

**ACKNOWLEDGEMENT
ONTARIO STUDENT RECORD**

The Ontario Student Record (OSR) is the official file of a student’s educational progress through schools in Ontario. It is a mandatory requirement for schools and there are specific guidelines set by the Ministry of Education that define how to establish, maintain, retain, transfer, or dispose of an Ontario Student Record.

The purpose of the OSR document is to improve learning, to improve instruction, to improve the overall education of the student, and to provide for the safety of the student and the school community. Some examples of documents that would be stored in the OSR include Provincial Report Cards, Ontario Student Transcripts, information as it relates to special education services and programs, accumulation of Second Language minutes, suspension notices, violent incident reports, and in the case of our Catholic district school board, sacramental information.

The OSR is a confidential document that is accessible to educational personnel including, but not limited to, Supervisory Officers, the Principal of the student, the Teacher and designated Early Childhood Educator of the student. Every effort is made to ensure the protection of privacy in accordance with the acts that regulate school boards. 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. A parent/guardian of a student who is not an adult has the right to access the student’s OSR in accordance with the provisions set forth in the guidelines and local procedures.

By signing below, you are acknowledging that you are aware of the purpose and content of an OSR.

Name of Student:	
Parent/Guardian Name:	
Parent/Guardian or Student over the age of 18 Signature:	
Date:	

The original copy of this acknowledgement will be filed in the student’s OSR.

June 2022