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Subject **ONTARIO STUDENT RECORD (OSR)**

References *Child and Family Services Act*
Education Act
Municipal Freedom of Information and Protection of Privacy Act
Guidelines to the Provincial Report Cards, Grades 1-8 and 9-12,
Ministry of Education
Ontario Student Record (OSR) Guideline, 2000
Ontario Student Transcript (OST) Manual, 2003
Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario
Secondary Schools, Ministry of Education, Policy/Program Memorandum No. 129
APM A7050 - Admission of Students

Links FORM A7610 – 1; FORM A7610 – 2
www.edu.gov.on.ca (OSR GUIDELINE)

Contact School Services

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1. Establishment of the Ontario Student Record (OSR)

- 1.1 The Ontario Student Record (OSR) is the record of a student's educational progress through Ontario schools. Section 266(2) of the *Education Act* states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. The authority for the collection and use of information contained in the OSR is also specified in the *Education Act*. An OSR will be established for each student who enrolls in a school operated by the school board or the Ministry of Education. Each student and parent(s)/guardian(s) of a student who is not an adult must be informed of the purpose and content of the OSR and the conditions of access at the time of first enrolment. (See FORM A7610 - 1 for a sample Notification of Information to Students and Parents/Guardians of Students Under 18.)
- 1.2 Each student and the parent(s)/guardian(s) of a student who is not an adult (that is, a student under the age of 18) have access to all of the information contained in the OSR.
- 1.3 If an OSR folder is lost or inadvertently destroyed, a new OSR folder will be created. Previous information can be obtained from the current office index card and, if applicable, from the card(s) at the previous school(s). A notation will be made in the margin on the front of the new OSR folder that gives the date on which the new folder was created and the reason.

2. Responsibility for the OSR

- 2.1 The Board authorizes principals to designate office staff, subject to the approval of the superintendents of education, to be responsible for the establishment and maintenance of OSRs.
- 2.2 The designation of office staff shall be based on position and not by name.
- 2.3 It is the duty of the principal of a school to establish, maintain, retain, transfer and dispose of a record for each student enrolled in the school in compliance with the board's procedures and the ministry guidelines; ensure that the materials in the OSR are collected and stored in accordance with the board's procedures and the ministry's guidelines; ensure the security of the OSR; and ensure that all persons specified by the board to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions in the *Education Act* and the *Freedom of Information and Protection of Privacy Act*.



3. Components of the OSR

The OSR consists of the following components, all of which are accessible to the student and/or the parent(s)/guardian(s) until the student reaches the age of 18: an OSR folder; report cards; an Ontario Student Transcript, where applicable; a documentation file, where applicable; and an office index card; and may have additional information identified by the Board and contained in the OSR folder, or maintained separately by teachers or administrators.

3.1 The OSR Folder

Principals must establish an OSR folder, Form 1A for students enrolling in school for the first time after September 1, 1985. For students attending school who enrolled in school before that date, the OSR Folder, Form 1 must be adjusted to correspond to Form 1A. (See the Ministry's OSR Guideline, September 2000 for sample forms and for details regarding the procedures to be followed when entering information). Where appropriate, copies of immigration/citizenship status will be included in the OSR folder.

3.2 Report Cards

Report cards will be issued in compliance with the Ministry of Education's *Guide to the Provincial Report Card, Grades 1-8* and the *Guide to the Provincial Report Card, Grades 9-12*.

3.2.1 A completed Provincial Report Card, Grades 1-8, (all three pages) or an exact copy of it, will be filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period at the time of his/her transfer to another school; at the time of his/her retirement from school; or at the end of each of three reporting periods, the first to occur during the fall.

3.2.2 A completed Provincial Report Card, Grades 9-12 (all three pages), or an exact copy of it, will be filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period at the time of his/her transfer to another school; at the time of his/her retirement from school; two times in each semester for semestered schools, the first to occur during the fall; or at the end of each of three reporting periods, the first to occur during the fall, for non-semestered schools.



- 3.2.3 The Provincial Report Cards 1-8 and 9-12, or exact copies of them, will be forwarded to the parent(s)/guardian(s) of a student who is not an adult, or to the adult student.
- 3.2.4 The Board may develop and use its own report card for students in junior kindergarten/kindergarten. In addition, the Board may use its own report cards for students with an Individual Education Plan (IEP) as indicated in the Ministry Report Card guideline documents mentioned above.
- 3.2.5 For those grades where there is no Provincial Report Card, and under conditions indicated in 3.2.4, the Board will approve for use in its schools, report cards that will satisfy the conditions outlined in both the appropriate Ministry Report Card and OSR guidelines.

3.3 The Ontario Student Transcript (OST)

- 3.3.1 The OST is part of the OSR. The requirements for the OST and a sample are outlined in the *Ontario Student Transcript Manual: 2003* document. The OST is a cumulative and continuous record of a student's successful completion of Grades 9 and 10 courses; successful and unsuccessful attempts at completing Grades 11 and 12 courses, and completion of other diploma requirements.
- 3.3.2 When the OST is maintained as a hard copy, it should be filed in the OSR folder. When it is maintained electronically, a hard copy must be produced and maintained in accordance with the Ministry's OST Manual.

3.4 Documentation File

When a documentation file is required, it will be kept in the OSR folder. All items in the documentation file must be signed, dated by the person responsible for maintaining the document, and arranged chronologically with the most recent at the front of the file.

