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Subject	ONTARIO STUDENT RECORD (OSR)
References	Policy 4180 – Assessment, Evaluation and Reporting of Student Achievement Child and Family Services Act Education Act Municipal Freedom of Information and Protection of Privacy Act Ontario Student Record (OSR) Guideline, 2000 (revised 2020) Ontario Student Transcript (OST) Manual, 2013 Prior Learning Assessment and Recognition for Mature Students (PLAR) Revised Mandatory Requirements: Policy/Program Memorandum No.132 APM A7050 – Admission of Students APM A7100 – Reporting Violent Incidents Supervised Alternative Learning, Policy and Implementation, 2010 Growing Success Specialist High Skills Major, Policy and Implementation Guide Enrolment Register – Instructions for Elementary and Secondary Schools
Contact	School Services, Business Services

1. Establishment of the Ontario Student Record (OSR)

- 1.1 The 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 the parent(s)/guardian(s) of a student who is not an adult (i.e. a student under the age of 18), must be informed of the purpose and content of the OSR and the conditions of access at the time of first enrolment. (See APPENDIX B - Notification of Information to Students and Parents/Guardians of Students Who are Not Adults.)

- 1.2 Each student and the parent(s)/guardian(s) of a student who is not an adult, 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 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 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) of a student who is not an adult: an OSR folder; report cards; an Ontario Student Transcript (OST), 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 (revised 2020)* 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 Growing Success.

- 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 their transfer to another school; at the time of their 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 their transfer to another school; at the time

of their 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 Grades 1-8 and 9-12, all three pages 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 Kindergarten. In addition, the board may use its own report cards for students with an Individual Education Plan (IEP).
- 3.2.5 For those grades where there is no Provincial Report Card, and under conditions indicated in item 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, 2013*. 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 documents 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 name and/or gender in accordance with the law of the province, state, or country. Upon request, the principal will change the surname and or gender 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 written requests to be named by repute. These requests may only be effected by the written consent of the student when they are 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 their 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;
- 3.4.1.4 documentation which establishes that a student has had their surname changed by marriage. The principal will file the document, a copy of the document, or a verification of their 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;
- 3.4.1.5 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;
- 3.4.1.6 an IEP for a student receiving special education programs and services;
- 3.4.1.7 educational, psychological, and health assessments by the board and other parties;
- 3.4.1.8 completed Ministry Violent Incident Forms containing a description of the violent incident (see APM A7100 – Reporting Violent Incidents, for information regarding the timelines for removal of such information from the student's OSR);
- 3.4.1.9 other reports and/or information identified in accordance with the policies established by the school board (item 2.3):
 - 3.4.1.9.1 safety plan and physical restraint forms;
 - 3.4.1.9.2 special needs committee (SNC) records;
 - 3.4.1.9.3 committee records;
 - 3.4.1.9.4 assessments and permission for consent forms;
 - 3.4.1.9.5 speech and language;
 - 3.4.1.9.6 occupational therapy;
 - 3.4.1.9.7 physical therapy;
 - 3.4.1.9.8 Special Equipment Amount (SEA) forms;
 - 3.4.1.9.9 referrals and consent forms, assessment, placement, and dispensing of medication forms;
 - 3.4.1.9.10 home schooling, instructions, and temporary absence record;
 - 3.4.1.9.11 suspension letters/expulsion letters;
 - 3.4.1.9.12 Educational Services Agreement;
 - 3.4.1.9.13 copies of letters of reference from school personnel; and,
 - 3.4.1.9.14 student photographs (optional).

3.5 The Office Index Card

The office index card provides the school with immediate access to information about a student and must be created upon the student's withdrawal from the school. It must remain at the school for 55 years after the student retires from the school.

NOTE: The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.

The office index card will be generated from the board's student management system (SMS) populating the Ministry of Education's template (APPENDIX A). An office index card must be printed and retained on file for all students who have withdrawn from the school.

