If and only if course code is "NOTUSD", default value of all zeroes can be transmitted.
Valid Entries:	The date that the "Course Code" was completed or is expected to be completed.
NOTE:	If the related "Grade Type" is "F" for Final, then the "Completion Date" must be less than the date the data is transmitted.
<b>Element Name:</b>	<b>Contact Email Address</b>
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. For example: 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 must 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 or 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 students in Ontario.  
The sixth character is interpreted and used differently by each secondary school or board of education. It must be consistent in all media sent to the Centres. For example: 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: OCAS only: The course code plus the course completion date and course delivery is used to determine a unique course.

OUAC only: The course code plus the course completion date is used to determine a unique course.

**Element Name: Course Delivery**

Description: A method to identify the type of school the student is enrolled in. For example: 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

<b>Element Name:</b>	<b>Course MIDENT (BSID)</b>
Description:	Identifies the school at which a specific course is 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 <a href="#">Appendix B</a> for information on OCAS data usage. See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Course Status</b> <b>*Cross-Reference Credit Value, Grade Type</b>
Description:	Identifies if a course was deleted or repeated, or if the student withdrew from the course. Also identifies a 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 for this successful attempt is the <b>lower passing</b> mark. Credit value must be 00.00 and Grade Type must be F = Final. W = Withdrawn. The student withdrew from the course. Credit value must be 00.00 and Grade Type must be F = Final. D = Delete. Courses deleted between transmissions must be identified in the subsequent transmission. The student 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. Grade Type of M = Midterm or F = Final are not acceptable values. X = Not applicable (N/A). The student is taking or has completed a non-credit course; for example: "K" courses. The Midterm or Final mark is N/A if no mark is given, and Credit Value is zero. Grade Type must be M = Midterm or F = Final.
NOTE:	See <a href="#">Appendix C</a> for information about OUAC data usage.

<b>Element Name:</b>	<b>Course Type</b> <b>*Cross-Reference Note</b>
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. For co-op courses identified as O, the Note field must contain C = Cooperative Education.
NOTE:	OCAS only: The course code plus the course completion date and course delivery is used to determine a unique course. OUAC only: The course code plus the course completion date is used to determine a unique course.

<b>Element Name:</b>	<b>Credit Value</b> <b>*Cross-Reference Course Status, Grade Type, Note</b>
Description:	Ministry-assigned “weight” or credit value of a specific course. For example: .5 credit, 1 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: <ul style="list-style-type: none"> <li>• 0000 = 0.0 credits – Used where course is Failure, Repeat or Withdrawn. Grade Type must always be (F) Final.</li> <li>• 0000 = 0.0 credits – User where Course Status is X = Not Applicable. Grade Type may be (F) Final, (M) Midterm, (C) Current, (P) Projected, or a space (NOTUSED).</li> <li>• 0000 = 0.0 credits - Used where course is Delete. Grade Type must always be (P) Projected or (C) Current.</li> <li>• 0000 = 0.0 credits - Used where course Note is (A) or (M).</li> <li>• 0100 = 1.0 credit – Non-co-op 4M/4U level courses must be 1.0. (Some Ministry-approved exceptions.)</li> <li>• 0150 = 1.5 credits</li> </ul>

- 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, credit 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 or 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 know for non-Canadian citizens.  
**Valid Entries:** Applicant or student's date of entry into Canada.

**Element Name:** **Destination**  
**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:** **File Creation Timestamp**  
**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 must be identical in T1 and B1 record.  
**Default Value:** No default value is 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.



<b>Element Name:</b>	<b>First Language Code</b>
Description:	Code to identify the first language spoken or learned by the applicant or student.
Length	1
Data Type:	Numeric
Default Value:	No default value permitted.
Valid Entries:	Valid First Language code applicable to the applicant or student only. 1 = English 2 = French 3 = Other

<b>Element Name:</b>	<b>Legal First Name</b>
Description:	The legal first name of the applicant or 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 or student.
NOTE:	See <a href="#">Appendix B</a> for information on OCAS data usage. See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Gender Code</b>
Description:	Code that identifies the gender of the applicant or student.
Length	1
Data Type:	Alphanumeric
RULES:	UPPERCASE
Default Value:	No default value permitted.
Valid Entries:	M = Male F = Female S = Prefer to Specify N = Prefer Not to Disclose

NOTE: See [Appendix C](#) for information on OUAC data usage.

