



ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Note: Please attach this form to the student's OSR and circulate in the order established at your school.

Name of Student: _____ Grade: _____ Counsellor: _____

Date OSR Received: _____ Received by: _____
(yyyy-mm-dd)

PART A: Completed by Guidance Admin. Assistant

OSR Received From:

Last School

• Name of School: _____ City: _____

Board: _____ BSID #: _____

Was the last school a private school? Yes No

Archives/Vault

New

• Reason: _____

Other: _____

PART B: Completed by Guidance Counsellor

Email re Receipt of OSR Sent to:

Special Education – IEP (Guidance Counsellor to email IEP Monitor: _____)

ESL (Guidance Counsellor to email ESL Monitor: _____)

SHSM Lead (Guidance Counsellor to email: _____)

If from other board, does student have approval to continue with SHSM Program?

Yes No

Signature of Counsellor (handwritten or typed)

Date (yyyy-mm-dd)



PART C: Completed by SSDA

- Credits Entered/Imported
- Community Service Hours Entered
- Literacy Test Results Entered
- SHSM Entered (if applicable)
- Court Order Entered (if applicable)
- Email IEP/ESL Monitor to advise that OSR is available for review.
- Online Learning Credit(s) Flagged

Signature of SSDA (handwritten or typed)

Date (yyyy-mm-dd)

Part D: Completed by Guidance Admin. Assistant

- OSR Filed on (date): _____
(yyyy-mm-dd)

Notice of Collection

Information on this form is collected further to section 265 (1)(d) of the Education Act and section 28 (2) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information on this form will be used to administer student records. Questions about the use of the form should be directed to the school Principal. Questions about the collection, use, or disclosure of personal information on the form should be directed to the Privacy Officer at privacy@wcdsb.ca, or 519-580-3297, or 35 Weber St. W., Unit A, Kitchener, ON, N2H 3Z1.

Completed by: Parts A and D: Guidance Admin Assistant, Part B: Guidance Counsellor, Part C: SSDA

Distribution: Guidance Admin Assistant → Guidance Counsellor → SSDA → Guidance Admin Assistant

Retention: Transitory; retain in Guidance until viewed by staff involved with intake.
(Destroy securely as soon as no longer required – limited to current school year.)