- 3.4.1 A documentation file shall be established for storing the following documents:
 - 3.4.1.1 verification of custody orders;
 - 3.4.1.2 verification of a change of surname in accordance with the law of the province, state, or country. Upon request, the principal will change the surname of the student on all components of the



OSR so that the record will appear as if it were originally established in the new surname;

- 3.4.1.3 statutory declaration;
- 3.4.1.4 written requests to be named by repute. These requests may only be effected by the written consent of the student when he/she is 12 years of age or older. On written request from an adult student or the parent(s)/guardian(s) of a student who is not an adult that the student be identified by a surname other than the legal surname, and when the student is known by a surname other than his/her legal surname, the surname is a name obtained by repute, and the use of the surname is in the student's best interests, the principal will record the requested surname on the OSR in addition to the legal surname of the student. The OSR shall be filed under the new surname with the legal name enclosed in brackets;
- 3.4.1.5 documentation which establishes that a student has had his/her surname changed by marriage. The principal will file the document, a copy of the document, or a verification of his/her knowledge of the document, in the documentation file and will change the surname of the student on all current and future components of the OSR;
- 3.4.1.6 the statement of decision of an Identification, Placement, and Review Committee (IPRC); the recommendation of a special education appeal board and the decision of the school board special education tribunal's decision regarding identification and/or placement, where applicable;
- 3.4.1.7 an IEP for a student receiving special education programs and services;
- 3.4.1.8 an Intensive Support Amount (ISA) status form;
- 3.4.1.9 special education forms as noted on the Board's form distribution list;
- 3.4.1.10 educational, psychological, and health assessments by the Board and other parties;



- 3.4.1.11 completed Ministry Violent Incident Forms containing a description of the violent incident (See APM A7100 for information regarding the timelines for removal of such information from the student's OSR.);
- 3.4.1.12 a copy of board letter(s) to the student and/or parent(s)/guardian(s) regarding suspension(s)/expulsion;
- 3.4.1.13 Supervised Alternative Learning For Excused Pupils (SALEP) committee reports;
- 3.4.1.14 letters of request for a correction to, or a deletion from, the OSR where the request has not been granted;
- 3.4.1.15 Special Needs Committee minutes;
- 3.4.1.16 Early Identification records;
- 3.4.1.17 a permission for assessment form;
- 3.4.1.18 documentation dealing with home schooling, home instruction and temporary absence;
- 3.4.1.19 reports of physical restraint (See APM A1440).

3.4.2 The following documents may be stored in the documentation file: copies of letters of reference from school personnel; letters and forms outlining school and community activities; and student photographs (dated).

3.4.3 When a documentation file is required, it will be kept in the OSR folder. All items in the documentation file must be signed, dated by the person responsible for maintaining the document, and arranged chronologically with the most recent at the front of the file.

3.5 The Office Index Card

The office index card provides the school with immediate access to information about a student. It must remain at the school for 55 years after the student retires from the school. The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.



Elementary Schools

Elementary schools will use the Simcoe County District School Board Office Index Card (APPENDIX A). These are available from School Services at the Education Centre.

Secondary Schools

Secondary schools will use the Office Index Card that is part of the Secondary Administrative System (SAS). This card will be used for all active students. At the end of each school year a hard copy of the card will be generated for each student who has retired from the school. This copy must be retained in the school for 55 years. Information for the Office Index Card is obtained from the Secondary School Registration Form (FORM A7610 - 2) and transferred onto SAS. Registration forms must also be retained for 55 years and separate from the OSR.

3.5.1. The following shall be recorded on the student's office index card:

- 3.5.1.1 the full name of the student, as recorded on the OSR folder;
- 3.5.1.2 the number assigned to the student by the school or school board, where applicable;
- 3.5.1.3 a Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the Ministry, where applicable;
- 3.5.1.4 the gender of the student;
- 3.5.1.5 the student's date of birth (year, month, day);
- 3.5.1.6 the name(s) of the student's parent(s);
- 3.5.1.7 if applicable, the name(s) of the individual(s) who has (have) custody of the student;
- 3.5.1.8 the student's current address and home telephone number, as well as an emergency number if one has been provided;
- 3.5.1.9 the dates (year, month, day) on which the student enrolls in the school, transfers from the school, and/or retires from school;

3.5.1.10 the student's current status regarding suspension or expulsion;

3.5.1.11 the name and address of the school to which the student transfers and the date on which the OSR is transferred;

3.5.1.12 the student's address on the date of transfer or retirement;

3.5.1.13 the name and address or some other means of identification of the school from which the student is transferring or retiring.

3.5.2 The following information may be included as part of the office index card:

3.5.2.1 bus routes;

3.5.2.2 languages other than English spoken at home by parent(s) or student;

3.5.2.3 class placement of the student (i.e. grade, homeroom, teacher);

3.5.2.4 health concerns likely to interfere with achievement. (This needs the consent of the student or parents(s)/guardian(s) if the student is under 16 years of age.);

3.5.2.5 permission for the principal or designate to seek medical assistance.

3.5.3. When a student transfers to another school, or to a private, federal, or First Nation school, or retires from school, the office index card will be stored at the sending school for a minimum of fifty-five years as per item 8.3.

3.6 Student Record of Accumulated Instruction in French as a Second Language

An individual record of accumulated instruction in French as a second language will be established and maintained for each student enrolled in a elementary school.