<b>Element Name:</b>	<b>Grad Status Code</b> <b>*Cross-Reference OSSD Issue Date, Community Involvement, SS Literacy Requirement, Specialist High Skills Major (SHSM) Completion</b>
Description:	Code to identify the graduate status of applicant or 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 the 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 the 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 or 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, or 5, then OSSD Issue Date must be 000000, because the student has not yet graduated.  If Grad Status Code is 0, 6, or 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 electronic transmission.  See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Grade</b> <b>*Cross-Reference Grade Type, Course Status, Credit Value, Completion Date</b>
Description:	The grade of the course, in an Ontario Ministry of Education approved format.
Length	3
Data Type:	Alphanumeric or 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 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 Grade must be supplied. An unavailable grade for Grade Type M = Midterm 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 <a href="#">Appendix C</a> for information about OUAC data usage.

<b>Element Name:</b>	<b>Grade Type</b> <b>*Cross-Reference Grade, Completion Date, Course Status, Credit Value</b>
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 Grade Type of F 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 can be reported.

A Grade Type of M must have a numeric grade or N/A. It cannot be blank.

If and only if Course Code is NOTUSD, then value of a space can be transmitted.

Deleted courses must have Grade Type of P = Projected or C = Current.

See [Appendix C](#) for information about 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 or student.

**Length**

1

**Data Type:**

Numeric

**Default Value:**

No default value permitted.

**Valid Entries:**

Valid Language of Correspondence code applicable to the applicant or student only.

1 = English

2 = French

<b>Element Name:</b>	<b>Language of Instruction</b>
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 English or French
NOTE:	If and only if Course Code is NOTUSD, then value of a space can be transmitted.

<b>Element Name:</b>	<b>Ministry Identification Number (MIN)</b>
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.

<b>Element Name:</b>	<b>Note</b> <b>*Cross-Reference Course Type, Credit Value</b>
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 G1 Report Type – Grades.

See [Appendix C](#) for information about OUAC data usage.

**Element Name: OCAS Number**

Description: The unique Ontario College Application Number.

Length 11

Data Type: Numeric

**RULES:** Four left-most digits are the current year + 6 remaining digits + 1 check digit. For example: 20007886199.

Default Value: All zeroes.

Valid Entries: The applicant or 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 or 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 or student timetables.

**NOTE:** See [Appendix B](#) for information on OCAS data usage.

<b>Element Name:</b>	<b>OSAP Assistance</b>
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

<b>Element Name:</b>	<b>OSSC Issue Date</b> <b>*Cross-Reference Grad Status Code</b>
Description:	The date that the applicant or 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 or student graduated.
NOTE:	An OSSC Issue Date can only be transmitted if the applicant or student has graduated. For example: Grad Status Code = 7. The date must be less than the date the data is transmitted.  Once an OSSC has been entered, it cannot be removed via an electronic transmission.  See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>OSSD Issue Date</b> <b>*Cross-Reference Grad Status Code</b>
Description:	The date that the applicant or student graduated with their OSSD.
Length	6
Data Type:	Date (YYYYMM)
RULES:	Complete date with no blanks.
Default Value:	All zeros if the student has NOT yet graduated.
Valid Entries:	The date that the applicant or student graduated.
NOTE:	An OSSD Issue Date can only be transmitted if the applicant or student has graduated. For example: Grad Status Code = 1 or 4. The date must be less than the date the data was transmitted.



Once an OSSD has been entered, it cannot be removed via an electronic transmission.

<b>Element Name:</b>	<b>OUAC Number</b>
Description:	The unique Ontario Universities' Application Centre Reference Number.
Length	11
Data Type:	Alphanumeric
RULES:	Four left-most digits are the current application cycle year + 6 remaining digits + 0. For example: YYYYRRRRRR0)
Default Value:	All zeroes.
Valid Entries:	The applicant or student's OUAC reference number.
<b>Element Name:</b>	<b>Postal Code</b>
Description:	The Canada Post assigned postal code of the mailing address of the applicant or student.
Length	6
Data Type:	Alphanumeric
RULES:	UPPERCASE, in the Canada Post format X9X9X9.
Default Value:	All spaces
Valid Entries:	Proper postal code for the applicant or student, in the correct format.
NOTE:	See <a href="#">Appendix B</a> for information on OCAS data usage.

**Element Name: Previous Legal Surname**

Description: The previous legal family name of the applicant or student.

Length 30

Data Type: Alphanumeric

RULES: UPPERCASE, left justified, filled with trailing spaces.

Default Value: All spaces.

Valid Entries: The previous legal family name of the applicant or student.

**Element Name: Province Code**

Description: Province code for the mailing address of the applicant or student.

