



# Northeastern Catholic District School Board

## ONTARIO STUDENT RECORD (OSR)

Administrative Procedure Number: APE 030

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care. In keeping with ministry requirements and the *Municipal Freedom of Information and Protection of Privacy Act*, the NCDSB is committed to the creation, maintenance, retention, and use of Ontario Student Records to accurately document a student's educational history and progress through school in order to improve learning, instruction, faith development, safety, and overall educational experiences for every student.

### DEFINITIONS

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#### **Ontario Student Record**

The OSR is the ongoing, confidential record of a student's educational progress through the elementary and secondary school system in Ontario.

### PROCEDURES

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#### **1.0 ESTABLISHMENT OF THE ONTARIO STUDENT RECORD**

- 1.1 It is the duty of the Principal to ensure that the materials in the Ontario Student Record comply with this procedure and the *Ontario Student Record Guideline, 2000* or any revised version released by the Ministry of Education.

#### **2.0 RESPONSIBILITY FOR THE ONTARIO STUDENT RECORD**

- 2.1 The Principal will designate responsibilities for particular tasks as they relate to the Ontario Student Record. The Principal shall ensure that all persons delegated to perform functions of the OSR are fully aware of the confidentiality provisions of the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.
- 2.2 The assignment of the Ministry of Education Ontario Education Number (OEN) for each student must be completed for every student upon enrolment. The OEN will be affixed to the hard copy of the OSR and entered into the Student Information System (Maplewood) immediately. The Secretary is responsible for these tasks.
- 2.3 Principals shall ensure that each student, and the parents/guardians of a student who is under the age of eighteen (18) are made aware, annually, of the purpose and content of the Ontario Student Record. The aforementioned information can be shared via newsletter, in print in student agendas, course calendars, and/or student handbooks.
- 2.4 The Ontario Student Record shall be stored at the school for any student who withdraws from an Ontario school to home schooling.

### 3.0 COMPONENTS OF THE OSR

3.1 There are clear guidelines relating to the minimum components of the OSR and subsequent requirements on the part of the NCDSB. This section details each component.

- an OSR folder in Form 1A
- all report cards (provincial report cards, progress report cards, and board report cards)
- an Ontario Student Transcript
- a documentation file
- an office index record
- a student record of accumulated instruction in French as a second language in elementary school
- a student record of accumulated instruction in Native as a second language in elementary school, if applicable
- any additional information identified as being relevant to learning, instruction, safety, and personal development

3.2 The NCDSB also requires the following information to be stored in the OSR:

- Sacrament Card
- All provincial assessment results
- Initial Registration Information to an NCDSB school Principal must verify information but **no** copies of identifiable information may be kept in the OSR
- Supervised Alternative Learning Records and Information
- Prior Learning Assessment and Recognition (PLAR) Records and Information
- A copy of the signed Work Education Agreement Form for students participating in work education programs (cooperative education)

3.3 Additional information is collected throughout a student's academic career and will be filed within the OSR and/or documentation file accordingly. This includes but is not limited to:

- Specialist High Skills Major Record
- Requests to correct or remove a record
- Expulsion Record
- Violent Incident Form
- Safe Schools Incident Reporting Form – Part II
- Change of Surname Order Verification
- Change of Surname by Repute Request
- Individual Education Plans
- Behaviour Support Plans
- Safety Plans
- Psychological Assessments
- Identification, Placement, Review Committee (IPRC) Records
- Health Records, as they relate to prevalent medical conditions
- Court Orders as they relate to custody
- Child and Youth Worker Reports
- Confirmation of Pupil Eligibility for English as a Second Language

3.4 It is understood that student records must be maintained on a regular basis and all required information is completed with accuracy and in a timely fashion. This includes but is not limited to the name of each school that the student has attended, dates of entry/exit, teacher contact information, destination of student at transfer/retirement.

