



PROCEDURE 312	
Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	June, 2009

ONTARIO STUDENT RECORD (OSR)

PURPOSE

The district will adhere to the responsibilities placed upon it with respect to student records by the *Education Act*, the Ontario Student Record Guideline, the province of Ontario's *Freedom of Information and Protection of Privacy Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*.

1. ESTABLISHMENT OF THE ONTARIO STUDENT RECORD

- 1.1 An Ontario Student Record (OSR) shall be established for each student who enrolls into a school operated by the Hastings and Prince Edward District School Board as described in subsection 3.1 of this administrative procedure.
- 1.2 If an OSR is lost or inadvertently destroyed, a new OSR is to be created, with information from the Office Index Card in each school, with the reason and date noted in the margin on the front of the new OSR.
- 1.3 Students and parent(s) or guardian(s) of a minor are to be informed of the purpose and content of the OSR, and about access to the OSR at the time of enrolment. The following statement will be included on:
 - a) Secondary School Registration Sheets;
 - b) Elementary School Enrolment Forms; and
 - c) Hastings and Prince Edward District Transfer Forms.

Statement on Forms Listed Above:

The OSR is the ongoing, confidential record of a student's educational progress through schools in Ontario. The collection of this information is authorized by the *Education Act*. A student's OSR is filed in the office at the student's school. If a student transfers to another school in Ontario, his or her OSR folder and all its contents are usually transferred to the new school. All students and the parent(s) or guardian(s) of students under 18 years of age have the right of access to the student's OSR.

- 1.4 Any part of the OSR may be micro-recorded or stored on a computer file. However, provision shall be made to retain the original documents when it is important to keep an original signature or initial on a document.
- 1.5 Any micro-recording or computer file or reproduction is subject to the same security and access requirements applicable to the original OSR.

2. RESPONSIBILITY FOR THE ONTARIO STUDENT RECORD

2.1 Tasks and Responsibilities

Elementary Schools	Responsibility	Secondary Schools
Principal	<ul style="list-style-type: none"> ○ ensure compliance and staff in-service 	Principal
Principal	<ul style="list-style-type: none"> ○ maintain security 	Principal/Guidance
Secretary	<ul style="list-style-type: none"> ○ establish the OSR 	Guidance Secretary
Secretary	<ul style="list-style-type: none"> ○ establish the Office Index Card 	Office Secretary
Principal/Secretary Teacher	<ul style="list-style-type: none"> ○ maintain student records 	Guidance Secretary
Principal	<ul style="list-style-type: none"> ○ implement change of name procedures 	Guidance Head
Principal/Secretary Teacher	<ul style="list-style-type: none"> ○ conduct regular reviews of the OSR 	Guidance Head
Secretary	<ul style="list-style-type: none"> ○ monitor access to the OSR 	Guidance Secretary
Secretary	<ul style="list-style-type: none"> ○ transfer the OSR 	Guidance Secretary
Principal/Secretary	<ul style="list-style-type: none"> ○ ensure compliance with storage, retention, and destruction requirements 	Guidance Head District Approved Computer Personnel

2.2 Staff Confidentiality Requirements

- a) All staff members working with OSRs shall maintain confidentiality requirements.
- b) All temporary staff members must agree to maintain the confidentiality requirements of the Ontario Student Record Guideline.
- c) All staff members working with OSRs will participate in in-service training related to OSR maintenance and requirements of the *Freedom of Information and Protection of Privacy Act*.

2.3 Security of Ontario Student Records

- a) OSRs must be maintained in locked storage in a designated central area of the school.
- b) OSRs must be in locked storage overnight.
- c) For an authorized person to remove an OSR from its storage area the following conditions must apply:

- i. a sign-out book or alternative tracking system shall be provided;
- ii. the record must be signed out, giving date and time; and
- iii. the record must be signed in as soon as possible, giving date and time.

2.4 Compliance Responsibilities of School Districts with the Ontario Student Record Guideline

- 2.4.1 School districts must ensure compliance with ministry policies.
- 2.4.2 School districts must specify persons responsible for performing clerical functions associated with the OSR.
- 2.4.3 School districts will develop criteria for:
 - a) additional contents in the OSR;
 - b) additional uses of the documentation file as described in subsection 3.4 of the Ontario Student Record Guideline;
 - c) the cleansing and review process for OSRs;
 - d) additional times for issuing report cards, as described in subsection 3.2 of the Guideline; and
 - e) additional information on the Office Index Card, as set out in subsection 3.5 of the Guideline.
- 2.4.4 School districts will develop procedures to ensure:
 - a) the security of the OSR, including the period of use and period of retention and storage;
 - b) regular review of the OSR;
 - c) secure storage of the OSR; and
 - d) complete and confidential disposal of the OSR.
- 2.4.5 It is the duty of the principal of a school:
 - a) to manage the OSR process in compliance with district criteria;
 - b) to ensure the security of the OSR;
 - c) to ensure that materials in the OSR comply with ministry and district criteria; and
 - d) to ensure that all persons performing clerical functions are aware of the requirements for confidentiality and of relevant freedom of information and protection of privacy legislation.