The record will be kept on a card that is identical to the one in Appendix F of the Ministry's OSR Guideline, 2000 and will include all of the information required for each entry.



- 3.6.1. An entry will be made on the record at the end of a school year, a semester, or a summer course; when a student transfers to another school, including a private, federal, or First Nation school; and when a student retires from school.

- 3.6.2 If a student has had previous instruction in French, but no record is available, the entries on the card must be started at least from the date of enrolment in an Ontario school. A note will be made on the first lines of the instruction card indicating what is known about a student's previous instruction in French as a second language and in other subjects taught in French. If the number of accumulated hours must be estimated, an annotation must indicate that the figure is approximate.

- 3.6.3 The student record of accumulated instruction in French as a second language will be transferred with the transfer of the OSR.

- 3.7 Prior Learning Assessment and Recognition (PLAR) Challenge for Credit Cumulative Tracking Record
 - 3.7.1 If a secondary school student challenges for credit a Grade 10, 11, or 12 course through the PLAR challenge process, a record of all credits earned in Grades 10, 11, and 12 and attempted Grades 11 and 12 courses will be established and will be maintained in the student's OSR.

 - 3.7.2 The student's passing or failing percentage grade, or withdrawal from the challenge process must be entered on the "PLAR Challenge for Credit: Cumulative Tracking Record" (See Appendix K of the Ministry's OSR Guideline, 2000).

 - 3.7.3 If a student earns a credit through the challenge process in a school outside his/her regular school (the one that maintains the OSR), the principal of the school outside the student's regular school will use the "Interim Tracking Record" form (provided in the Ministry's PPM No. 129) to communicate the results of the student's challenges for credit to the school that maintains the OSR. The principal of the student's regular school will enter the information on the "Cumulative Tracking Record" form in the student's OSR.

 - 3.7.4 Only the "Cumulative Tracking Record" form will be maintained in the student's OSR.

- 3.8 Additional Information Identified by the Board



- 3.8.1 In addition to the items in 3.4.1, the following documents shall be stored in the OSR:
- 3.8.1.1 credit substitution statements (secondary);
 - 3.8.1.2 correspondence with the parent(s)/guardian(s), if such is, in the opinion of the principal, for the improvement of instruction of the student;
 - 3.8.1.3 letter of permission for a day school student to take a night course;
 - 3.8.1.4 suspension letter(s) and appeal decisions;
 - 3.8.1.5 expulsion decisions;
 - 3.8.1.6 parent conference/response form of the Ministry's provincial report cards;
 - 3.8.1.7 subject drop/change forms;
 - 3.8.1.8 attendance referrals;
 - 3.8.1.9 consent to access to OSR forms;
 - 3.8.1.10 out of area request forms;
 - 3.8.1.11 progress reports for guidance services (secondary);
 - 3.8.1.12 total credit equivalency of a student's previous learning, and the number of compulsory and optional credits still to be earned, for a student transferring from a non-inspected private school or a school outside Ontario;
 - 3.8.1.13 student transfer forms;
 - 3.8.1.14 referrals to attendance counsellors;

- 3.8.1.15 requests for transfer of OSR;
- 3.8.1.16 waiving of prerequisite form (secondary);
- 3.8.1.17 completion of community involvement activities form;
- 3.8.1.18 copy of the Ontario Secondary School Literacy Test results as well as exemptions and deferrals;
- 3.8.1.19 principal's inquiry package;
- 3.8.1.20 School Immunization History issued by Simcoe County District Health Unit.

3.8.2 Every principal will ensure that no OSR discloses the contravention or alleged contravention by a student of any statute or regulation to which the *Youth Criminal Justice Act* or Part V-A of the *Provincial Offences Act* applies, or the disposition of any proceedings brought under those statutes or regulations.

3.8.3 If any entry in an OSR does disclose such information, the principal of the school in which the student is enrolled will ensure that the entry is altered appropriately or deleted from the OSR.

4. Access to the Ontario Student Record

- 4.1 OSRs of students currently enrolled in a school shall be kept in a lockable filing cabinet/room in the school office as designated by the principal.
- 4.2 Confidentiality of information contained in the OSR must be maintained in adherence with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.
- 4.3 All persons except the teachers and the principal of a school, and supervisory officers, require informed written consent of a student of any age, or the student's parent(s)/guardian(s) if the student is less than 18 years of age, before accessing the student's OSR.
- 4.4 A teacher is a person who holds a valid certificate of qualification or a letter of standing as a teacher in an elementary or secondary school in Ontario.