Length 2

Data Type: Alphanumeric

RULES: UPPERCASE, Full Code

Default Value: All spaces.

Valid Entries: Valid Province code only:

AB = Alberta

BC = British Columbia

MB = Manitoba

NB = New Brunswick

NL = Newfoundland and Labrador

NS = Nova Scotia

NT = Northwest Territories

NU = Nunavut

ON = Ontario

PE = Prince Edward Island

QC = Quebec

SK = Saskatchewan

YK = Yukon Territories

<b>Element Name:</b>	<b>Record Type</b>
Description:	Identifies the record type within the file.
Length	2
Data Type:	Alphanumeric
RULES:	Mandatory, full field entry.
Default Value:	No default value permitted.
Valid Entries:	S1 = Demographics G1 = Grades T1 = File Header (Top) B1 = File Trailer (Bottom)

<b>Element Name:</b>	<b>Second Name</b>
Description:	The middle name of the applicant or student
Length	15
Data Type:	Alphanumeric
RULES:	UPPERCASE, left justified, filled with trailing spaces.
Default Value:	All spaces.
Valid Entries:	The full middle name of the applicant or student.
NOTE:	See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Secondary School Student Number</b>
Description:	Each secondary school student must have a unique number assigned to them by their school or board.
Length	12
Data Type:	Numeric
RULES:	Mandatory, right justified, filled with leading zeroes, unique within Mident Code.  Must not change throughout the cycle; must be identical to that found on the paper application, including any leading zeroes.  Value zero (12 zeroes) is NOT VALID.
Default Value:	No default value is permitted.
Valid Entries:	A unique student number for the secondary school or board. Value > zero.
NOTE:	See <a href="#">Appendix C</a> for information on OUAC 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 a list of valid codes.

**NOTE:** If SHSM Completion is Y, then SHSM Program Code must be supplied and should be equal to the program completed.

**Element Name:** **Specialist High Skills Major (SHSM) Completion**  
**\*Cross-Reference Grad Status Code, Specialist High Skills Major Program Code**

**Description:** The applicant or student 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, the 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, 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

<b>Element Name:</b>	<b>Status in Canada Code</b>
Description:	Code to identify an applicant or 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 or student only. 0 = Not known 1 = Canadian citizen 2 = Indigenous 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 offshore school 7 = Convention Refugee (Protected Person) 9 = Other
NOTE:	See <a href="#">Appendix C</a> for information on OUAC data usage.

<b>Element Name:</b>	<b>Street Address</b>
Description:	The applicant or 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 or student.
NOTE:	Box numbers are entered before street numbers. Do not include periods. Use short forms: <ul style="list-style-type: none"> <li>• BOX = Post Office Box</li> <li>• ST = Street</li> <li>• AVE = Avenue</li> </ul>

- CRT = Court
- CRS = Crescent

Apartments are entered before street numbers and are separated by a dash. For example:

5-112 OAK ST = 112 Oak Street, Apt #5

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

<b>Element Name:</b>	<b>Telephone Number</b>
Description:	Telephone number where the applicant or 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. For example: 5197634725.
Default Value:	All zeroes.
Valid Entries:	Valid telephone number, including the area code, for the applicant or student.

<b>Element Name:</b>	<b>Total G1 Records</b>
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.
NOTE:	OCAS only: The course code plus the course completion date and course delivery is used to determine a unique course.

OUAC only: The course code plus the course completion date is used to determine a unique course.

<b>Element Name:</b>	<b>Total S1 Records</b>
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.

<b>Element Name:</b>	<b>Transmission Type</b>
Description:	Type of applicant or 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 = 1 <sup>st</sup> transmission 2 – 2 <sup>nd</sup> transmission 3 = 3 <sup>rd</sup> transmission 4 = 4 <sup>th</sup> transmission 5 = 5 <sup>th</sup> transmission

<b>Element Name:</b>	<b>Vendor Code</b>
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 <a href="#">Appendix H</a> 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, 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. For example, 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 in the OCAS Partner Portal is a user-friendly, web-based method to transfer your data files. The file transfer can be accomplished with just a few mouse clicks, and it uses 128-bit SSL encryption for enhanced security. The data upload program notifies users whether the data has passed an initial data integrity check.

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

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” function within the OUAC’s Counsellors’ Online Services is a user-friendly, web-based method to transfer your data files. The file transfer can be accomplished with just a few mouse clicks, and it uses 128-bit SSL encryption for enhanced security. This solution also notifies users whether the data has passed an initial data integrity check.

The COLS Administrator for each school and board users must register for Counsellors’ Online Services each fall.

