Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

ONTARIO STUDENT RECORD (OSR) Sign Out

ACCESSIBILITY:

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

Note: Please sign out every time an OSR is removed from the file cabinet. OSRs must be returned to cabinet before 4:00 p.m. daily.

Name of OSR	Grade	Name of Staff Member	Removed		Returned	
			Date	Time	Date	Time

Completed by: WCDSB Staff Member who is signing out OSR
Distribution: N/A
Retention: OSR Room/Cabinet (Current +2 Years from the last entry on the form)