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- 4.5 Support staff requires informed written consent of a student of any age or the student's parent(s)/guardian(s) if the student is less than 18 years of age, before accessing a student's OSR.
- 4.6 Written permission shall be for a specified period of time and for a specified purpose.
- 4.7 Requests for OSR Documents
- 4.7.1 When first presented with a request which is neither a court order nor a search warrant, the principal is to suggest to the third party that he/she obtain a release from the parent/guardian or pupil. If a release is provided, copies of the requested documents may be released and the obligations with respect to the statutory privilege are fulfilled. Originals should not be provided to third parties.
- 4.7.2 A court order or search warrant requires the production of the documents named to the individual presenting the order or warrant. In most cases, the issue of the *Education Act* privilege protecting the OSR from disclosure will have been considered by a judge at the time of the court order or warrant, which overrides the privilege.
- 4.7.3 A summons and a subpoena require an individual to attend court or a hearing with the documents requested in the summons or subpoena, and to testify as to the contents. The determination of whether the *Education Act* privilege protecting the disclosure applies and therefore, whether the documents are required to be disclosed in the proceedings, is made when the individual attends court. When a principal is given a summons or subpoena, a letter (APPENDIX B) should be sent immediately to the person issuing the summons or subpoena to advise them of the *Education Act* privilege.
- 4.7.4 If a release cannot be obtained, there are certain obligations on the part of the board with respect to the protection of privilege. The principal should contact his/her superintendent of education for advice in this situation.
- 4.7.5 *Child and Family Services Act* Provisions
- 4.7.5.1 A Director appointed under the *Child and Family Services Act*, or a Children's Aid Society is entitled to apply to a court to obtain a record or part of a record from the person who is in possession or control of the record.



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- 4.7.5.2 The Court shall issue an order requiring that the record be produced for inspection where it is satisfied that the record contains information that may be relevant to a consideration of whether a child is suffering abuse or is likely to suffer abuse, and where the person in possession or control of the record has refused to permit inspection of the record.
 - 4.7.5.3 During any proceeding conducted under the *Child and Family Services Act*, the court has the general authority to summon any individual to testify before it and to produce any document it has ordered that person to produce.
 - 4.7.5.4 A principal should only produce a record in a proceeding under the *Child and Family Services Act* when required to do so pursuant to a court order.
 - 4.7.5.5 A principal required to produce an OSR and give evidence at a proceeding under the *Child and Family Services Act* (pursuant to a summons issued under the court's general powers under this Act) should not produce the documents until after asserting the privilege in the *Education Act* while attending in court and being requested by a judge to disclose the documents. In order to save time, it is best to appear at the proceeding with the documents and one set of photocopies available.

4.7.6 Civil Court Proceedings

- 4.7.6.1 On occasion, requests for information may be made by a plaintiff or a defendant in a civil proceeding, for example, one involving an insurance claim on behalf of an injured student. In such cases, the principal should inform counsel for the defence of the *Education Act* privilege. The record should only be produced if a court order accompanies the request. It is recommended that if the documents are produced, they be sealed in the event that there is a question as to whether or not the Court has considered the *Education Act* privilege.
- 4.7.6.2 Where a summons is received for a principal or board employee to attend at a civil court proceeding or at a hearing by an administration board (i.e. an arbitration hearing), the principal should not produce OSR documents until after asserting the *Education Act* privilege while attending in court and requested by a judge to disclose them. The principal should have the documents and one set of photocopies available. In these cases, the principal shall request the assistance of the superintendent of education, as legal counsel may be required since the act under which the



proceeding is being held will likely not override the *Education Act* privilege and the documents may be required to be protected against disclosure.

4.7.7 Criminal Court Proceedings

4.7.7.1 In criminal proceedings, the Board may be faced with a court order, search warrant or subpoena with respect to the OSR;

4.7.7.2 If presented with a court order or search warrant, the documents listed in the order or warrant must be produced. The pupil and parent/guardian should be advised that the order or warrant has been served upon the Board and that the Board has complied through the principal (APPENDIX C).

4.7.7.3 With respect to a subpoena, the same procedures apply as with a summons under the *Child and Family Services Act* and a summons in civil proceedings. The person in receipt of a subpoena should bring the documents, including one set of photocopies, to the court and inform the judge of statutory privilege. The pupil and parent/guardian should be notified that the board employee will be attending at court and producing the OSR documents in compliance with the subpoena.

4.7.8 Documents Not Protected by the *Education Act* Privilege

4.7.8.1 Requests may sometimes be received for all information regarding a student, not just information contained in the OSR. This may include requests for a teacher's anecdotal notes about a student or the student's work, such as essays and diaries, neither of which are part of the OSR. This information is not protected by the *Education Act* privilege.

4.7.8.2 The principal shall produce this information for the person who presents a court order or a search warrant. The principal shall seek assistance through the superintendent of education, since legal advice may be required to review the order or warrant and the documents produced, especially if there is any concern that they may form part of the OSR.

4.7.8.3 When presented with a summons or subpoena for this kind of information, it is recommended that the information only be produced in court upon attendance by the principal or other board employee. If there are concerns about releasing the documents, or the scope of the summons or subpoena, the principal should seek assistance from his/her superintendent of education.

4.7.9 Summary

- 4.7.9.1 Any request made for access to the OSR that is not pursuant to a court order or search warrant must be accompanied by the appropriate release from the parent/guardian or student.
- 4.7.9.2 OSR documents must be released if a court order or search warrant is presented.
- 4.7.9.3 If a summons or a subpoena is presented, the OSR should only be released to the court when the principal or other board employee attends court. The principal should inform the person presenting the summons or subpoena, usually a lawyer, that the required release should be obtained and that the documents will not be released prior to the hearing.
- 4.7.9.4 The principal should seek the advice/assistance of his/her superintendent of education if in doubt as to what actions to take.
- 4.7.9.5 The restrictions imposed by the *Municipal Freedom of Information and Protection of Privacy Act* apply.