3. COMPONENTS OF THE ONTARIO STUDENT RECORD

The Ontario Student Record (OSR) consists of the following components:

- a) an OSR folder in Form 1A (subsection 3.1);
- b) all final report cards and any subsequent interim report cards (subsection 3.2);
- c) the most recent Ontario Student Transcript, where applicable (subsection 3.3);
- d) a documentation file, where applicable (subsection 3.4);
- e) an Office Index Card stored apart from the OSR folder (subsection 3.5); and
- f) additional information identified as being conducive to the improvement of the instruction of the student.

3.1 The OSR Folder (Form 1A)

The contents of the OSR folder are as follows:

3.1.1 Biographical Data: Part A

Name:

- a) The OSR folder shall include the student’s full name and date of birth. The principal will indicate the method of verification on the folder—e.g. birth certificate, baptismal certificate, passport—and will initial and date the folder.
- b) If a student is registered for the first time in Ontario, the principal will ask to photocopy proof of age (birth certificate or passport ONLY). This document will be placed in the documentation file, for use as confirmation of the correct birth date and correct spelling of the name.
- c) Change of surname procedures are in effect for change by adoption, marriage, law or change of name by repute (section 10).
- d) Note: It is NOT appropriate to put scotch tape or any other tape across the top of an OSR folder.

Gender:

“M” or “F” are to be used.

Student Number:

Student number refers to the Ontario Education Number (OEN) assigned by the Ministry. (Ontario Regulation 440/01 Ontario Education Numbers)

3.1.2 Schools Attended: Part B

Elementary School Procedures	Secondary School Procedures
<ul style="list-style-type: none"> ○ Entries shall be made at the beginning and end of each school year. ○ Entries shall be made for all: entries into the school; transfers from the school; and retirements from the school. 	<ul style="list-style-type: none"> ○ Entries shall be made for all: entries into the school; transfers from the school; and retirements from the school. ○ Secondary schools may make entries each year.

3.1.3 Retirement from an Ontario School: Part C

The following information will be provided on retirement from school:

- a) the date of retirement;
- b) the student’s address at retirement; and
- c) the student’s destination at retirement with respect to further education or employment.

3.1.4 Names of Parents or Guardians: Part D

- a) The OSR folder will provide the first name of the student’s parents or guardians, or the first name and surname of the student’s parents or guardians when the surname of the latter differs from that of the student.
- b) If applicable, the date of death of the parent(s) of a student will be provided opposite the name of the deceased.
- c) The OSR must not reveal that a student is adopted unless by agreement of both the adoptive parents and the Children’s Aid Society. (subsection 10.2)

3.1.5 Special Health Information: Part E

- a) When a principal becomes aware of a student's health condition which is likely to interfere with school achievement, the principal shall consult with the adult student or parent/guardian of a student under 18 years of age for permission to document the condition.
- b) Written consent of the adult or parent(s)/guardian(s) of a student who is under 18 years of age is required for any entry or deletion of an entry in Part E.
- c) When written permission is granted, supplemental information about the health condition, describing related symptoms or behaviours, may be placed in the OSR if judged by the principal to be in the student's interest.
- d) The written consent form is to be filed in the documentation file.
- e) Entries in Part E will be dated and kept current.

3.1.6 Photographs and Information on School Activities: Parts F, G and J

Photographs: Part F

Photographs may be placed on a sheet of "cover stock" and placed as an insert in the OSR folder as an alternative to attaching them to Part F of the OSR folder.

School Activities: Part G

Details of co-instructional activities will be listed in the space provided, but no inserts shall be added.

Special Achievements: Part J

Details of special achievements or awards will be recorded, but no inserts shall be added.

3.1.7 Additional Information: Part H

- a) If a student is participating in a Supervised Alternative Learning for Excused Pupils (SALEP) program under Ontario Regulation 308, the OSR folder will include the date on which the student entered the program as well as the SALEP committee report.
- b) The SALEP committee report shall be inserted in the documentation file.
- c) Immunization information is NOT to be entered in the OSR folder.

3.1.8 Special District Requirements

3.1.8.1 Hastings and Prince Edward District School Board has special requirements that the following items **shall** be included in the Ontario Student Record:

- a) the Student Assessment Informal Inventory for junior kindergarten and kindergarten students, to be maintained in the OSR during the primary division years only;
- b) the Native as a Second Language Card, where applicable;
- c) Form F312-2 OSR Access Consent Form;
- d) Form F312-6 Credit Deferral Form;
- e) Form F312-7 Mature Credit Assessment Form; and
- f) Form F312-9 Course Substitution for Credit Purposes for secondary school students, where applicable.

3.1.8.2 Hastings and Prince Edward District School Board has determined that the following items **may** be included in the Ontario Student Record:

- a) letters of reference from school personnel, where applicable;
- b) current year contracts between a student and school officials, where applicable;
- c) the current year or semester timetable; and
- d) subject drop sheets for the current year only.