- 3.5 Documented matters of student progressive discipline will be maintained in the documentation file, in accordance with ministry expectations and procedures.
- 3.6 Safe Schools Incident Reporting Forms – Part II must be kept in the OSR documentation file for a minimum of one year.
- 3.7 Where the Principal has identified the incident as violent and the incident involves an aggressor who is a student of the school, the reporting form must be retained in the aggressor’s OSR as follows:
- For one year from the date of the incident if the student’s suspension was withdrawn and the record of suspension expunged. Documentation of any other action taken (other than suspension or expulsion) must also be retained for this period.
  - For three years from the date of the incident if the student was suspended for the violent incident.
  - For five years from the date of the incident where a student has been expelled for a violent incident.
- 3.8 The Office Index Record provides the school with immediate access to a comprehensive overview of information about a student. The office index record is kept on file in a secure location at the school for 55 years. The record is not filed in the OSR folder and is not transferred with the OSR when the student exits the school.
- 3.9 The Office Index Record will hold the following information:
- The full name of the student, as recorded on the OSR folder
  - Ontario Education Number (OEN) assigned by the Ministry of Education
  - The gender of the student
  - The student’s date of birth
  - The student’s place of birth
  - The name(s) of the student’s parent(s)
  - If applicable, the name(s) of the individual(s) who has/have custody of the student
  - The student’s current address and home telephone number, as well as an emergency number if one has been provided
  - The dates on which the student enrolls in the school, transfers from the school, and/or retires from school
  - 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 or some other means of identification of the school from which the student is transferring or retiring
- 3.10 When a student transfers to another school, or to a private, federal, or First Nations school, or retires from school, the office index record will be stored at the sending school for 55 years.
- 3.11 A documentation file shall be established as part of the OSR for every student. It will hold information identified in section 3.2 of this procedure.
- 3.12 The NCDSB has established a standard filing order for the OSR. It will be as follows:
- 3.12.1 Provincial Report Cards, including Progress Report Cards and other reporting tools of the NCDSB shall be the first documents filed in the OSR. Most current version on top.

3.12.2 The documentation file follows the report cards. The organization in the documentation file will be as follows:

- Custody Order, if applicable
- Cover page with the school year, student name, exceptionality
- Statement of Decision for the most recent IPRC
- Individual Education Plans for the whole academic school year
- Health records as they relate to prevalent medical conditions
- Psychological Report (to be moved up every year) with a small “flag” to confirm the student’s exceptionality.
- Locally developed intervention program progress reports
- CYW Progress Reports
- Specialized Equipment Amount (SEA) status form
- Agency reports, filed together with the most recent on top.
- Case conference notes

3.12.3 Immediately following the stapled student information as noted above, the following documents shall be retained in the documentation file in this order, as applicable:

- EQAO Provincial Assessment results will be filed immediately after any information as noted above.
- Verification of change of surname
- Written requests for change of information within OSR
- Violent Incident Report Form
- Safe Schools Incident Reports – Part II
- Credit substitution requests and approvals
- Consent Forms for testing, placement, counseling and dispensing of medication
- Community Involvement Hours
- SHSM Records
- PLAR Records

3.12.4 Immediately following the documentation file, the following documents shall be retained in this order, as applicable:

- French and/or Native as a second language accumulation records
- The Record of Sacraments
- Documentation as it relates to initial registration (baptismal certificate, proof of address, proof of age)
- A picture card of the student, if applicable
- A copy of the signed acknowledgement form informing of the purpose and content of the OSR at the time of enrolment to an NCDSB school

### 3.13 The Ontario Student Transcript (OST)

An official print copy of the Ontario Student Transcript (OST) will be filed in the OSR upon transfer, retirement and/or graduation. At all other times, it is sufficient for the OST to be maintained as an electronic file in the Student Information System (Maplewood). It shall be the practice of the NCDSB for the OST to be filed at the onset of a student’s OSR, on top of the current Provincial Report Card.

#### **4.0 ACCESS TO THE OSR**

- 4.1 Access to an OSR means the right of those persons authorized by the *Education Act* or other legislation to examine the contents of the OSR.
- 4.2 The Principal is responsible to control access to the OSR for every student.
- 4.3 Every student has the right to have access to his/her OSR.
- 4.4 The custodial parent/guardian of a student has the right to access the student's OSR, until the student becomes an adult (age eighteen).
- 4.5 Educational personnel including Supervisory Officers, the Principal of the student, the Teacher and designated Early Childhood Educator of the student (if applicable) have access to the OSR for the purpose of improving the instruction of the student and the safety of the student and the school community.
- 4.6 Additional access may be permitted at the discretion of the Principal in accordance with municipal and provincial freedom of information legislation, under specified and limited circumstances.
- 4.7 Subsection 266(2) of the *Education Act* states that the OSR will not be produced in the course of any legal proceedings. There may be occasions, however, when access to the OSR of current students or former students will be sought. In such cases, the Principal shall advise the Superintendent of Education and legal advice will be obtained accordingly.

