



Administrative Procedures Memorandum

#: APC014 Ontario Student Record

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Revised: September 2004; July 2006, September 2007, October 2008, May 2011

MEMO TO: All Staff

FROM: Director of Education

PURPOSE

The purpose of this procedure is to establish a framework for compliance with the *OSR Guideline, 2000* and *The Municipal Freedom of Information and Protection of Privacy Act* with respect to student records.

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act requires that the principal of a school collect information "for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". The act also regulates access to an OSR and 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.

All staff are to strictly observe legislative requirements with respect to the contents of and access to the Ontario Student Record (OSR)..

REFERENCES

- *Education Act and Regulations*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Ontario Student Record (OSR) Guideline, 2000*
- *Ontario Student Transcript Manual, 2010*

FORMS

- *APC014-01 Request for an OSR*
- *APC014-02 Student Transfer Form*
- *APC014-03 Consent for the Release of Information*

APPENDICES

- N/A



COMMENTS AND GUIDELINES

PROCEDURES

1. RESPONSIBILITY FOR THE OSR

It is the duty of the principal of a school to:

- a) establish, maintain, retain, transfer, and dispose of a record for each student enrolled in the school in compliance with this guideline and the policies established by the board;
- b) ensure that the materials in the OSR are collected and stored in accordance with the policies in the *Ontario Student Record Guideline, 2000*, and the policies established by the board;
- c) ensure the security of the OSR;
- d) ensure that all persons specified by a 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 *Municipal Freedom of Information and Protection of Privacy Act*.

2. CONFIDENTIALITY OF THE ONTARIO STUDENT RECORD

The OSR is “privileged for the information and use of supervisory officers and the principal and teachers of the school and designated early childhood educators, for the improvement of instruction” of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.

3. ACCESS TO THE OSR

- a) Each student and the parent(s) of a student who is not an adult must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.
- b) A separated or divorced parent remains a parent and therefore is entitled to access; the parent with whom the child is living will be notified that pupil information is being shared.
- c) ***Note, however, that where a pupil is 18 years of age or older, the parents have no such right of examination without consent of the adult student on file in the student's OSR.***
- d) The following staff have access to the OSR for the purpose of improvement of the instruction of the student; Supervisory Officer, Principal and teachers of the student.
- e) All persons except the teachers, designated early childhood educators, and the principal of a school, and supervisory officers, require informed written consent, before accessing the student's OSR. 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.
- f) Principals may well find it regularly necessary to remind teaching and other staff of the unequivocal obligation of maintaining secrecy respecting pupil records imposed by *The Education Act*.
- g) The WCDSB grants the following staff access to the OSR for performing clerical tasks only, as directed by the principal and/or the supervisory officer.
 - i. Secretary to the principal (elementary);
 - ii. Lead secretary (secondary);
 - iii. Guidance secretary;



- iv. SAS secretary;
- v. Attendance secretary;

h) Volunteers, co-op students and school council members **must never** have access to an OSR.

4. COMPONENTS OF THE OSR

An OSR will consist of the following components;

a) OSR Folder

Will contain all components as outlined in the *OSR Guideline Sections 3.1 – 3.1.7*

b) Report Cards

Report cards will be issued in compliance with the Ministry of Education's *Growing Success Document, 2010*.

Completed Elementary Progress Report Cards (all pages) and elementary and secondary provincial report cards (all pages), and/or exact copies of them; will be placed in each student's Ontario Student Record (OSR) folder following each reporting period.

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.

c) Ontario Student Transcript OST, (where applicable)

The OST is part of the OSR. The requirements for the OST and a sample are outlined in the *Ontario Student Transcript Manual, 2010* 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.

d) Documentation File

Additional information identified as being conducive to the improvement of instruction of the student. The Documentation file will be established and kept in the OSR folder when the following information is required;

- Copy of a Catholic Baptismal Certificate used to register;
- Appropriate information about the Sacramental Program;
- Verification of a custody order;
- Verification of change of surname in accordance with the law. 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 this new surname;
- Written request to be named by repute;
- Statement of decision of an Identification, Placement, and Review Committee (IPRC); the recommendation of an appeal board and the decision of the school board regarding



identification and/or placement, where applicable; and a tribunal's decision regarding identification and/or placement, where applicable