Note:

- Form F312-1 Student OSR Profile and OSR Routing is to be used to assist with record-keeping, but shall not be included in the Ontario Student Record.
- Enrolment forms shall be kept in a **separate file** located in the main office.

3.2 Report Cards

The Provincial Report Card, Grades 1-8

3.2.1 Use and Completion

- a) All school districts will use the Provincial Report Card, Grades 1-8, in all their elementary schools at least three times a year.
- b) A completed Provincial Report Card, Grades 1-8 (all three pages), or an exact copy of it, will be filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:
 - at the time of his or her transfer to another school; or
 - at the time of his or her retirement from school; or
 - at the end of each of three reporting periods, the first to occur during the fall.
- c) The Provincial Report Card, Grades 1-8, or an exact copy of it, will be forwarded to the parent(s) of a student who is not an adult or to the student if he or she is an adult.

3.2.2 Content

The *Guide to the Provincial Report Card, Grades 1-8* provides available versions and information about the content.

3.2.3 Quality of Paper

The paper used to produce the report card must be suitable for long-term storage.

3.2.4 Electronic Format

School districts may use an electronic format of the Provincial Report Card, Grades 1-8, to facilitate completion and use. However, a completed Provincial Report Card, Grades 1-8, or an exact copy of the report card, must be filed in the OSR as a hard copy.

The Provincial Report Card, Grades 9-12

3.2.5 Use and Completion

- a) School districts will use the Provincial Report Card, Grades 9-12, for students in those grades.
- b) A completed Provincial Report Card, Grades 9-12 (all three pages), or an exact copy of it, will be filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:
 - at the time of his or her transfer to another school; or
 - at the time of his or her retirement from school; or
 - two times in each semester for semestered schools, the first to occur during the fall; or
 - at the end of each of three reporting periods, the first to occur during the fall, for non-semestered schools.
- c) The Provincial Report Card, Grades 9-12, or an exact copy of it, will be forwarded to the parent(s) of a student who is not an adult or to the student if he or she is an adult.

3.2.6 Content

The *Guide to the Provincial Report Card, Grades 9-12* provides available versions and information about the content.

3.2.7 Quality of Paper

The paper used to produce the report card must be suitable for long-term storage.

3.2.8 Electronic Format

School districts may use an electronic format of the Provincial Report Card, Grades 9-12, to facilitate completion and use. However, a completed Provincial Report Card, Grades 9-12, or an exact copy of the report card, must be filed in the OSR as a hard copy.

District Report Cards

3.2.9 Use and Completion

- a) School districts may develop and use their own report cards for students in junior kindergarten and kindergarten.
- b) They may use their own report cards for students with an Individual Education Plan (IEP), as indicated in the *Guide to the Provincial Report Card, Grades 1-8* and the *Guide to the Provincial Report Card, Grades 9-12* under "IEP".
- c) Districts that have more reporting periods than those stipulated in paragraphs 3.2.1 and 3.2.5 may use district-developed reports at such times.
- d) A report card will be completed and filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:
 - at the time of his or her transfer to another school;
 - at the time of his or her retirement from school;
 - at the end of the school year;

- at the end of each semester, if the school is organized on a semester plan; or
 - at such other times that the district may stipulate.
- e) The report card or an exact copy of it will be forwarded to the parent(s) of a student who is not an adult or to the student if he or she is an adult.

3.2.10 Content

Under the conditions indicated in paragraph 3.2.9, a school district will approve for use in its schools, report cards that will include the following:

- a) the full name of the student, as recorded on the OSR folder;
- b) the name and address of the school and any other particulars that may be required to identify the school;
- c) the name of the principal;
- d) the signature of the teacher;
- e) the signature of the principal;
- f) the record of attendance of the student at school;
- g) the date the report card is issued;
- h) for all courses taken, the student's level of achievement (indicated by an anecdotal description, a percentage grade, or a letter grade) or a statement that there has been insufficient time to assess the achievement of the student;
- i) the grade in which the student is placed or to which he or she is promoted;
- j) for each secondary school course, the title and common course code of the course;
- k) for each secondary school course taken for credit, the value of the credit(s) assigned to the course (expressed as a whole number or a number with up to two decimal places), or for a course for which a credit is not given, the words "non-credit course";
- l) space for comment by the parent(s) of a student who is not an adult or the student if he or she is an adult; and
- m) the following statement to parents and students:

To Parents and Students

This copy of the report card should be retained for reference. The original or an exact copy has been placed in the student's Ontario Student Record (OSR) folder and will be retained for five (5) years after the student leaves school.

3.2.11 Quality of Paper

The paper used to produce the report card must be suitable for long-term storage.

3.3 The Ontario Student Transcript (OST)

The Ontario Student Transcript is to be filed in the OSR folder and maintained in accordance with the *Ontario Student Transcript (OST) Manual 1999*.

3.4 Documentation File

Note: Form F132-12 OSR Organization Guidelines provides supporting information about the documentation file.