5. Use and Maintenance of the OSR

- 5.1 Written information about a student shall be kept in the OSR folder, on the office index card, or in the documentation file. (Note: The kinds of information that shall/may be kept in the OSR are listed in item 3 of this procedure). This does not restrict the following, which are also accessible to students and legal custodians of students under the age of 18, but are not part of the OSR: the maintenance by teachers of sufficient samples of student work; anecdotal and other records to assess student progress throughout the year; the maintenance by the administrators of attendance records; and records of incidents regarding discipline and deportment involving students.

6. Transfer of the OSR

- 6.1 When a student transfers to another school in Ontario, the receiving school must be sent written notification of the student's transfer (See Appendix G of the Ministry OSR Guideline, 2000), indicating that the student's OSR will be sent upon receipt of an official written request. (See Appendix H of the *Ministry OSR Guideline, 2000.*)
- 6.2 If the original OSR is being transferred to a school in another board, to a private, federal, or First Nation School, or to a Provincial or Demonstration School, it must be



transferred by Priority Post or an equivalent delivery method approved by the Board that maintains confidentiality and guarantees prompt delivery.

- 6.3 If transmitting OSR information electronically or by facsimile, arrangements must be made to ensure the secure and confidential transfer of the information.
- 6.4 Before transferring an original OSR to a school operated by another school board in Ontario, or to a Provincial or Demonstration School in Ontario, the principal must receive a written request from the principal of the receiving school. (See Appendix H of the *Ministry OSR Guideline, 2000*)
- 6.5 Before transferring an original OSR to an inspected private school, a non-inspected private school, a federal, or First Nation school in Ontario, the principal must have received a written request for the information from the receiving school (See Appendix I of the *Ministry OSR Guideline, 2000*), in which the school agrees to accept responsibility for the OSR and to maintain, retain, transfer and dispose of the OSR; and a written statement indicating consent to the transfer, which is signed by the parent(s)/guardian(s) of the student if the student is not an adult, or by the adult student.
- 6.6 An original OSR may not be transferred outside Ontario. Only an exact copy of the OSR may be sent to the principal of an educational institution outside Ontario after the principal who is responsible for the OSR has received a written request from the principal of the educational institution outside Ontario and a written statement indicating consent to the transfer, which is signed by the parent(s)/guardian(s) of the student if the student is not an adult, or by the adult student.
- 6.7 An OSR may leave the school when it is requested by a supervisory officer, in which case it shall be delivered by the principal to the supervisory officer who shall assume responsibility for its security once it has been received.

7. Retirement of a Student

- 7.1 A student retires from school when he/she ceases to be enrolled in school. A student is not considered to have retired if he/she withdraws for a temporary period with the written consent of the principal or transfers to another school in Ontario.
- 7.2 When a student retires from the school which has maintained the student's OSR, the principal will give an up-to-date copy of the student's Ontario Student Transcript, if applicable, and the information and materials stored in the OSR folder which are not required to be retained under the *Ministry OSR Guideline, 2000*, to the parent(s)/guardian(s) of the student if the student is not an adult, or



to the adult student.

8. Retention, Storage, and Destruction of Information in the OSR

8.1 The *Municipal Freedom of Information and Protection of Privacy Act* requires that personal information about a student which has been used by a school be retained for at least one year after use, unless the principal receives written consent to its earlier disposal from a student of any age, or a legal custodian of a student who is less than 16 years of age.

8.1.1 Suspension letters and appeals to suspensions shall only be removed from the OSR after careful scrutiny.

8.2 The following components of the OSR will be retained for five years after a student retires from school:

8.2.1 report cards;

8.2.2 the documentation file, where applicable (Please note that the Violent Incident Form is part of the documentation file.);

8.2.3 a record of French as a Second Language or Native as a Second Language Instruction (elementary only);

8.2.4 any additional information identified by the Board as being conducive to the improvement of the instruction of the student.

8.3 The following components of the OSR shall be retained for a minimum of fifty-five years after a student retires from school:

8.3.1 the Ontario Student Record folder

8.3.2 the Ontario Student Transcript

8.3.3 the office index card

8.3.4 all consent to access forms, legal orders and requests.



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- 8.4 The destruction of all or any part of the OSR when its retention is no longer required as outlined above, shall be by shredding, under conditions that ensure the complete and confidential disposal of the record.
- 8.5 The principal shall establish a procedure by which guidance and/or classroom teachers review OSRs and recommend the removal of information no longer considered to be conducive to the improvement of instruction of the student.
- 8.5.1 The principal then shall determine what is to be removed and destroyed or given to the student or his/her legal custodian.
- 8.5.2 This shall be carried out:
- 8.5.2.1 five years following the pupil's retirement
- 8.5.2.2 before the OSR is transferred to another school.
- 8.5.3 Information about special education students shall remain intact until consultation occurs with a supervisory officer.

9. Correction or Removal of Information in the OSR

Requests by a parent/guardian or adult student for corrections or removal of information from an OSR shall be made in writing to the principal who shall proceed in accordance with the *Education Act*, section 266(4) and the *Ministry OSR Guideline, 2000*.

10. Change of Surname

For information on requests for change of surname by repute, by law or by marriage, refer to Section 3.4 on the documentation file in this administrative procedure, as well as to the *Ministry OSR Guideline, 2000*.

