# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	SCHOOLS AN	SCHOOLS AND STUDENTS		
Policy Name	ONTARIO STUDENT RECORDS Management Guideline Applies		502	
Board Approved:	March 1, 2022 February 23, 2016 October 18, 2011 March 12, 1999	Reviewed: February 8, 2022 February 2, 2016 October 5, 2015 September 26, 2011 April 25, 2006	Review by: December 2027	

# 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.