- a) A documentation file will be established when any of the following information is required:

- verification of a custody order
- verification of a change-of-surname (section 10)
- a written request to be named by repute (subsection 10.1)
- the statement of the decision of an Identification, Placement, and Review Committee (IPRC); the recommendation of an appeal board and the decision of the school district regarding identification and/or placement, where applicable; and a tribunal's decision regarding identification and/or placement, where applicable
- educational, psychological, and health assessments
- a SALEP Committee report (including authorization for SALEP)
- letters of request for a correction to, or a deletion from, the record where the request has not been granted
- suspension or expulsion forms
- a Violent Incident Form
- documentation of special instructional arrangements, for example, satisfactory instruction being provided at home or elsewhere under section 21 of the *Education Act*. This documentation shall be retained for two years after the student returns to school.
- documentation of temporary absence or instruction at home during an illness. This documentation shall be retained for two years only.

b) The Special Education Envelope shall contain the following documents:

Note: Form F312-3 Special Education Envelope provides a summary of all documents in the special education envelope to be included in the documentation file. This checklist will be glued to the front of the special education envelope.

- Central Special Education Information Forms (CIF) for the current and previous years
- Individual Education Plans (IEPs) for the current year and previous years
- Parental Consent for Placement (Form CIF) for the current and previous years
- Parental Consent for Psychometric/Psychological Services, to be attached to the completed assessment
- Reports from the district language/speech, psychometric and system resource staff, to be retained for five years
- District case conference minutes, pertaining only to a specific student
- The School Health Care Services Form, to be retained two years only
- Form F312-5A Child and Youth Worker Consent for Services and Form F312-5B Child and Youth Worker Referral Form, to be retained five years
- Third party reports prepared by persons not employed by Hastings and Prince Edward District School Board, with attached parental consent for inclusion on Form F312-4 Consent to Release of Confidential Information. These reports will be retained for five years and removed and shredded when the student transfers outside of the district
- Form F312-2 OSR Access Consent Form, providing consent to the disclosure, transmittal or examination of the Ontario Student Record by district special education staff

c) Instructions

All items in the documentation file must be signed and dated by the person responsible for the document. The documents are to be organized chronologically with the **most recent** at the front of the file.

3.5 Office Index Card (OIC)

- a) The Office Index Card is stored separately from the OSR folder.
- b) The Office Index Card stays at the school when the student transfers to another school or retires.
- c) The Office Index Card is retained for 55 years after a student retires from school.
- d) The Office Index Card shall record the following information:
 - the full name of the student, as recorded on the OSR folder;
 - the number assigned to the student by the school or school district, where applicable;
 - a Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the Ministry;
 - the gender of the student;
 - the student's date of birth (year, month, day) and source of verification;
 - the name(s) of the student's parent(s) or guardian(s);
 - the custodial parent's name, when a custody order exists in the documentation file;
 - the student's current address and home phone number, as well as an emergency number;
 - dates of student enrolment, transfer or retirement (year, month, day);
 - the name and address of the school to which the student transfers and the date on which the OSR is transferred;
 - the student's address on the date of transfer or retirement;
 - the name and address of the school from which the student is transferring or retiring; and
 - other information, as established by the school district.
- e) The following are optional inclusions on the Office Index Card in elementary schools:
 - current grade level;
 - the teacher's name;
 - the doctor's name and telephone number;
 - the business phone number of parents for emergency purposes;
 - the student's Health Number;
 - medical information provided on the Student Data Sheet, with signed permission to record; and/or
 - the school bus number.
- f) The following are optional inclusions on the Office Index Card in secondary schools:
 - the doctor's name and phone number;
 - the business phone number of parents for emergency purposes;
 - medical information provided on the Student Registration Form, with permission to record;
 - the school bus number; and/or
 - accumulated credits.

3.6 Student Record of Accumulated Instruction in French as a Second Language in Elementary School

- a) A French as a Second Language (FSL) card shall be completed for each student enrolled in the French as a second language program.
- b) An entry will be made on the record:
 - at the end of a school year, semester or summer course;

- when a student transfers to another school; and
 - when a student retires from school.
- c) The FSL card provided by the Ministry is to be used.
- d) If a student had previous instruction in French but no record is available, the entries on the card must be started at least from the date of enrolment in an Ontario school. A note will be made on the first lines of the instruction card indicating what is known about a student's previous instruction in French as a second language and in other subjects taught in French. If the number of accumulated hours must be estimated, an annotation must indicate that the figure is approximate.

3.7 Prior Learning Assessment and Recognition (PLAR) Challenge for Credit: Cumulative Tracking Record

- a) If a secondary school student challenges for credit for a grade 10, 11 or 12 course through the Prior Learning Assessment and Recognition (PLAR) challenge process, a record of all credits earned and attempted will be established and will be maintained in the student's OSR.
- b) This record will be kept on the form entitled "PLAR Challenge for Credit: Cumulative Tracking Record" according to the Ministry appendix K.
- c) The student's passing percentage grade, failing percentage grade, or withdrawal from the challenge process must be entered on this form.
- d) Only the "Cumulative Tracking Record" form (not the "Interim Tracking Record"), as described in Policy/Program Memorandum No. 129 Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools, will be maintained in the student's OSR.
- e) If a student earns a credit through the challenge process in a school outside his or her regular school (the regular school is the one that maintains the student's OSR), the principal of the school outside the student's regular school will use the "Interim Tracking Record" form to communicate the results of the student's challenges for credit to the school that maintains the OSR. The principal of the student's regular school will enter the information onto the "Cumulative Tracking Record" form in the student's OSR.