11. Continuing Education Records

- 11.1 For each student enrolled in a school board continuing education course or program for the purpose of achieving an Ontario secondary school credit(s), the board's principal of continuing education will ensure the establishment of an office index card in accordance with the Ministry OSR Guideline, 2000, Section 11.
- 11.2 The Ontario Student Transcript will be maintained by the board's principal of continuing education. If, however, the student is also enrolled in a day school



program, the principal of continuing education will forward information on credits earned to the principal of the day school program for inclusion on the student's OST.

First Issued

January 1, 1991

Revised

February 22, 1993; August 1, 1993; October 30, 2003;

Issued under the authority of the Director of Education



OFFICE INDEX CARD

STUDENT (Surname, First, Middle)		SEX M F	SCHOOL NAME, ADDRESS, POSTAL CODE													
BIRTHDATE (Yr./Mo./Day)	Verification Source	Initial	STUDENT M.I.N. (Ministry Identification Number) / O.E.N. (Ont. Edu. Number)													
FATHER'S NAME	Bus #	Home #	<table border="1"> <tr> <th colspan="3">CLASS PLACEMENT</th> </tr> <tr> <th>ENTRY DATE and LEAVE DATE</th> <th>GRADE</th> <th>PRINCIPAL</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		CLASS PLACEMENT			ENTRY DATE and LEAVE DATE	GRADE	PRINCIPAL						
CLASS PLACEMENT																
ENTRY DATE and LEAVE DATE	GRADE	PRINCIPAL														
MOTHER'S NAME	Bus #	Home #														
GUARDIAN'S NAME	Bus #	Home #														
ADDRESS		STUDENT IDENTIFICATION: Indian, Metis, or Inuit? <input type="checkbox"/> No <input type="checkbox"/> Yes														
LOT/STREET NO.	STREET	STUDENT IDENTIFICATION: What is the student's name? _____														
APT. NO.	CONC. NO.	STUDENT IDENTIFICATION: What is the student's name? _____														
CITY/TWP.	POSTAL CODE	STUDENT IDENTIFICATION: What is the student's name? _____														
HOME PHONE NO.	AREA ()	STUDENT IDENTIFICATION: What is the student's name? _____														
Language other than English spoken at home by parents or student.		STUDENT IDENTIFICATION: What is the student's name? _____														
HEALTH CONCERNS (likely to be present): <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Vision <input type="checkbox"/> Speech <input type="checkbox"/> Allergies <input type="checkbox"/> Hearing Other: _____		STUDENT IDENTIFICATION: What is the student's name? _____														
REMARKS/PROCEDURE		STUDENT IDENTIFICATION: What is the student's name? _____														
Consent to include information: _____ Signed _____		STUDENT IDENTIFICATION: What is the student's name? _____														
CUSTODY STATUS <input type="checkbox"/> Both Parents, <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (specify relation to student) _____		STUDENT IDENTIFICATION: What is the student's name? _____														
PROOF OF CUSTODY: <input type="checkbox"/> IN O.S.R. <input type="checkbox"/> VERIFIED (SOURCE) _____ INITIAL _____		STUDENT IDENTIFICATION: What is the student's name? _____														
EMERGENCY CONTACT: NAME _____ PHONE _____		STUDENT IDENTIFICATION: What is the student's name? _____														
RELATIONSHIP TO STUDENT (SPECIFY) _____		AUTHORIZED TO COLLECT CHILD FROM SCHOOL <input type="checkbox"/> YES <input type="checkbox"/> NO														
FAMILY DOCTOR _____ PHONE _____		STUDENT IDENTIFICATION: What is the student's name? _____														
LAST SCHOOL ATTENDED:	DATE OF LEAVING LAST SCHOOL	CURRENTLY ON SUSPENSION OR EXPULSION <input type="checkbox"/> YES <input type="checkbox"/> NO														
ADDRESS (POSTAL CODE)		SCHOOL PHONE														
I have read the OSR Guidelines on the back of this registration form and certify that the information I have provided for the OSR is current to the best of my knowledge.																
Parent/Guardian (Please print) _____																
Parent/Guardian Signature _____ Date _____																
TRANSFER OF STUDENT RECORD FOLDER		OFFICE USE ONLY														
Date OSR Requested _____	Date OSR Received _____	<input type="checkbox"/> RESIDENT <input type="checkbox"/> NON RESIDENT														
OSR SENT TO:		Source _____														
School _____		ENROLMENT DATE _____														
Address _____		WHITE-SCHOOL COPY YELLOW-PARENT/GUARDIAN GREEN-MEDICAL OFFICER OF HEALTH														
Date OSR Sent _____	TRANSFER/RETIREMENT DATE _____															

Personal information collected on this form is gathered under authority of Part II of the Municipal Freedom of Information and Protection of Privacy Act, 1999, and will be used to establish the Ontario Student Record (OSR), the Ontario Student Office Record (OSOR), compile emergency contact lists and administer health and first aid services to the student.

The Office Index Card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.



GUIDELINES – ONTARIO STUDENT RECORD

The creation and purpose of the Ontario Student Record (OSR) is to be made known to students and parents/guardians at the time of registration.

The information contained on this registration form will be recorded on the OSR folder, and will form the basis for the Office Index Card (Ontario Student Office Record). This information may also be kept in the office computer. The Office Index Card **must be kept in a separate folder** and filed in the office filing cabinet. When a student transfers to another school, or to a private, federal, or First Nation school, or retires from school, the office index card will be stored at the sending school.

