



ONTARIO STUDENT RECORD

Superintendent Responsible: Superintendent of Human Resources

Initial Effective Date: 2018/10/15

Last Updated: 2023/05/29

Next Review Date: 2027/11/30

Purpose:

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The *Education Act* requires that the Administrator(s) of a school collect information 'for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record'.

Guiding Principles:

The *Education Act* regulates access to an OSR and states that the OSR is 'privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction' of the student(s). All employees are to strictly observe legislative requirements with respect to the contents of and access to the OSR in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the Ontario Student Record (OSR): Guideline 2000 and all other applicable regulations and guidelines of the Government of Ontario.

1.0 Issuance of OSR

If a student is attending more than one school simultaneously for the purposes of program, only one OSR is to be issued.

2.0 Responsibility for the OSR

It is the duty of the Administrator(s) of a school to:

- 2.1 Establish, maintain, retain, transfer, and dispose of a record for each student enrolled in school in compliance with this procedure and the policies established by the Grand Erie District School Board (Grand Erie).
- 2.2 Ensure that the materials in the OSR are collected and stored in accordance with the policies in Ontario, the Student Record Guidelines, 2000 (Revised 2020), and the policies established by Grand Erie.
- 2.3 Ensure that all school clerical staff specified by the Administrator perform clerical functions with respect to the establishment and maintenance of the OSR and are aware of the confidentiality provisions and security in the *Education Act* and MFIPPA.
- 2.4
- 2.5 Designated employees and bonded agents will be responsible for the purposes of microfilming, loading on and managing historical records.

3.0 Maintaining Confidentiality and Storage of the OSR

- 3.1 Active OSR files will be stored in a central location in the school. They must be stored in a locked filing cabinet or in a locked, access-restricted area.
- 3.2 Inactive OSR files will be stored in a central location in the last school the pupil attended. They must also be stored in a locked filing cabinet or in a locked, access-restricted area.
- 3.3 A log recording the user's name and location of each OSR that is removed from the regular storage area must be maintained.
- 3.4 OSR folders will normally be returned to the regular storage area by the end of each school day. If a folder is to be retained overnight by an authorized individual, then security of the OSR must be ensured.

4.0 Organizing the OSR

The OSR folder and Documentation File will be organized using the “Order of Enclosures” dividers method. Dividers are established as follows:

Outside the Documentation File

- Order of Enclosure List
- Student Identification and Personal Information
- Student Achievement

Inside the Documentation File

- Assessment Reports (School Board)
- Assessment Reports (Outside Agencies)
- Consent Forms
- Identification, Placement and Review Committee (IPRC) Packages
- Individual Education Plans (IEP)
- “Legal” Documents
- Other

The following information **must not** be stored in the Documentation Folder:

- Copies of proof of birth
- Copies of immigration documents, unless the document is being used for proof of birth
- Copies of proof of marriage
- Immunization record and health card numbers
- Proof of address/residency
- Student Registration Forms
- Temporary Student Withdrawal forms

Components of the OSR

- an Ontario Education Number (OEN)
- The following may be entered in the OSR if the Administrator(s) deems them conducive to the improvement of instruction of the student: photographs, participation in co-instructional activities, and special achievements in school activities.
- Records of interviews with parent(s)/caregiver(s) and/or student if the Administrator(s) deems them conducive to their improvement of instruction of the student.
- For confirmation/verification of proof of birth and residency, use Appendix A: Enrolment/Registration Verification and place in front of OSR

5.0 Documentation File

In addition to the requirements of the OSR Guidelines, Grand Erie has designated the following information for inclusion for the period the Administrator(s) deems them conducive to the improvement of instruction of the student, unless otherwise noted below:

- Reports by support personnel on student progress
- Consent forms for testing or placement
- Administration of medication release forms
- Education, psychological and speech and language reports from Grand Erie personnel *+
- Assessment reports from outside agencies, e.g., audiological, vision, psychiatric, psychometric, psychological, medical, treatment centres, home care, etc. *
- Information on adoption, immigration, home schooling, exclusion from compulsory attendance in French as a Second Language; Court Order, Parenting Order, Parenting Plan, Trespass Orders, and appeal/tribunal decisions
- Information related to a reportable violent incident - reports must remain for three (3) consecutive years during which time no other reportable violent incidents have occurred

* Third parties are to be advised that their reports will be filed in the OSR and will be subject to the OSR access provisions.