- 3.5.1 The following shall be recorded on the student's office index card at the time of the student's withdrawal from the school:
 - 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)/guardian(s);
 - 3.5.1.7 if applicable, the name(s) of the individual(s) who has 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; and,
 - 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)/guardian(s) or student; and,
 - 3.5.2.3 class placement of the student (i.e. grade, homeroom, teacher).
- 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 55 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 an 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 (revised 2020)* 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 (revised 2020)*.)
 - 3.7.3 If a student earns a credit through the challenge process in a school outside their 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 as a result of ministry requirements outlined in *Growing Success, 2010*.
- 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 all Education Quality Accountability Office (EQAO) test results;
 - 3.8.1.2 credit recovery profile records and recommendations;
 - 3.8.1.3 community involvement hour records;
 - 3.8.1.4 workplace education agreement form; and,
 - 3.8.1.5 specialist high skills major (SHSM) record (partial or completed).
 - 3.8.2 Additional board recommendations post *Growing Success, 2010*:
 - 3.8.2.1 transcript maintenance record;
 - 3.8.2.2 credit substitution record;

- 3.8.2.3 prerequisite waive record;
- 3.8.2.4 equivalency assessment record;
- 3.8.2.5 withdrawal from parental consent form;
- 3.8.2.6 SHSM progress summary sheet (upon transfer of student); and,
- 3.8.2.7 student eligibility forms for English as a Second Language (ESL) students.

3.8.3 Every principal will ensure that OSRs do not disclose the contravention or alleged contravention by a student of any statute or regulation to which the *Youth Criminal Justice Act* or Part VI of the *Provincial Offences Act* applies, or the disposition of any proceedings brought under those statutes or regulations.

3.8.4 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 OSR

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, designated early childhood educators (DECEs) 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) of a student who is not an adult, 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.

4.5 Requests for OSR Documents

4.5.1 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 they obtain a release from the student and parent/guardian of a student who is not an adult. 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.

4.5.2 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.

- 4.5.3 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.
- 4.5.4 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 their superintendent of education for advice in this situation.
- 4.5.5 *Child and Family Services Act* Provisions
- 4.5.5.1 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.
- 4.5.5.2 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.
- 4.5.5.3 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.
- 4.5.5.4 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.
- 4.5.5.5 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.
- 4.5.6 Civil Court Proceedings
- 4.5.6.1 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.

- 4.5.6.2 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.
- 4.5.7 Criminal Court Proceeding
- 4.5.7.1 In criminal proceedings, the board may be faced with a court order, search warrant or subpoena with respect to the OSR.
- 4.5.7.2 If presented with a court order or search warrant, the documents listed in the order or warrant must be produced. The parent/guardian of a student who is not an adult or the adult student, should be advised that the order or warrant has been served upon the board and that the board has complied through the principal (FORM A7610 - 1, Letter of Notification Where a Request for Disclosure of Information Contained in the OSR has been made).
- 4.5.7.3 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 parent/guardian of a student who is not an adult or the adult student, should be notified that the board employee will be attending at court and producing the OSR documents in compliance with the subpoena.
- 4.5.8 Documents Not Protected by the *Education Act* Privilege
- 4.5.8.1 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.
- 4.5.8.2 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.
- 4.5.8.3 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 their superintendent of education.

4.5.9 Summary

4.5.9.1 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 of a student who is not an adult or the adult student (FORM A7610 - 3 Consent to Release Information to a Third Party).

4.5.9.2 OSR documents must be released if a court order or search warrant is presented.

4.5.9.3 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.

4.5.9.4 The principal should seek the advice/assistance of their superintendent of education if in doubt as to what actions to take.

4.5.9.5 The restrictions imposed by the *Municipal Freedom of Information and Protection of Privacy Act* apply.

5. Use and Maintenance of the OSR

5.1 The contents of the OSR should be reviewed on a regular basis according to the policies established by the school board to ensure that they remain conducive to the improvement to the instruction of the student. Any such review must comply with the provisions of section 9 of the OSR Guideline.

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 (revised 2020)*), 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 (revised 2020)*.)

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 Purolator 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, a Provincial or Demonstration School in Ontario, or a Federal or First Nation School in Ontario specified in section 6.1 of the *Ministry OSR Guideline, 2000 (revised 2020)*, the principal must receive a written request from the principal of the receiving school. (See Appendix H of the *Ministry OSR Guideline, 2000 [revised 2020]*).

