

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	ONTARIO STUDENT RECORDS	
<i>Applicable Policy</i>	ONTARIO STUDENT RECORDS	502

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It is the policy of Superior-Greenstone District School Board to follow the Ontario Student Record (OSR) Guideline 2000 as amended. The Guideline sets out the requirements of the Ministry of Education in regard to the establishment, maintenance, access, retention, transfer and disposal of the OSR. School administrators must be conversant with the OSR guideline.

DEFINITIONS

“OSR” means the Ontario Student Record as defined in the Ontario Student Record (OSR) Guideline issued by the Ontario Minister of Education.

“OSR” means the Ontario Student Transcript is a continuous record of credits achieved by the student in grades 9 through 10, and credits attempted and achieved in grades 11 through 12.

“IPRC” means Identifications, Placement, and Review Committee.

“IEP” means an Individual Education Plan for a student receiving special education programs and services.

GUIDELINES

The OSR will consist of the following and maintenance of the OSR will be in compliance with the Ontario Student Record Management Guideline:

1. The OSR folder, containing biographical and health information, schools attended and parent/guardian information as set out in section 3 of the Guideline.
2. Provincial Report cards.
3. Ontario Student Transcript (OST) for secondary students.
4. The Documentation File
5. The Office Index Card.
6. Accumulated instruction in French.
7. Additional information identified as being conducive to the improvement of the instruction of the student.

PROCEDURES

1.0 Maintenance

- 1.1 The Principal shall ensure that an OSR is prepared for all students and that they are stored in a secure area.
- 1.2 The Principal shall ensure that access is provided in accordance with the Municipal Freedom of Information and Protection of Privacy Act (R.R.O. 1990, Regulation 823), see sections 4 and 5 of the OSR Guideline and to any Ministry or Board employee who requires access in order to fulfil their employment mandate.
- 1.3 Every student has a right to access his or her OSR, and the parents of students who are not adults also have the right to access the student's OSR.
- 1.4 Every person shall preserve secrecy in respect of the contents of any record that comes to the person's knowledge in the course of his or her duties or employment, and no such person shall communicate any such knowledge to any other person except:
 - (a) As may be required in the performance of his or her duties; or
 - (b) With the written consent of the parent or guardian of the pupil where the pupil is a minor ([See Appendix 2](#)); or
 - (c) With the written consent of the pupil where the pupil is an adult ([See Appendix 2](#)).
- 1.5 The Office Index Card must be completed in accordance with the OSR Guideline 2.5. This is available electronically from the Trillium System and need only be printed if required or when the student retires.
- 1.6 The contents of the OSR Folder and Documentation Files shall be in chronological sequence with the most current data in front. The OSR folder and Documentation File will be organized using the "Order of Enclosures" dividers method ([See Appendix 1](#)).

2.0 Transfer

- 2.1 The Principal shall ensure that transfers of OSRs to other schools only occur when written notice of the student transfer has been received ([See Appendix 4](#)). Transfer to and from other schools will be recorded and comply with OSR Guideline 6. OSRs may only be transferred to private schools or federal or First Nation Schools if the Principal has received:
 - 2.1.1 A written request from the principal of the receiving school which agrees to comply with the OSR guideline – see OSR guidelines section 6.2; and
 - 2.1.2 A written consent has been provided by the parent of the student if he or she is not an adult or by the student if he or she is an adult ([See Appendix 5](#)).

An original OSR may not be transferred to a school outside of Ontario. However, an exact copy of the OSR may be provided to the receiving school, provided that the Principal has received:

- 2.1.3 A written request from the principal of the educational institution outside of Ontario; and
- 2.1.4 A written consent has been provided by the parent of the student if he or she is not an adult or by the student if he or she is an adult.

Schools will maintain records of student record transfer and the confirmation of receipt of student records ([See Appendix 6](#)).

- 2.2 A Principal may be served with a subpoena requiring that he or she appear in court on a particular date and bring part or all of an OSR. If a principal receives a subpoena, he or she must comply with it, but should report the matter to the Superintendent, who may contact the Board's legal counsel for advice.

As a general rule, the principal should go to court with both the original OSR and a complete and exact photocopy of it, and should propose to the judge that the photocopy be submitted instead of the original. The principal should also inform the judge that the subpoena is inconsistent with subsection 266(2) of the Education Act. The principal must, however, relinquish the documents if ordered to do so by the judge.

If a principal is served with a search warrant under the Criminal Code requiring the surrender of an OSR to the police, or is served with a subpoena requiring his or her appearance at court with the OSR, he or she is obliged to comply with the search warrant or the subpoena. In both cases the principal should contact his/her Superintendent, who may contact the Board's legal counsel for advice.

Under the Child and Family Services Act, it is possible for a court to order a principal of a school to produce a student's OSR for inspection and copying. A court may make such an order if it is satisfied that (a) a record contains information that may be relevant to consideration of whether a child is suffering abuse or likely to suffer abuse and (b) the person in control of the record has refused to permit a Children's Aid Society director to inspect it. If a principal receives a court order under the Child and Family Services Act, he or she should seek legal advice about how to comply with it, by contacting their Superintendent.

