Forest Heights
Collegiate Institute

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Thursday, February 12, 2015

Dear Parent/Guardian:

On Thursday, March 26th, students who entered Grade 9 during the 2013-2014 school year will write the Ontario Secondary School Literacy Test (OSSLT), as well as senior students who have yet to complete this graduation requirement.

The literacy test, administered by Ontario's Education Quality and Accountability Office (EQAO), is used to determine whether a student has the literacy (reading and writing) skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by *The Ontario Curriculum* across all subjects up to the end of Grade 9. The successful completion of this test or the Ontario Secondary School Literacy Course is a requirement for the Ontario Secondary School Diploma.

In order to create a positive environment that will optimize the conditions for successful completion of the OSSLT, the instructional school day for all students at FHCI has been modified. The following is the timetable for March 26th:

Regular Schedule	***Location: Assigned Classrooms***	
Instructions	10 minutes	8:20 – 8:30
Booklet 1	75 minutes	8:30 – 9:45
BREAK	**15 minutes**	**9:45 – 10:00**
Booklet 2	75 minutes	10:05 – 11:20
Survey	10 minutes	11:20 – 11:30
LUNCH	**60 minutes**	**11:30 – 12:30**
Tutorial Session A for Periods 1 and 2	60 minutes	12:30 – 1:30
Tutorial Session B for Periods 3 and 4	60 minutes	1:30 – 2:30

ESL Location: Rms 9-1, 9-2, 9-3	***SPED Location: Library***	
Instructions	10 minutes	8:20 – 8:30
Booklet 1	75 minutes	8:30 – 9:45
Booklet 1 (Extended Time)	75 minutes	9:45 – 11:00
BREAK / LUNCH	**30 minutes**	**11:00 – 11:30**
Booklet 2	75 minutes	11:35 – 12:50
Booklet 2 (Extended Time)	75 minutes	12:50 – 2:05
Tutorial / Remediation	25 minutes	2:05 – 2:30

It is important to note the following about the day's structure:

• Students not writing the test will only have access to the cafeteria, while the test is in progress, for quiet, independent study. As most school staff will be involved in administering the test, there will be **no regular classroom instruction in the morning**. The library will be unavailable for the entire day as this space is required to support the administration of the test. School buses will run only at their regular times.

• Once regular administration of the test has been completed, teachers will be available in the afternoon to provide all students with tutorial assistance in all subjects and at all grade levels. The location of that assistance will be posted on the school web site and will be posted for students before March 26th. Regular attendance reporting procedures remain in effect for this day, in that any student who does not attend will be marked absent.

These adjustments have been made across the Waterloo Region District School Board in order to facilitate the administration of the OSSLT in a manner that provides for the best conditions possible for the students who are writing. If you have any concerns or questions regarding the Literacy Test, or the schedule for March 26th, please feel free to contact either Mr. Bill Lemon (Principal) or Mr. Darcy Mintz (Vice-Principal) at 519-744-6567.

Yours truly,

Mr. B. Lemon
Principal

Waterloo Region
District School Board