- Individual Education Plan (IEP);
- Intensive Support Amount (ISA) status form;
- Education, psychological and health assessments;
- Supervised Alternative Learning for Excused Pupils (SALEP) report;
- Letters of request for a correction to, or deletion from, the OSR where a request has not been granted;
- Violent Incident Form;
- A copy of a board letter(s) related to the student/parents/guardians regarding suspension/expulsion;
- A record of Accumulated instruction in French as a Second Language;
- Prior Learning Assessments and Recognition (PLAR) Challenge for credit;
- Documentation dealing with home schooling, medical home instruction and temporary absence;
- Reports of physical restraint
- Out of boundary request forms
- Reports of professionals, paraprofessionals related to the student (***Please note that all reports will be filed in the OSR and are subject to access provisions governing the OSR.***)

e) OFFICE INDEX CARDS

The office index card provides the school with immediate access to information about a student. It will remain at the school until the student retires and then it will be archived at the school for an additional 55 years.

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 is kept on file at the school.

5. ACCESS REQUESTS FOR OSR DOCUMENTS

Consistent with the terms of the *Education Act*, the principal shall insist, in every case, that the following requirements be complied with prior to the release of any information regarding the student:

- a) a request which is neither a court order nor a search warrant the principal must ensure that there is written permission, preferably on the Board's appropriate form, ***APC014-03 Consent for the Release of Information*** by the parent/guardian, although any form of written permission to substantially the same effect would be acceptable; and
- b) that the principal should be satisfied that it was, in fact, signed by the pupil, or parent or guardian of the child concerned, as the case may be; and
- c) that an originally signed copy, not merely a photocopy, of the permission is delivered to the principal; and that the original written permission is inserted in the Ontario student record folder; and



- e) All other Board employees must have the prior written consent of the parent/guardian or adult student prior to reviewing any part of the OSR. This consent form must be filed in the OSR and is valid one year from date of signature.
- f) All other agencies requesting access to the OSR must also have a signed consent form or *APC014-03 Consent for the Release of Information* on file prior to the release of any information contained in the OSR.
- g) A record of the people who have accessed with appropriate consent, the OSR and/or received copies of the contents of the OSR and the date of access, excluding the educational personnel named in section 4.3 of the *OSR Guideline, (2000)* and section 3 of this Board Policy, (until five years after the OSR becomes inactive);

6. CHANGE OF SURNAME

a) Change by Repute

When a principal receives a written request from an adult student or the parent(s) of a student who is not an adult that the student be identified by a surname other than the legal surname of the student and when (a) the student is known by a surname other than his or her legal surname, (b) the surname is a name obtained by repute, and (c) the use of the surname is in the student's best interests, the principal will record the requested surname in Part A of the OSR folder in addition to the legal surname of the student, and the requested surname will be used henceforth. In this case, the legal surname will be enclosed in brackets. The written request will be stored in the documentation file.

b) Change by Marriage

When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed by marriage, the principal will file the document, a copy of the document, or a verification of his or 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.

c) Change by Law

When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed in accordance with the law of the province, state, or country in which the document was made, the principal will file the document, a copy of the document, or a verification of his or her knowledge of the document in the documentation file, and, on request, will change the surname of the student on all components of the OSR so that the record will appear as if originally established in the new surname.

7. RETENTION

That all OSR's are retained in accordance with Ministry guidelines as outlined below:

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

- report cards
- the documentation file, where applicable
- additional information that is identified by the school board as appropriate for retention



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

- the OSR folder
- the OST
- the office index card (stored electronically or separate from the Ontario Student Record)

8. ONTARIO STUDENT TRANSCRIPT (OST)

In addition to the information specified in section 3.3 of the OSR Guideline, (2000), the following will be a standard practice for fees to be charged for transcripts.

- Active students will not be charged for transcripts.
- Inactive students - \$5 per transcript, \$1 for each additional transcript
- Mailing for Inactive students - \$5 for first transcript, \$2 for postage and \$1 for each additional transcript copy.
- Pre 1986 - \$20 plus \$1 for each subsequent transcript if the request is made at the same time. Each new request will be \$20 and \$1 for each subsequent transcript

9. TRANSFER OF THE OSR

When a student transfers to another school in Ontario, the OSR will ONLY be sent upon receipt of an official written request.