If a grievance arbitration board orders the production of a student's OSR, despite the provisions of 266 of the Education Act, the Principal, through the Superintendent, should contact the Board's legal counsel for advice.

Reference OSR Guideline 2000, section 4 – ACCESS TO THE OSR.

3.0 Culling the OSR

- 3.1 Subject to the retention requirements in subsection 7, the Principal may have information or material removed from the OSR folder if it is no longer conducive to the improvement of the instruction of the student. Such information will be given to the parent or guardian or to the student, if he or she is an adult.
- 3.2 The Principal will ensure that the OSR is culled at the end of grade 8. However, the following information may not be removed from the OSR or documentation file, even when the OSR is transferred to another Board:
 - (a) Expulsion and violent incident reports

4.0 Documentation File

All schools will maintain a Documentation File in every OSR. The documentation file will contain the following information:

- (a) Verification of custody orders and name changes.
- (b) Violent incident reports.
- (c) Suspension and expulsion reports.
- (e) SAL (Supervised Alternative Learning) reports.
- (f) Written request for name change by repute or marriage – see OSR Guideline 10.1 and 10.2.
- (g) Proof of date of entry into Canada for ESL students.
- (h) Referrals to the Attendance Counsellor.
- (i) 15-day letters from the Attendance Counsellor.
- (j) The statements of decision of the IPRC committee and the review minutes.
- (k) Educational, psychological and health assessment reports.
- (l) Individual education plans for the current and previous five years.
- (m) Other notes or information required by the OSR guideline or directed by Administration, identified as being conducive to the improvement of the instruction or well-being of the student, including the student's individual learning profile.

5.0 Retention

- 5.1 Final report cards and the Documentation Folder must be retained for five years following the retirement of the student.
- 5.2 The OSR folder, OST and Office Index Card must be retained for 55 years following the retirement of the student.

6.0 Destruction of Records

The destruction of anything removed from the OSR folder and the ultimate destruction of the OSR and its remaining contents must be carried out in a secure manner by shredding or incineration – Reference OSR Guideline 8.

ONTARIO STUDENT RECORD (OSR)

Order of Enclosures

Please keep the O.S.R. contents in the following order:

1.	Order of Enclosures	
2.	Proof of Birth	
3.	Student Record of Accumulated Instruction in French as a Second Language	
4.	The Provincial Report Card (most recent, descending order)	

In Documentation File

5.	Custody Order(s)	
6.	Written Request/Verification for Name Changes (see OSR Guideline 10.1 and 10.2)	
7.	Proof of Date of Entry into Canada for ESL students.	
8.	Referrals to the Attendance Counsellor	
9.	IPRC Forms	
10.	Individual Education Plan (IEP) for the current and previous five years.	
11.	Educational, Psychological and Health Assessment(s)	
12.	SAL Reports	
13.	Suspension/Expulsion Letters	
14.	Early Identification Forms	
15.	Violent Incident Forms	
16.	Other notes or information required by the OSR guideline or directed by Administration, identified as being conducive to the improvement of the instruction or well-being of the student, including the student's individual learning profile. (EQAO Individual Student Reports)	



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Parental Consent To File Information In OSR

Consent Form

Date: _____
(mm-dd-yyyy)

Permission is given for the following report to be placed in the OSR of _____
(Student Name)

Agency: _____

Date: _____

Type of Report: _____

Signature of Parent and/or Student

***A completed copy of this form is to be stapled to the top of any report
and placed in the student's OSR Documentation File***

The information on the form is collected under the *Education Act* RSO 1990.s266(2)

(Use School Letterhead)

**Request for an OSR by a School in
Another Board or a Provincial or
Demonstration School in Ontario**

Please forward the Ontario Student Record for

Surname

First Name

Middle Name

Who has enrolled in Grade ____ at

[Click to choose school.](#)

Name of School

Address

I hereby agree to accept responsibility for the record and to use, maintain, transfer, and dispose of the record in accordance with the *Ontario Student Record (OSR) Guideline, 2000*.

Principal

Date

(Use School Letterhead)

**Request for an OSR by a Private, Federal
or First Nation School in Ontario**

Please forward the Ontario Student Record for

Surname First Name Middle Name

Who has enrolled in Grade ____ at:

[Click to choose school.](#)

Name of School

Address

This is to certify that this is a

Private School Federal School First Nation School

In Ontario operated by:

Name of person of Native Education Authority that operates the school.

I hereby agree to accept responsibility for the record and to use,
maintain, transfer, and dispose of the record in accordance with
the *Ontario Student Record (OSR) Guideline, 2000*.

Principal

Date

(Use School Letterhead)

Ontario Student Record: Document Copy and Confirmation of Receipt

Date: _____

To Whom It May Concern:

Enclosed are copies of the student records for the student named below:

Student Name: _____

Date of Birth: _____

Upon receipt of this letter, would you please sign below and return this form, by mail or fax, to

[Click to choose school.](#)

_____ school.

This letter certifies receipt of copies of the student records for the above named student.

School Official

Date