#### **5.0 USE AND MAINTENANCE OF THE OSR**

- 5.1 Information from an OSR may be used to assist in the preparation of a report required under the *Education Act* or the regulations made under the *Act*.
- 5.2 The purpose for which personal information in a student's OSR is being used must be consistent with freedom of information and protection of privacy legislation and with school board policies and procedures.
- 5.3 The use of the OSR must be made known to parent(s)/guardian(s) and/or students who are eighteen years or older at the time of registration and reminders should be provided annually as noted in 2.3 of this procedure.
- 5.4 Principals must ensure the information in the OSR is updated as required. This includes the electronic student record, if applicable. The minimum requirements include:
  - 5.4.1 Before transferring or retiring an OSR
  - 5.4.2 A minimum of at least once a school year
- 5.5 Teachers should review the contents of the OSR at the beginning of every school year or start of semester at the secondary level to review materials that will impact the learning of the student and the design of instruction.
- 5.6 Teachers should review the content of the OSR at the end of every school year and/or semester to ensure current information is filed as it relates to their professional responsibilities and reporting to parents.

## **6.0 TRANSFER OF THE OSR**

- 6.1 When a student transfers from another school in Ontario, the receiving school must immediately request the OSR in writing and/or electronic form using the official written request (see Appendix A).
- 6.2 If the original OSR is being transferred between NCDSB schools, it should be done in the most efficient manner possible and may be transferred using the internal board mail service.
- 6.3 A Principal shall only transfer an original OSR to another publicly funded school in Ontario, a Care, Treatment, Custody and Correctional facility, hospital facility, Provincial School, a private school, or a federal or First Nations school in Ontario upon receipt of a written or electronic request for the information from the receiving school in which the school agrees to accept responsibility for the OSR and to maintain, retain, transfer, and dispose of the OSR in accordance with the current OSR guidelines.
- 6.4 An original OSR may not be transferred outside Ontario. Only an exact copy of the OSR may be sent to the Principal of an educational institution outside Ontario after the Principal who is responsible for the OSR has received a written or electronic request from the receiving educational institute or from the parent(s) of the student if he/she is not an adult, or by the student if he/she is an adult.
- 6.5 To request an OSR for a student who last attended a private school that has closed, the Principal or designate will prepare and send a letter on school letterhead to the Coordinator of Private Schools and Attendance at the Field Service Branch of the Ministry of Education.
- 6.6 Should a school close permanently, the OSRs for actively enrolled students will be transferred to the receiving schools in accordance with section 7.3 of this procedure.

## **7.0 RETIREMENT OF A STUDENT**

- 7.1 A student retires from school when he/she ceases to be enrolled in school in Ontario. A student is not considered to have retired if he/she (a) withdraws for a temporary period with the written consent of the principal, or (b) transfers to another school in Ontario.
- 7.2 When a student retires from the school that maintained an OSR for the student, the Principal will give the following to the parent/guardian of the student if he/she is not an adult, or to the student if he/she is an adult:
- 7.2.1 a current copy of the student's OST, if applicable
  - 7.2.2 the information and materials stored in the OSR folder that are not required to be retained under the retention schedule within this procedure
  - 7.2.3 the Principal must file a notation in the OSR of the records provided, the date they were provided, and to whom they were provided.