Current OSRs are maintained in the school office or guidance office by designated clerical staff. The OSR contains information available only to supervisory officers and the principal and teachers of the school for the improvement of instruction of the student.

The OSR is required by the Ministry of Education under the “Ontario Student Record Guideline (OSR) 2002”.

The Ontario Student Record is made up of:

1. The OSR folder in Form 1 or Form 1A and place into this folder are:
 - reports cards;
 - Ontario Student Transcripts where applicable;
 - A Documentation file, where applicable;
 - A Student Record of Accumulated Instruction in:
 - (a) French As a Second Language and/or;
 - (b) Native As a Second Language.
 - Additional information identified by the Board as being conducive to the improvement of the instruction of the student.
2. An Office Index Card (**this card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school**).

Students and parents/guardians (until the student has reached the age of 18 years) may review the information contained in the OSR by contacting the school principal.

The following components of the OSR shall be retained at the school for fifty-five years after a student retires from school:

- the OSR folder
- Ontario Student Transcripts
- The Office Index Card

Other components of the OSR such as the Documentation File will be retained for five years after the student retires from school to be destroyed or returned to the student (or parent/guardian if the student is under 18), if requested.

The destruction of the OSR contents, when no longer required, shall take place by shredding or incineration as per the *Municipal Freedom of Information and Protection of Privacy Act*.



**Notification of Information to
Students and Parents/Guardians of Students Under 18**

1. The Ontario Student Record (OSR) is the record of a student's educational progress through Ontario schools.
2. It is first established when a student enrolls in a school operated by a board.
3. The authority for its establishment for the collection and use of the information it contains is derived from the *Education Act*.
4. Each student and his/her parent(s)/ guardian(s), until the student reaches the age of 18, have access to all of the information contained in the OSR.
5. The principal and teachers of the school and supervisory officers have access to the information contained in the OSR for the purpose of improving the instruction of the student.
6. All other persons require the informed, written consent of the student of any age, or the legal custodian, if the student is under 16.
7. The procedures for maintaining the OSR comply with the *Municipal Freedom of Information and Protection of Privacy Act*.
8. Questions about the protection of confidentiality and access to the information contained should be directed to the:

School Services
Simcoe County District School Board
Education Centre
1170 Hwy 26
Midhurst, Ontario
L0L 1X0
Telephone (705) 728-7570

SECONDARY SCHOOL REGISTRATION FORM

TODAY'S DATE
(YYMMDDAY)

SCHOOL NAME

SIMCOE COUNTY DISTRICT SCHOOL BOARD ID NUMBER

STUDENT INFORMATION

STUDENT'S FULL LEGAL NAME

SURNAME

FIRST NAME

MIDDLE NAME

COMMON NAME (If Different From Above)

SURNAME

FIRST NAME

GENDER

M

F

DATE OF BIRTH:

(YYMMDDAY)

HOME TELEPHONE

()

UNLISTED

NO PHONE

COUNTRY OF ORIGIN:

DATE OF ENTRY

PROOF OF CITIZENSHIP

CITIZENSHIP:

CANADIAN CITIZEN

PERMANENT RESIDENT
(Landed Immigrant)

WORK PERMIT
(Parent)

STUDY PERMIT
(Parent)

REFUGEE

EXCHANGE

OTHER (Specify)

(eg. International Student)

FIRST LANGUAGE OF STUDENT

LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME BY LEGAL CUSTODIANS

MUNICIPAL ADDRESS

(APT.#)

STREET #

STREET NAME

CITY/TOWN/VILLAGE

POSTAL CODE

RURAL ADDRESS

LOT #

CON #

TOWNSHIP

ROAD NAME

COMPLETE MAILING ADDRESS (PO BOX, R.R.#, SITE #)

CITY/TOWN/VILLAGE

POSTAL CODE

911 EMERGENCY #

NAME OF LAST ELEMENTARY SCHOOL IF REGISTERING IN GRADE 9

LAST SCHOOL ATTENDED

GRADE

STREET #

STREET NAME

CITY/TOWN/VILLAGE

PROVINCE

POSTAL CODE

TELEPHONE

()

DATE OSR REQUESTED: (OFFICE USE ONLY)

TYPE

ELEMENTARY

SECONDARY

PRIVATE

OTHER

LAST DATE OF ENROLMENT

HAS THIS STUDENT EVER ATTENDED A SIMCOE COUNTY DISTRICT SCHOOL BOARD SCHOOL

YES

NO

IF YES, NAME OF SCHOOL

YEAR ATTENDED

WAS THE NAME OF THIS STUDENT THE SAME AS ABOVE? (SPECIFY OTHER NAME USED)

PROOF OF IMMUNIZATION: PROOF OF IMMUNIZATION IS REQUIRED FOR ALL STUDENTS NEW TO S.C.D.S.B.

PROOF OF IMMUNIZATION PROVIDED.

YES

NO

INITIALS OF PRINCIPAL

(A copy of this is forwarded to THE SIMCOE COUNTY HEALTH UNIT.) The Health Unit will review this information and will contact the student or parent if record reflects incomplete immunization. IF NO, HAVE STUDENT OR LEGAL CUSTODIAN CALL THE HEALTH UNIT.

Personal information on this form is collected by the Simcoe County District School Board under the authority of the *Education Act* (R.S.O. 1990) as amended, and the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990) and will be used to establish the Ontario Student Record (OSR), compile emergency contact lists and inform the Simcoe County Health Unit regarding immunization.

