

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section*                   SCHOOLS AND STUDENTS

*Policy Name*            ONTARIO STUDENT RECORDS

502

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*Board Approved: October 18, 2011*  
*March 12, 1999*

*Reviewed: September 26, 2011*  
*April 25, 2006*

*Review by: December 2016*

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## **POLICY**

Ontario School Records (OSR) and other information about students, is confidential and is not available to persons without appropriate authorization.

## **PROCEDURES**

### **1.0 OSRs**

OSRs will be maintained in each school in accordance with the applicable regulations.

### **2.0 Release of OSR**

Information gathered in an OSR may only be released as provided in the regulations governing this matter.

### **3.0 Release of Other Information**

Any other information concerning students may only be released to individuals or agencies that can satisfy the Principal or as their authority to receive the requested information.

### **4.0 Individual Authority**

Individual employees within a school are not authorized to release any information on students without the concurrence of the Principal.