## **8.0 RETENTION, STORAGE, AND DESTRUCTION OF INFORMATION IN THE OSR**

- 8.1 The following components of the OSR will be retained for five (5) years after a student retires from school:
- Report cards
  - PLAR challenge for credit
  - Record of French and/or Native as a second language Instruction
  - Request to correct or delete OSR record
  - The documentation file

- Additional information that is identified by the school board as appropriate for retention
- 8.2 The following components of the OSR will be retained for fifty-five (55) years after a student retires from school:
- The OSR folder
  - The OST
  - The office index record
  - Additional information that is identified by the school board as appropriate for retention
- 8.3 The storage of the OSR must be securely maintained in the central office of the school.
- 8.4 The Principal shall implement appropriate procedures to ensure the privacy of the Ontario Student Record. This includes but is not limited to secured filing cabinet in the school office, a sign out system for the removal of the OSR, and procedures to limit access to the OSR.
- 8.5 Inactive OSRs shall be stored securely at the school of origin in accordance with the retention guidelines of this procedure.
- 8.6 The destruction of all or any part of the OSR when its retention is no longer required under this policy and related procedures will be effected under conditions that ensure the complete and confidential disposal of the record.
- 8.7 A tracking mechanism (the retention of authorizing signatures and certificates of destruction) is advisable as legal proof of destruction.

## **9.0 CORRECTION OR REMOVAL OF INFORMATION IN THE OSR**

- 9.1 The Principal has discretion to remove materials from a student's OSR that are deemed to be no longer conducive to the improvement of the instruction of the student, the safety of the student and the school community and retention obligations have been met.
- 9.2 The parent/guardian may request that the Principal remove information from the OSR which is inaccurately recorded or that it is not conducive to the improvement of instruction of the student and the safety of the student and the school community.
- 9.3 If the Principal complies with such a written request, the material will be corrected or will be removed from the file and destroyed or returned to the parent/guardian or the adult student, and no record of the request will be retained in the OSR.
- 9.4 If the Principal refuses to comply with the request identified in 10.2 of this procedure, the parent/guardian may request in writing that the Principal refer the request to the appropriate Supervisory Officer. The Supervisory Officer will then proceed with the standard of responsibility as described in the *OSR Guidelines*, 2000 or any updated version released by the Ministry of Education.

## 10.0 CHANGE OF SURNAME

### 10.1 Change by Repute

10.1.1 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/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.

10.1.2 The student's legal name will appear on the provincial report card and the Ontario Student Transcript and the requested surname will be used henceforth.

### 10.2 Change by Marriage

When a Principal receives a document that establishes that a student has had his/her surname changed by marriage, the Principal will file the document, in the documentation file, and will change the surname of the student on all current and future components of the OSR.

### 10.3 Change by Law

When a Principal receives a document that establishes that a student has had his/her surname changed in accordance with the law, the Principal will file 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.

### 10.4 Change of Gender

In accordance with the *Vital Statistics Act*, a person who has undergone surgery to change gender is entitled to a new birth certificate and other pertinent records, including the OSR. In such cases, the gender of the student will be recorded appropriately in all components of the OSR.

10.5 It is the responsibility of the Principal to designate responsibility to the school secretary to ensure that updates to electronic student information systems be updated in all matters identified in this section of the procedure.

## 11.0 CONTINUING EDUCATION RECORDS

11.1 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 record, which will contain the following information:

- the full name of the student
- Ontario Education Number (OEN) assigned by the Ministry of Education, where applicable
- the gender of the student
- the student's date of birth and the source used to verify the date
- if applicable, the name of the individual who has custody of the student and for whom verification of the custody order is included in the documentation file
- the student's current address, home telephone number, and emergency contact if one has been provided
- the date 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 of some other means of identification of the continuing education program from which the student is transferring or retiring
- other information identified by the school board

11.2 The Ontario Student Transcript will be maintained by the Principal of the continuing education program. If, however, the student is also enrolled in a day school program, the Principal of the continuing education program will forward information on credits earned to the Principal of the day school program for inclusion in the student's Ontario Student Transcript.

## **12.0 ORDERING OF OSR MATERIALS**

12.1 All Ontario School Record materials required can be ordered online through the Ministry of Education from the Lowe Martin Group. A user-friendly online user guide is attached (Appendix D) with instructions.

## **13.0 RELATED FORMS AND DOCUMENTS**

TEMPLATE: Request for an Ontario Student Record

TEMPLATE: Confirmation of Transfer of an Ontario School Record

TEMPLATE: Acknowledgement Ontario Student Record

DOCUMENT: MOE Print Resources Storefront – User Guide

**Director of Education:** *Tricia Stefanie Welty*

**Date:** **February 2019**