**Appendix C**

**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 French as a Second Language minutes, suspension notices, violent incident reports, and in the case of our Catholic district school board, sacramental information from parishes.

The OSR is a confidential document that is accessible to supervisory officers, principals, and teachers of the school. Every effort is made to ensure the protection of privacy in accordance with the acts that regulate school boards. Others may not have access to the OSR without written consent of the adult student or of the parent/guardian of a student who is not an adult. 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 your child’s OSR.

|  |  |
| --- | --- |
| Name of Student: |  |
| Parent/Guardian Name: |  |
| Parent/Guardian Signature: |  |
| Date: |  |

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

February 2019