For more details on how to use the Counsellors’ Online Services visit: <https://www.ouac.on.ca/guidance>.

Contact:

OUAC –Secondary School Division – [guidance@ouac.on.ca](mailto:guidance@ouac.on.ca) or call 519-823-1940 (Select your language, then select “2”).

## Appendix A- Country of Citizenship Codes

Country of Citizenship codes are sorted alphabetically, each letter group in a separate row in the following table.

Citizenship Code and Country	
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, SAINT 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 112 - CAPE VERDE 115 - CAYMAN ISLANDS 118 - CENTRAL AFRICAN REPUBLIC 127 - CHAD 130 - CHILE 136 - CHINA 137 - CHRISTMAS ISLAND 139 - COCOS (KEELING) ISLANDS 142 - COLUMBIA	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	253 - GRENADA 256 - GUADELOUPE 259 - GUAM 262 - GUATEMALA 203 - GUERNSEY 265 - GUINEA 493 - GUINEA BISSAU

<b>Citizenship Code and Country</b>	
250 - GREENLAND	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 364 - MALAYSIA 367 - MALDIVES 370 - MALI 373 - MALTA 374 - MARSHALL ISLANDS 376 - MARTINIQUE 379 - MAURITANIA	382 - MAURITIUS 383 - MAYOTTE 388 - MEXICO 389 - MICRONESIA, FEDERATED STATES OF 390 - MOLDOVA 391 - MONACO 394 - MONGOLIA 704 - MONTENEGRO 397 - MONTSERRAT 400 - MOROCCO 412 - MOZAMBIQUE
586 - NAMIBIA 418 - NAURU 421 - NEPAL 424 - NETHERLANDS 430 - NEW CALEDONIA 439 - NEW ZEALAND 442 - NICARAGUA	445 - NIGER 448 - NIGERIA 451 - NIUE 454 - NORFOLK ISLAND 661 - NORTHERN IRELAND 456 - NORTHERN MARIANA ISLANDS 460 - NORWAY
415 - OMAN	
466 - PAKISTAN 468 - PALAU 469 - PANAMA 433 - PAPUA NEW GUINEA 475 - PARAGUAY 478 - PERU	481 - PHILIPPINES 484 - PITCAIRN 487 - POLAND 490 - PORTUGAL 502 - PUERTO RICO
505 - QATAR	
508 - RÉUNION 526 - ROMANIA	530 - RUSSIAN FEDERATION 529 - RWANDA

<b>Citizenship Code and Country</b>	
695 - SAINT BARTHÉLEMY 535 - SAINT HELENA 538 - SAINT KITTS AND NEVIS 541 - SAINT LUCIA 689 - SAINT MARTIN (FRENCH PART) 544 - SAINT PIERRE & MIQUELON 547 - SAINT VINCENT & THE GRENADINES 694 - SAMOA 550 - SAN MARINO 553 - SAO TOME & PRINCIPE 680 - SARK 559 - SAUDI ARABIA 655 - SCOTLAND 562 - SENEGAL 706 - SERBIA 565 - SEYCHELLES 568 - SIERRA LEONE 574 - SINGAPORE	534 - SINT MAARTEN (DUTCH PART) 569 - SLOVAKIA 570 - SLOVENIA 076 - SOLOMON ISLANDS 577 - SOMALIA 583 - SOUTH AFRICA, REPUBLIC OF 584 - SOUTH GEORGIA & SOUTH SANDWICH ISLANDS 728 - SOUTH SUDAN 589 - SPAIN 124 - SRI LANKA 729 - SUDAN 601 - SURINAME 602 - SVALBARD AND JAN MAYEN 604 - SWAZILAND 607 - SWEDEN 610 - SWITZERLAND 613 - SYRIA
615 - TAIWAN 614 - TAJIKISTAN 616 - TANZANIA 619 - THAILAND 499 - TIMOR-LESTE 622 - TOGO 625 - TOKELAU	628 - TONGA 631 - TRINIDAD AND TOBAGO 637 - TUNISIA 640 - TURKEY 644 - TURKMENISTAN 643 - TURKS AND CAICOS ISLANDS 244 - TUVALU
646 - UGANDA 647 - UKRAINE 634 - UNITED ARAB EMIRATES 655 - UNITED KINGDOM	667 - UNITED STATES 673 - URUGUAY 669 - US MINOR OUTLYING ISLANDS 656 - UZBEKISTAN
436 - VANUATU 676 - VENEZUELA 682 - VIETNAM	685 - VIRGIN ISLANDS, BRITISH 688 - VIRGIN ISLANDS, US
655 - WALES 692 - WALLIS AND FUTUNA	467 - WEST BANK AND GAZA STRIP (PALESTINE) 693 - WESTERN SAHARA
700 - YEMEN	
705 - ZAMBIA	511 - ZIMBABWE
999 - NOT REPORTED	

## Appendix B- OCAS Data Usage

The following details are used to match applicants to their grades in the Online Application:

- Ontario Education Number (OEN)
- Legal Surname
- Legal First Name
- Date of Birth
- Postal Code

OCAS does not accept the default value of all zeroes for OEN.