4. ACCESS TO THE ONTARIO STUDENT RECORD

4.1 Legal Right of Access

- a) Access means the right to examine the contents of the OSR as authorized by the *Education Act* or other legislation.
- b) Access also means the right to receive a copy of the contents of the OSR according to the *Municipal Freedom of Information and Protection of Privacy Act*.
- c) Access applies during the period of use and the period of retention and storage.
- d) The following people have access to the OSR of a student:
- the student;
 - parent(s) or guardian(s) of a student who is under 18 years of age; and
 - supervisory officers, the principal and teachers of the school, for the purpose of improving the instruction of the student.
- e) Unless there is a court order to the contrary, both parents have the right of access to their child's OSR. This includes the right to make inquiries and to be given information concerning the child's health, education and welfare.

4.2 Special Cases

For special cases involving the legal right to access the OSR, system and school administrators shall consult the Ministry Ontario Student Record Guidelines as follows:

- a) Subsection 4.4: Ministry staff members
- b) Subsection 4.5: Courts and law enforcement agencies
 - paragraph 4.5.1: Civil suits
 - paragraph 4.5.2: Cases involving the *Criminal Code*
 - paragraph 4.5.3: Provisions under the *Child and Family Services Act*

4.3 Written Prior Consent for District Personnel to Access the OSR

- a) The district form, Form F312-2 OSR Access Consent Form, shall be completed, signed and filed in the OSR to permit access to the OSR for staff members other than those named in paragraph 4.1(d) above.
- b) Such staff members include special education coordinators, school group case managers, psychometrists, the speech and language pathologist, child and youth workers and attendance counsellors.
- c) If a parent or adult student signs, "I do not give my consent", then only those noted in paragraph 4.1(d) have access to the OSR.

4.4 No Access is Granted to Other Individuals

- a) Without the written consent of the adult student or parent(s) of a student who is under 18, no access to the OSR is given to anyone from an outside agency or institution.
- b) The OSR shall not be produced in any legal proceedings. Some exceptions are noted in subsection 4.5 "Courts and Law Enforcement Agencies" in the Ministry Ontario Student Record Guideline.

4.5 Procedure for Providing Parents/Students with Access to the OSR

- a) Honest efforts must be made to ensure that students and parents are aware of their rights of access to the OSR.
- b) When students and/or parents ask to examine the OSR contents, an administrator or counsellor shall be present to provide assistance and security. If no one is immediately available an appropriate time shall be arranged.
- c) A parent is denied access to the OSR **only if there is a court order** to that effect filed in the documentation file.
- d) Students and parents of students who are under 18 have the right to receive a copy of the OSR contents.
- e) If an adult student or parent of a student under 18 indicates that information in the OSR is inaccurately recorded or not conducive to the improvement of instruction of the student, the principal shall consult section 9 below: "Correction or Removal of Information in the Ontario Student Record".

5. USE AND MAINTENANCE OF THE ONTARIO STUDENT RECORD

5.1 Use of the OSR

- a) Information from an OSR may be used to assist in the preparation of a report required under the *Education Act* or Regulations.

- b) Information from an OSR may also be used in the preparation of a report to support a student's application for further education or an application for employment.
- c) A written request from a former student, adult student, or the parent(s) or guardian(s) of a student under 18 is required before such reports can be released.

5.2 Procedure for Entering Items in the OSR

- a) All items in the OSR must be dated.
- b) All special education information is to be stored in the Special Education Envelope.
- c) The items in the OSR will be organized as set out in subsection 5.3.
- d) Adult students and parents shall be informed about the uses of personal information at the time of collection of that information for inclusion in the OSR.

5.3 Recommended Organization of the OSR, Front to Back

- a) **Summary Form:** Student Assessment Informal Inventory JK/K, to be retained for primary years only;
- b) **Photocopy of Verification of Name, Birth Date** for students new to Ontario, where applicable;
- c) **Ontario Student Transcript** for secondary students, the most recent only;
- d) **Report Cards**, the most recent first;
- e) **Form F312-2 OSR Access Consent Form;**
- f) **French as a Second Language** and/or **Native as a Second Language cards**, where applicable;
- g) **Form F312-9 Course Substitution for Credit Purposes**, secondary, where applicable;
- h) **Form F312-6 Credit Deferral Form**, secondary, for the current year only;
- i) **Form F312-7 Mature Credit Assessment Form**, for adult students, where applicable;
- j) **Student Award Information**, where applicable;
- k) **Letters of Reference** from school personnel, where applicable;
- l) **Current Year Contracts** between the student and school officials, where applicable;
- m) **Subject Drop Sheets** for the current year only; and
- n) **Documentation File**, with contents as described in subsection 3.4.