- a) If the original OSR is being transferred between schools operated by the same school board, it may be transferred by a delivery service provided by the board.
- b) 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 that is approved by the board and that maintains confidentiality and guarantees prompt delivery.
- c) An original OSR **may not be** transferred outside of Ontario. Once an official written request is received, and an accompanying letter of consent signed by the parent only then can an exact copy of the OSR may be sent.
- d) A record of the OSR transfer/receipt must be made in Trillium.
- e) The official request for the OSR must be kept on file in the school office for the current year plus on additional school year for audit purposes.
- f) A school log of OSR transfers must be maintained in the main office.

10. OSR MANAGEMENT PROCEDURES

- a) The OSR must be reviewed to ensure completeness and accuracy before the record is transferred to another school or school board;
- b) Information that is no longer conducive to the improvement of the instruction of the student must be removed prior to any transfer of the record;
- c) OSR's shall not be removed from the school;
- d) All OSR's must be tracked within the school by a sign out process;
- e) Any items removed from the OSR must be securely shredded;



- f) The contents of the OSR file cannot be photocopied without the consent of the parent/guardian/adult student and the principal's authorization;

11. STORAGE OF OSR

- a) The active OSR files shall be stored in a central location in the school. They must be stored in a locked filing cabinet or in a locked area;
- b) The inactive OSR files shall be stored in a central location in the last school of the pupil; They must also be stored in a locked filing cabinet or in a locked area;
- c) Upon the closing of a school, the OSR files, including the Office Index Cards, for all retired students will be transferred to the Catholic Education Centre Archive;

12. CONTINUING EDUCATION RECORDS

For each student enrolled in a school board continuing education course or program for the purpose of achieving an Ontario secondary school credit or credits, the principal of the continuing education course or program will establish an office index card, which will contain the following information:

- the full name of the student
- the number assigned to the student by the school or school board, where applicable
- a Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the ministry, where applicable
- the gender of the student
- the student's date of birth (year, month, day) and the source used to verify the date
- if applicable, the name(s) of the individual(s) who has (have) custody of the student and for whom verification of the custody order is included in the documentation file
- the student's current address and home telephone number, as well as an emergency number if one has been provided
- the dates (year, month, day) on which the student enrolls in the program, transfers from the program, and/or retires from the program
- the name and address of the school to which the student transfers and the date
- the student's address on the date of transfer or retirement
- the name and address or some other means of identification of the continuing education program from which the student is transferring or retiring
- other information that is identified in accordance with the policies established by the school board

REVIEW PROCESS

This Administrative Procedures Memorandum will be reviewed every three years.



REQUEST FOR AN ONTARIO STUDENT RECORD

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: _____

Date of Birth: _____

YYYY/MM/DD

Who has recently enrolled in Grade _____ at

Name of School: _____

Address: _____

School Phone #: _____

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's Name: _____

Principal's Signature: _____

Date: _____

**All correspondence should be sent to the school listed above and not to the Waterloo Catholic District School Board Office.*

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to collect or disclose information. Questions regarding the collection of this information should be directed to the school principal.



WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

35 Weber Street West, Unit "A"

P.O. Box 91116

Kitchener, Ontario

N2G 4G2

Tel.: (519) 578-3660 Fax: (519) 578-5291

STUDENT TRANSFER FORM

This is to certify that:

Surname: _____

First name: _____

Middle name: _____

Date of Birth: _____

YYYY/MM/DD

Was enrolled in Grade _____ at:

Name of School: _____

Address: _____

City: _____

Postal Code: _____

The last day of attendance was _____

The Ontario Student Record will be forwarded directly to you upon receipt of an official request. This student has been provided with a copy of his/her latest report card and Ontario Student Transcript, if applicable.

Principal's Signature: _____

Date: _____

**All correspondence should be sent to the school listed above and not to the Waterloo Catholic District School Board Office.*

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to collect or disclose information. Questions regarding the collection of this information should be directed to the school principal.



CONSENT FOR THE COLLECTION/RELEASE OF INFORMATION FORM

This form authorizes the collection and/or release of personal information for the purpose outlined. This consent is valid for the current school year and may be cancelled or changed by the authorizer in writing at any time.

Name of Student: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ School Name: _____

Date of Birth: _____

I hereby consent to the collection and/or release of personal information by:

Organization Name: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____

To the following:

Organization Name: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____

Describe the personal information and the purpose for collecting and/or releasing:

Signature of Parent / Guardian: _____

Date: _____

Signature of Witness: _____

Date: _____

c.c. Ontario Student Record

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to collect or disclose information. Questions regarding the collection of this information should be directed to the school principal.