Course Mident – Default value of '000000' will be forwarded to the colleges

Home School Indicator – not used by OCAS

## Appendix C- OUAC Data Usage

1. **City** - Will be truncated to 29 characters.
2. **Credit Value** - See the following list 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 “I”, “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 table:

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	5	Convention Refugee (Protected Person)
9	4	No Status

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.)

**Grad Status Code value 1 will be defaulted to 4** (OSSD already achieved under OSS.)

**Grad Status Code value 2 will be defaulted to 5** (Will achieve OSSD under OSSS by the 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. (M)idterm 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 “S” and “N” will be changed to “Another Gender Identity” and “blank”, respectively. Applicants can amend 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.

When an entire file is processed without error the File Upload Report will display "No errors found in data".

The following table describes the various error messages that might be displayed 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's name, student number, application number, and course impacted.

<b>Error Message</b>	<b>Explanation</b>
Invalid first language code	The 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	The 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	The data file contains an invalid province code. A valid code will Alphanumeric and UPPER CASE. For example, 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.	The data file contains an invalid course code (for example, 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> .  To have a course added to the OCAS database, forward a copy of the Ministry course approval for locally developed courses to OCAS.
Duplicate course and completion date.	The data file contains a duplicate course and completion date for the course indicated. (Possibly an insert and delete in the same file.) OCAS cannot process duplicate records; therefore, the course and/or updates to the course CANNOT be forwarded to the colleges.
Invalid completion date.	The 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. (For example, the end of August).
Invalid credit value.	The data file contains an invalid credit value for the course indicated. Credit values must be numeric and greater than 0.1. Non-credit courses, such as "K" courses, must have a credit value of zero.
Credit value must be zero for course with failing mark.	The data file contains an invalid credit value for the course indicated.  A failing grade was reported; therefore, the credit value must be zero.



<b>Error Message</b>	<b>Explanation</b>
Credit value must be zero for Repeat or Withdrawn course.	The data file contains an invalid credit value for the Repeated or 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.	The data file contains an invalid grade type for the Repeated or 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.	The data file contains an invalid or blank course language code for the course indicated.
Grade Type must be (F)inal for equivalent credits.	The 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 %.	The 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.	The 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; it cannot be blank.
Final grade expected for this course.	The 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.	The 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.	The 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.	The 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.	The 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.	The 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.	The 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.	The 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.	The 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; it cannot be blank.
Grade Type of (F)inal reported; final grade achieved. Course completion date cannot be a future date.	The 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.	The data file contains an invalid entry in the note field for the course indicated. The following values are acceptable: a space, S, M, I, F, C, A, H, X, B.

Error Message	Explanation
Invalid OSSD Issue Date. The correct format is YYYYMM.	The data 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; it cannot be blank.
This transmission attempts to overwrite an existing valid OSSD issue date with an invalid date. The date remains '#####'.	The 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 '#####'.	The 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.	The data 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; it cannot be blank.
This transmission attempts to overwrite an existing valid OSSC issue date with an invalid date. The date remains '#####'.	The 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 '#####'.	The 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.
Invalid course note 'T' for dual credit course.	The data file contains an invalid note 'T' for dual credit course code. Dual credit course code ending with '4T or 4Y'.

## Appendix E- OUAC Error Codes

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

<b>ERROR MESSAGE</b>	<b>Error or Warning Number</b>	<b>OUAC SOLUTION</b>
Parsing Failed	N/A	This occurs when you are attempting to process a file. Typical causes: Incorrect record length (often due to invalid completion date data) Missing the line endings <CR><LF>
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 no PIN generated and no updates are made.
Invalid OEN	Error 2004	School must correct. No PIN generated, and no marks recorded.
OEN already exists		This is caused by one of the following: The OEN is already on file for another student 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.
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 grade 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.

ERROR MESSAGE	Error or Warning Number	OUAC SOLUTION
		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- 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 processed file is received from a school other than their home school.

## Appendix G – 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 H – Vendors

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