5.4 The Review Process

5.4.1 Review Schedule

The contents of the OSR may be reviewed during the year following a change of division or panel, for example:

- when the student is in grade 4;
- when the student is in grade 7;
- when the student is in grade 9;
- when the student transfers to another district school board;
- when a student is admitted from another school (Form F312-1 Student OSR Profile and OSR Routing can be used for tracking purposes.); and
- when the student leaves secondary school.

5.4.2 Review Criteria

- a) The review process shall ensure that the contents of the OSR are conducive to improving the instruction of the student.

- b) Inserts in the OSR that have outlived their usefulness shall be removed and shredded.
- c) The review process must adhere to the Ministry OSR retention guidelines, as described in section 8, and as noted below.

Store for at Least One Year after Use	Store for at Least 5 years after Retirement from School	Store 55 Years after Student Retires
Personal Information: <ul style="list-style-type: none"> o unless individual to whom the information relates consents in writing to earlier disposal (<i>FIPPA</i>; OSR Guideline, section 8) 	<ul style="list-style-type: none"> o Report Cards o Documentation File o French as a Second Language & Native as a Second Language Cards 	<ul style="list-style-type: none"> o OSR Folder o Ontario Student Transcript o Office Index Card

5.5 Storage of the OSR and Office Index Card

5.5.1 Storage of Current OSR Folders

- a) OSR folders must be maintained in locked cabinets or a locked facility in a designated central area of the school.
- b) OSR folders must be in locked storage overnight.
- c) They must not be left unlocked or unattended.
- d) Tracking procedures must be in place for OSRs removed from the storage area, as described in subsection 2.3 above.

5.5.2 Storage of Office Index Cards

- a) Office Index Cards must be secured in a locked cabinet or facility.
- b) The Office Index Card is part of the OSR and is subject to the same guidelines for confidentiality.

5.5.3 Security of Electronically Stored Material

Electronically stored OSR data must be as secure as the printed material.

6. TRANSFER OF THE ONTARIO STUDENT RECORD

Transfer within the District

- a) OSRs are transferred from school to school in a sealed envelope.
- b) OSRs of Grade 8 students and a checklist of names shall be forwarded to the appropriate secondary school in June, before the elementary school's closing for the year. The documents will be sent by the district courier service.
- c) OSRs of students who do not begin classes in the prescribed secondary school by Friday of the first week of school are returned to the principal of the elementary school to ensure correct updating of the Office Index Card with information concerning the present school of attendance.
- d) For other student transfers within the district, the OSRs will be transferred by district courier service on the receipt of a request from the receiving school.
- e) The Ministry of Education OSR Guideline permits micro-recorded or electronically stored OSRs to be transmitted to the receiving school in this form, if the receiving school has equipment capable of receiving this information.

- f) Transfer of OSR information electronically or by means of facsimile may take place only after arrangements are made to ensure the secure and confidential transfer of the information.

6.1 Transfer to Other School District or to a Provincial or Demonstration School in Ontario

- a) The OSR will be transferred, by Priority Post, or equivalent delivery method that maintains confidentiality and guarantees prompt delivery, only on receipt of a written request for the OSR from the principal of the receiving school.
- b) Appendix H of the Ministry OSR Guideline provides a sample form.

6.2 Transfer to A Private, Federal or First Nation School in Ontario

6.2.1 OSR transfer, by Priority Post, or equivalent delivery method that maintains confidentiality and guarantees prompt delivery, requires:

- a) receipt of a written request for the OSR from the principal of the receiving school;
- b) written agreement to accept responsibility for the OSR and to maintain, retain, transfer and dispose of the OSR in accordance with sections 5 through 9 of the Ministry OSR Guideline; and
- c) a written statement, signed by the adult student or the parent(s) or guardian(s) of a student under 18, indicating consent to the transfer.

6.2.2 A master list of Ministry-approved private schools is located in each supervisory officer's office. OSRs shall be forwarded **only** to these inspected schools. Principals shall contact their superintendent for the names of these schools.

6.3 Transfer to an Educational Institution Outside Ontario

- a) Original OSRs are not transferred outside Ontario.
- b) An exact copy shall be sent only on receipt of:
- a written request from the principal of the school; and
 - written consent of the adult student or parent(s) or guardian(s) of a student under 18, for the transfer of the copy of the OSR.

7. RETIREMENT OF A STUDENT

7.1 Retirement

- a) A student has retired from school when the student ceases to be enrolled in an institution under the jurisdiction of the Ministry of Education.
- b) A student is not considered to have retired if he or she withdraws for a temporary period with the written consent of the principal or transfers to another school in Ontario.

7.2 Retirement Procedures

The following entries about the retirement from school shall be made on the OSR Folder (Part B and Part C) and on the Office Index Card:

- the date of retirement;
- the student's address; and
- the student's destination in terms of further education or employment.