SIGNATURE

STUDENT (OR LEGAL CUSTODIAN IF STUDENT IS UNDER 18)

DATE

STUDENT'S NAME _____

IS THIS STUDENT CURRENTLY ON SUSPENSION, EXPULSION OR EXCLUSION?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT SUCCESSFULLY COMPLETED THE ONTARIO SECONDARY SCHOOL LITERACY TEST?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT COMPLETED 40 HOURS OF COMMUNITY SERVICE IF NO, HOW MANY HOURS HAS THIS STUDENT COMPLETED? _____ HOURS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAS THIS STUDENT BEEN IDENTIFIED IPRC?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PARENT/GUARDIAN INFORMATION (PLEASE PRINT)				Legal Custodian			
Legal Custodian				Legal Custodian			
NAME:	_____	NAME:	_____	_____	_____	_____	_____
	SURNAME FIRST NAME		SURNAME FIRST NAME				
RELATIONSHIP:	_____	RELATIONSHIP:	_____	_____	_____	_____	_____
ADDRESS: (COMPLETE IF DIFFERENT FROM STUDENT'S ADDRESS)	_____			ADDRESS: (COMPLETE IF DIFFERENT FROM STUDENT'S ADDRESS)	_____		
STREET	_____			STREET	_____		
TOWN/CITY	PROVINCE	POSTAL CODE	_____	TOWN/CITY	PROVINCE	POSTAL CODE	_____
TELEPHONE	AM ()	EXT.	_____	TELEPHONE	AM ()	EXT.	_____
	PM ()	EXT.	_____		PM ()	EXT.	_____
EVENING	()	EXT.	_____	EVENING	()	EXT.	_____
CELL	()		_____	CELL	()		_____
EMAIL	_____			EMAIL	_____		
PROOF OF CUSTODY:	<input type="checkbox"/> BIRTH CERTIFICATE	<input type="checkbox"/> CONSENT	<input type="checkbox"/> COURT ORDER	<input type="checkbox"/> OTHER (SPECIFY) _____			

PERSONS WITH RIGHT OF ACCESS TO STUDENT, (UNDER 16 YRS. OF AGE) IF NOT LISTED ABOVE. (PLEASE PRINT)			
NAME	_____	NAME	_____
RELATIONSHIP	_____	RELATIONSHIP	_____
ADDRESS	_____	ADDRESS	_____
TELEPHONE	() _____	TELEPHONE	() _____
ACCESS BY RIGHT OF	<input type="checkbox"/> BIRTH CERTIFICATE	<input type="checkbox"/> CONSENT	<input type="checkbox"/> COURT ORDER
	<input type="checkbox"/> OTHER (SPECIFY) _____		

EMERGENCY INFORMATION, (PLEASE PRINT)			
EMERGENCY CONTACT NAME	_____	TELEPHONE	() _____
RELATIONSHIP	_____		
AUTHORIZED TO COLLECT STUDENT FROM SCHOOL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
NAME OF FAMILY DOCTOR:	_____	TELEPHONE	() _____
HEALTH PROBLEMS WE SHOULD BE AWARE OF	_____		

Note: Athletic Eligibility at this school may be restricted under certain circumstances for the next 12 months if the student is transferring from another Ontario high school. If the student wishes to be involved in athletics at the new school, please inquire about OFSAA transfer policy.

Personal information on this form is collected by the Simcoe County District School Board under the authority of the *Education Act* (R.S.O. 1990) as amended, and the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990) and will be used to establish the Ontario Student Record (OSR), and compile emergency contact lists.

SIGNATURE _____
STUDENT (OR LEGAL CUSTODIAN IF STUDENT IS UNDER 18)

DATE _____



**Sample Letter of Notification to
a Person/Party Requesting Information Contained in the OSR
in Conjunction with a Non-Criminal Summons**

Date

Dear *(person/party requesting documents)*

We have received your summons dated *(mm/dd/yy)* issued in the following proceeding: *(Title of Proceeding - i.e. parties, court, tribunal)*

You should be aware that the *(documents/some of the documents)* requested pursuant to the summons are privileged pursuant to the provisions of the *Education Act*. The *Education Act* provides that the *(documents/some of the documents)* are not available to you and are not admissible in evidence in the above-named proceeding without the written permission of *(the parent/guardian of the student or the student where the student is an adult)*.

We will provide the privileged documents upon receipt of satisfactory written permission.

Yours truly

Principal
(School Name)

cc: OSR



**Sample Letter of Notification Where a Request for
Disclosure of Information Contained in the OSR Has Been Made**

Date

Dear *(pupil/parent/guardian)*

Re: *(Student's Name)*

This letter is to inform you that *(person/party requesting access to the OSR)* *(has requested/has requested pursuant to a summons/has requested pursuant to a subpoena)* access to documents contained in your *(student's name)* OSR.

Under the *Education Act*, these documents are privileged for the use only of supervisory officers and the principal and teachers of *(school name)*.

These documents are not accessible to third parties and cannot be used in any legal proceedings without your written permission or by an order or search warrant issued by a court.

(School name) will be required to disclose these documents if ordered to do so by a court.

You may wish to seek the advice of legal counsel if you do not wish to have these documents disclosed.

Yours truly

Principal
(School Name)

cc: OSR