- 6.5 Before transferring an original OSR to a private school or a First Nation school in Ontario not specified in section 6.1 of the *Ministry OSR Guideline, 2000 (revised 2020)*, the principal must have received a written request for the information from the receiving school (see Appendix I of the *Ministry OSR Guideline, 2000 (revised 2020)*), in which the school agrees to accept responsibility for the OSR and to use, maintain, 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 who 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 who 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 they cease to be enrolled in school. A student is not considered to have retired if they withdraw 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 OST, 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 (revised 2020)*, to the parent(s)/guardian(s) of the student who 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 parent/guardian of a student who is not an adult.
- 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); and,

- 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 55 years after a student retires from school:
 - 8.3.1 the OSR folder;
 - 8.3.2 the OST; and,
 - 8.3.3 all consent to access forms, legal orders and requests.
- 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 their parent/guardian of the student who is not an adult.
 - 8.5.2 This shall be carried out:
 - 8.5.2.1 five years following the student's retirement; and,
 - 8.5.2.2 before the OSR is transferred to another school.
- 8.6 Information about special education students shall remain intact including IPRC, IEP and physiological testing results.

9. Correction or Removal of Information in the OSR

Requests by a parent/guardian of a student who is not an adult or by the 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 (revised 2020)*.

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 (revised 2020)*.

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 establish an OSR in accordance with the *Ministry OSR Guideline, 2000 (revised 2020)*, section 11.

- 11.2 The OST 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.

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OFFICE INDEX CARD

Office Index Card



The collection and maintenance of this information are authorized under the Education Act, R.S.O. 1990, c. E.2. Users of this information are supervisory officers and the principal and teachers of the school.

This card is used to obtain access to vital information in the OSR and, in the case of an emergency, to assist in locating the student or parent(s)/guardian(s).

The contact person regarding the collection of this information is the principal of the school.

Surname and Given Name(s)		Gender	Student Number (MIN/OEN)	School	
Current Address		Telephone		Address	
		Date of Birth Y M D		Date Enrolled Y M D	
		Source of Verification		School Previously Attended	
Name of Parent(s)/Guardian(s)		Telephone (Business)	Telephone (Home)	Address	
Mother				Date of Retirement Y M D	
Father				Destination	
Guardian(s)				Date of Transfer Y M D	
Custody Status				Receiving School	
Other Information				Address	
EMERGENCY CONTACT		Telephone (Business)	Telephone (Home)	Status of OSR	
Name				Date of Request Date Received Date Sent	
Relationship					

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). The Office Index Card **must be kept** electronically or in a separate folder and filed and stored in a secure area. 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, either physically or electronically.

Current OSRs are maintained in the school office or guidance office by designated office 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 (OSR) Guideline, 2000 (revised 2020)*.

The Ontario Student Record is made up of:

1. The OSR folder in Form 1 or Form 1A and placed into this folder are:
 - reports cards;
 - Ontario Student Transcripts (OST) 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 of a student who is not an adult (i.e. a student under the age of 18), 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 55 years after a student retires from school:

- the OSR folder;
- OST; and,
- 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 of a student who is not an adult), 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 Who are Not Adults (i.e. Students Under the Age of 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 their parent(s)/guardian(s) of the student who is not an adult, 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 parent/guardian of a student who is not an adult.
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:

Business Services
Simcoe County District School Board
1170 Hwy 26
Midhurst, Ontario
L9X 1N6
Telephone (705) 728-7570

**Letter of Notification to a Person/Party
Requesting Information Contained in the Ontario Student Record (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 who is not an adult, or by the adult student)*.

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

Yours truly

Principal
(School Name)

c: OSR

**Letter of Notification Where a Request for Disclosure of Information
Contained in the Ontario Student Record (OSR) Has Been Made**

Date

Dear *(student/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 *(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)

c: OSR

Simcoe County District School Board
Consent to Release Information to a Third Party

I,		
	(Full Name – please include both maiden name and current name if applicable)	(Date of birth)
Of		
	(Address)	(Telephone)
I hereby consent and authorize the Simcoe County District School Board to release my educational verification documents to:		
	(Name of person picking up the document)	(Relationship)
Last school attended:		

I also understand that the document(s) will be sealed in an envelope for privacy reasons, and is not to be opened by any other person except the person named on the document. The person indicated above understands they must bring their personal, valid, photo identification, along with this letter in order to pick up the educational verification documents requested.

Name of Student (please print)	Signature of Student
Name of Third Party (please print)	Signature of Third Party
Date:	

For Office Use Only (To be completed by board staff)	
Staff member authentication of Third Party:	<input type="checkbox"/> Valid Identification Shown Type of Identification:
Date:	