7.3 Information Not Required to be Retained

- a) When a student retires from school, the adult student or the parent(s) or guardian(s) of a student under 18 shall, on request, be given an up-to-date copy of the Ontario Student Transcript, if applicable.
- b) When a student retires from school, the adult student or the parent(s) or guardian(s) of a student under 18 shall, on request, be given any information stored in the OSR folder that is not required to be retained under the retention schedule provided in section 8.
- c) If such information is not requested by the adult student or parent(s) or guardian(s) of a student under 18, it shall be retained in the OSR for five years following the year the student retired from school.

8. RETENTION, STORAGE AND DESTRUCTION OF OSR INFORMATION

8.1 Retention

8.1.1 Retention of Personal Information for One Year: Personal information used by an institution must be retained at least one year after use, unless written consent for earlier disposal has been obtained from the individual to whom the information relates. (*Municipal Freedom of Information and Protection of Privacy Act*)

8.1.2 Five (5) Year Retention After Student Retires: The following components of the OSR shall be retained for 5 years after the student retires:

- a) report cards;
- b) the documentation file, where applicable;
- c) French as a Second Language and/or Native as a Second Language cards, where applicable; and
- d) any other information in the OSR folder when the student retires that is not requested by the adult student or parent(s) or guardian(s) of a student under 18.

8.1.3 Fifty-Five (55) Year Retention After Student Retires: The following components of the OSR shall be retained for 55 years after the student retires:

- a) the OSR folder;
- b) the Ontario Student Transcript; and
- c) the Office Index Card.

8.2 Destruction

When retention of the OSR and/or any part of its components is no longer required, the principal is responsible for ensuring the shredding of the record(s) for the complete and confidential disposal of the record(s).

9. CORRECTION OR REMOVAL OF OSR INFORMATION

9.1 Removal of Information During Review Process

During the regular review of the OSR, any information in the OSR meeting the criteria for removal set out in paragraph 5.4.2 above shall be removed and:

- a) given to the adult student or parent(s) or guardian(s) of a student under 18 years of age; or
- b) destroyed under conditions that ensure complete and confidential disposal; i.e. shredding.

9.2 Removal of Information Related to the *Young Offenders Act* or the *Provincial Offences Act*

9.2.1 The principal shall ensure that no OSR discloses:

- a) the contravention or alleged contravention by a student of any statute or regulation to which the *Young Offenders Act* or Part V-A of the *Provincial Offences Act* applies; or
- b) the disposition of any proceedings brought under those statutes or regulations.

9.2.2 If an entry in the OSR discloses such information, the principal shall ensure that the entry is altered appropriately or deleted from the OSR.

9.3 Request for Correction or Removal of OSR Information

9.3.1 A request for the correction or removal of information in the OSR from the adult student or parent(s) or guardian(s) of a student under 18 years must be made in writing to the principal.

9.3.2 If the principal complies with the request:

- a) the information is removed or the alleged inaccuracy is corrected;
- b) the removed information is given to the adult student or parent(s) or guardian(s) of a student under 18, or the information is destroyed (i.e., shredded); and
- c) no record of this request shall be retained in the OSR.

9.3.3 If the principal does not comply with the request:

- a) the adult student or parent(s) or guardian(s) may require in writing that the principal refer the request to the appropriate supervisory officer; and
- b) the supervisory officer shall:
 - require the principal to comply with the request, in which case no record of the request shall remain in the OSR; or
 - submit the OSR and the request to a person designated by the Ministry of Education who will hold a hearing according to section 9 of the Ontario Student Record Guideline.

9.3.4 If the person designated by the Minister denies the request for correction or removal of information in the OSR, the original request, including the date on which it was made and the statement of the final decision will be retained in the documentation file.

10. CHANGE OF SURNAME

10.1 Change of Name by Repute

- a) An adult student or the parent(s) or guardian(s) of a student under 18 may request in writing that a student be identified by a surname other than the legal surname when the student is:
 - known by a surname other than his or her legal surname;
 - the surname is a name obtained by repute; and
 - the use of the surname is in the student's best interests.

- b) The written request shall be stored in the documentation file.
- c) The requested surname, in addition to the legal surname, shall be recorded in Part A of the OSR folder. The legal name is to be enclosed in brackets.
- d) The name of the student on previous reports or records is **not changed**; the requested surname is used henceforth.

10.2 Change of Name by Marriage

- a) The request for the change of a student's name by marriage must be accompanied by legal documentation (i.e., marriage certificate) which establishes that the student's surname has been changed by marriage.
- b) The principal shall file the document, a notarial copy of the document, or verification of the principal's knowledge of the document, in the documentation file.
- c) The principal shall change the surname of the student on all **current and future** components of the OSR.

10.3 Change by Law

- a) When a student has his or her surname changed by law, the request for a change to the Ontario Student Record must be accompanied by a legal document which establishes that the student's name has been changed in accordance with the law of the province, state or country in which the document was made.
- b) The principal shall file the document, a copy of the document or verification of the principal's knowledge of the document, in the documentation file.
- c) The principal 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.