+ The protocols and case notes are the property of Grand Erie and will be maintained by the individual assessor.

6.0 Report Cards

Report cards, including those issued in addition to the times of issuance specified in the Guideline are to be maintained in the OSR.

7.0 Ontario Student Transcript (OST), where applicable

The OST is part of the OSR. Transcripts are issued for secondary school students in order to track their achievement and credit accumulation at the secondary school level. The OST must be printed on official OST paper when it is issued to the student, when it is required for external use, or when it is placed in the OSR of a student who transfers to another school in Ontario.

The OST must be signed by the Administrator (or Superintendent of Student Achievement if the Administrator is not available) and sealed with the school or board seal.

Upon graduation or retirement, a current and accurate copy of the student's OST must be stored in the OSR folder for internal school use. It is a Ministry requirement that the OST be kept for 55 years following graduation or retirement from education in Ontario.

8.0 Office Index Cards

The Office Index Card is a computer-generated form that provides the school with immediate access to information about a student. It is subject to the same criteria regarding access and security as all other components of the OSR and will remain at the school until the student retires and then it will be archived at the school for an additional 55 years. It is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.

9.0 Change of NameChange by Repute

When an Administrator(s) receives a written request from an adult student or the parent(s)/caregiver(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 their 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 Administrator(s) will record the requested surname in 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.

Change by Marriage

When an Administrator(s) receives a document that establishes that a student for whom the Administrator(s) maintains an OSR has had their surname changed by marriage, the Administrator(s) will file the document, a copy of the document, or a verification of their knowledge of the document in the Documentation File, and will change the surname of the student on all current and future components of the OSR.

Change by Law

When an Administrator(s) receives a document that establishes that a student for whom the Administrator(s) maintains an OSR has had their surname changed in accordance with the law of the province, state, or country in which the document was made, the Administrator(s) will file the document, a copy of the document, or a verification of their knowledge of the document in the Documentation File. The surname of the student on all components of the OSR will be changed, if requested, so that the record will appear as if originally established in the new surname.

Change of Preferred Name

When an Administrator(s) receives a request to change the preferred name of a student they may do so for the common or preferred name without requiring the student to provide formal documentation. For any request to change a name on official documents, e.g., the OSR or in formal systems of record such as PowerSchool, documentation supporting the formal name change must be presented. The documentation may or may not be retained in the OSR as

determined by the Administrator(s), subject to the improvement of the instruction of the student.

10.0 Access to the OSR

A student and the parent(s)/caregiver(s) of a student who is under the age of 18 may, by appointment, review the student's OSR in the school in the presence of the Administrator(s) or a teacher at the school during regular school hours and obtain a copy of it.

Unless there is a Court Order, Parenting Order or Parenting Plan to the contrary, both parent(s)/caregiver(s) have a legal right of access to their child, including the right to make inquiries and to be given information concerning the child's health, education and welfare. Schools should request parents to provide a copy of any Court Orders or Separation Agreements concerning parenting time or decision-making responsibility arrangements for review and inclusion in the Documentation File of the student's OSR.

All persons, except the Administrator(s) of a school, the teacher, designated Learning Support Teacher, Designated Early Childhood Educators and Superintendent of Education require informed written consent before accessing the student's OSR. A teacher is a person who holds a valid certificate of qualification or a letter of standing as a teacher in an elementary or secondary school in Ontario.