10.4 Reports from Third Parties

- a) A third party is any person or agency who is not acting on behalf of Hastings and Prince Edward District School Board.
- b) Reports from other boards of education filed in the OSRs of students transferring from other Ontario school districts are not deemed to be third party reports.

10.5 Procedure for Receiving and Filing Third Party Reports

10.5.1 Consent for the Third Party Report to be added to OSR

Third party reports can be added to the OSR **only if**:

- a) written consent from the adult student or parent(s) or guardian(s) of a student under 18 has been obtained for the inclusion of the report (This consent, using Form F312-4 Consent to Release of Confidential Information, shall be attached to the report); and
- b) the principal determines that the report is conducive to the improvement of instruction of the student.

Note: If consent is not given, a notation shall be made on Part H of the OSR that the report was received and the report shall be returned to the third party or destroyed.

10.5.2 Access To Third Party Reports

- a) The third party will be notified that the report will have to be filed in the student's OSR, subject to the rights of access as described in section 4 above.
- b) The adult student and parent(s) or guardian(s) of a student less than 18 years of age will be informed that only the originator of the report can give a full interpretation, but the report cannot be withheld.
- c) Copies of the report shall be made available to the student or parent(s) or guardian(s) of a student under 18, upon request.
- d) Third party reports shall not be released to any party other than those designated as having a right of access to the OSR under section 4.
- e) District staff members shall not respond to inquiries from other sources about a third party report and shall not disclose that a third party report exists.

10.5.3 Retention of Third Party Reports

- a) A third party report is to be retained in the OSR for a five (5) year period.
- b) After the 5 year period, the third party report is to be removed from the OSR and shredded.
- c) A third party report is to be removed and shredded when a student transfers outside of Hastings and Prince Edward District School Board.

11. CONTINUING EDUCATION RECORDS

11.1 For each student enrolled in a school district 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 shall establish an Office Index Card which will contain the following information:

- a) the full name of the student;
- b) the Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the Ministry, where applicable;
- c) the gender of the student;
- d) the student's date of birth (year, month, day) and the source used to verify the date;
- e) if applicable, the name(s) of the individual(s) who has or have custody of the student and for whom verification of the custody order is included in the documentation file;
- f) the student's current address and home telephone number, as well as an emergency number;
- g) the dates (year, month, day) on which the student enrolls in the program, transfers from the program, and/or retires from the program;
- h) the name and address of the school to which the student transfers and the date;
- i) the student's address on the date of transfer or retirement;
- j) the name and address of the continuing education program from which the student is transferring or retiring; and
- k) other information as required by the school district.

11.2 The principal shall also establish an Ontario Student Transcript.

11.2.1 If the student is enrolled in another school in Ontario, a copy of the Ontario Student Transcript shall be forwarded to that institution.

11.2.2 The student must authorize this procedure.

- 11.3 Procedures for maintaining the Office Index Card and the Ontario Student Transcript are the same for students in continuing education programs as for students in regular programs, with respect to maintenance, retention, storage, release of information and confidentiality.

Legal References:

- *Education Act, section 265 Duties of Principal: Pupil Records; section 266 Pupil Records*
- *Ontario Freedom of Information and Protection of Privacy Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Criminal Code of Canada*
- *Young Offenders Act*
- Part V-A of the *Provincial Offences Act*
- *Child and Family Services Act*
- Ontario Regulation 308 Supervised Alternative Learning for Excused Pupils
- Ontario Regulation 181/98 Identification and Placement, Exceptional Pupils
- Ontario Regulation 440/01 Ontario Education Numbers
- Ontario Student Record Guideline
- Policy/Program Memorandum No. 129 Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools

District References:

- Administrative Procedure 163 – Contracting External Agencies for the Provision of Regulated Social and Health Services for Students with Special Needs
- Administrative Procedure 195 - Records Management
- Administrative Procedure 250 - Substitutions for Compulsory Credits
- Administrative Procedure 340 - Transfer of Students
- Administrative Procedure 378 - Student Discipline, Bullying Prevention and Intervention
- Administrative Procedure 380 - Dealing with Violent Incidents
- Administrative Procedure 388 - Assessment, Evaluation and Reporting of Student Achievement
- Administrative Procedure 390 - Promotion, Retention and Placement
- Administrative Procedure 395 - Exceptions to Compulsory School Attendance
- Administrative Procedure 398 - Home Schooling
- Administrative Procedure 527 - Student Admissions and Tuition Fees

- Form F312-1 Student OSR Profile and OSR Routing
- Form F312-2 OSR Access Consent Form
- Form F312-3 Special Education Envelope
- Form F312-4 Consent to Release of Confidential Information
- Form F312-5A Child and Youth Worker Consent for Services
- Form F312-5B Child and Youth Worker Referral Form
- Form F312-6 Credit Deferral Form
- Form F312-7 Mature Credit Assessment Form
- Form F312-8 Student Interim Report Card
- Form F312-9 Course Substitution for Credit Purposes
- Form F132-10 Program Change
- Form F132-11 Community Involvement Tracking Form
- Form F132-12 OSR Organization Guidelines