Administrator(s) are required to remind teaching and other employees of the unequivocal obligation of maintaining secrecy respecting pupil records imposed by the *Education Act*.

Grand Erie grants the following staff access to the OSR for performing clerical tasks only, as directed by the Administrator(s) and/or the Superintendent of Education:

- Elementary Secretary
- Guidance Secretary (Secondary)
- Auditor (Regional/Internal)
- Manager of Privacy and Director Services

Neither parent(s)/caregiver(s) volunteers nor elected members of school councils have access to OSR's of any students other than their own child(ren).

See Appendices B and C for Consent Forms to be used to release information from the OSR to third parties, e.g., Probation Officers, Parole Officers, hospitals, etc.

11.0 Access to the OSR – Subpoenas, Civil Suits, Criminal Code, Child & Family Services Act

Administrator(s) will contact their Family of Schools Superintendent who will make arrangements for seeking legal advice.

12.0 Access to the OSR upon Death of a Student

12.1 Under the MFIPPA, if a student was over age 18 at the time of death, parent(s)/caregiver(s) can only access the personal information if the child has been deceased for over 30 years. However, MFIPPA allows the deceased individual's personal representative/executor (may be a parent/caregiver to exercise the right of power and access to personal information if access "relates to the administration of the individual's estate".

12.2 If the deceased student was over age 16 but under 18 at the time of death, then the provisions of s.266 of the *Education Act* will permit the parent(s)/caregiver(s) access to the OSR.

12.3 If the deceased student was under age 16 at the time of death, then both parents/caregivers provided they have not been precluded access by a Court Order, Parenting Order or Parenting Plan, have the right to examine the OSR under the *Education Act*. However, MFIPPA allows only the decision-making responsibility parent to obtain a copy of the OSR pursuant to a request made under the Act. Practically speaking, this differentiation can be avoided in the absence of an access request under

MFIPPA. However, disclosure could be made to both parents/caregivers for the purpose of complying with another Act, such as family law legislation.

13.0 **Review of the OSR Folders**

The OSR will be reviewed at the following times to ensure it contains information that is current and valid, and conducive to the improvement of the instruction of the student:

- on admission from a school outside Grand Erie;
- on transfer to another school;
- on retirement from school; o
- at least once during each school year.

14.0 **Transfer of the OSR**

14.1 See Appendix D for the form to be used when a student transfers from a school. The Annual Education Plan (AEP) for Grades 7 to 12 students is to be placed in the OSR when a student transfers.

14.2 Specially printed Transfer Envelopes utilizing Priority Post are to be used when transferring OSR's to a school in another board, to a private, federal, or First Nations school, or to a Provincial or Demonstration School.

14.3 The Student Record Mailer Envelope is to be used when transferring OSRs between Grand Erie schools through the internal courier service.

14.4 Notify the appropriate Medical Officer of Health as required by the *Immunization of School Pupils Act*.

15.0 **Requesting an OSR**

See Appendix E & F for the form to be used when requesting an OSR from another school.

16.0 **Retention and Disposal**

16.1 OSR's for elementary students who retire from Grand Erie will be stored for five (5) years in the elementary school and then forwarded to the the Manager of Privacy and Director Services at the Education Centre for storage on CD-ROM.

16.2 OSR's for secondary students who retire from Grand Erie will be stored for ten years in the secondary school and then forwarded to the Manager of Privacy and Director Services at the Education Centre for storage electronically.

16.3 In the event of a school closing, the Office Index Cards will be forwarded to the school that receives the students from the previous school area.

17.0 **Suspension Letters**

In accordance with the *Education Act*, copies of suspension letters are to be retained in the OSR (outside of the Documentation File).

18.0 **Availability of Forms**

The following forms are available from the Mail Room at the Education Centre:

- blank OSR folders and Documentation Files
- transfer envelopes
- forms for recording the hours of instruction in French as a Second Language
- Order of Enclosure sets of forms

Reference(s):

- [Child and Family Services Act, R.S.O. 1990, c. C.11](#)
- [Children's Law Reform Act, R.S.O. 1990, c. C.12](#)
- [Divorce Act, R.S.C., 1985, c. 3](#)
- Criminal Code
- [Education Act, R.S.O. 1990, c. E.2](#)
- [Immunization of School Pupils Act, R.S.O. 1990, c.1.1](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)
- Ontario Student Record (OSR) Guideline, 2000 (Revised 2020)
- Privacy and Records Information Management Policy (SO-19)



PUPIL ELIGIBILITY ATTESTATION FORM

School Student Enrolling At: _____

The following information will be used by school staff members to collect information in keeping with the *Education Act*. The principle purpose for the collection of this information is to provide confirmation of Pupil Eligibility for English as a Second Language (ESL)/Programme d'appui aux nouveaux arrivants (PANA), residency and the right to attend without paying tuition fees. Grand Erie can retain the attestation form in a way that meets its own unique needs, however Grand Erie needs to be able to produce the relevant documentation for auditing purposes

Important: Any section of form which is not completed, will not be considered supporting documentation and will make the form null and void.

STUDENT INFORMATION

Provincial OEN# _____ Student # _____

Legal Last Name: _____ Usual Last Name: _____

Legal First Name: _____ Preferred First Name: _____

Legal Middle Name: _____ Date of Birth: _____ (DD-MMM-YYYY)

Gender: Male Female

Home Phone: _____ Unlisted: Yes No

Enrolment Date: _____ (DD-MMM-YYYY) For Grade: _____

Admission Status: Pupil of the Board Other Pupil

STUDENT ADDRESS

Home Address: Street# _____ Street Name _____ Apt# _____
 City/Town/Municipality _____ Name of Township _____ Postal Code _____

Mailing Address Same as Home address

Street# _____ Street Name _____ Apt# _____
 City/Town/Municipality _____ Name of Township _____ Postal Code _____

Proof of Date of Birth (only 1 (one) piece required)

Birth Certificate

Baptismal Certificate

Passport

Other _____

Current Proof of Address (only 1 (one) piece required)

Agreement of Purchase and Sale

Utility Bill

Property Tax Bill

Phone/Cable/Internet Bill

Other: please specify* _____

Note: *Driver's license and cell phone bills are not acceptable for audit purposes.

PREVIOUS SCHOOL INFORMATION

Previous School Board: _____ **If outside of province**, please indicate province or country and language of instruction:

Previous School: _____

Address: _____ Province/Country: _____

Last Day of Attendance: _____ (DD-MMM-YYYY) Language of Instruction: _____

Registrar's Initial _____ Administrator's Initials: _____



**Grand Erie District School Board
349 Erie Avenue
Brantford, ON N3T 5V3**

AUTHORIZATION FOR ACCESS TO OSR: STUDENT UNDER AGE 18

| | |
|--------------------|--|
| School Name | |
|--------------------|--|

| | |
|------------------------|----------------------|
| Name of Student | Date of Birth |
| Preferred Name | |

I, _____, of the City/Town of _____, Ontario, acknowledge that I am the parent(s)/caregiver(s) of the above-named child, who is under age 18, and that I have not been precluded access to this information concerning the health, education or welfare of the above-named child by a Court Order, Parenting Order or Parenting Plan or Separation Agreement.

In accordance with section 266 of the *Education Act, R.S.O. 1990, c. E.2*, as amended, I am requesting access to the contents of my child's Ontario Student Record (OSR) that is in the possession of the Grand Erie District School Board, or a copy of the same.

I hereby authorize the release of this information to:

who is/are acting on my behalf in a _____

I hereby consent to the release of this personal information to the above-named party in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended.

Dated at _____, Ontario

this _____ day of _____, 20_____.

Witness: _____ Parent(s)/Caregiver(s): _____



Grand Erie District School Board
349 Erie Avenue
Brantford, ON N3T 5V3

AUTHORIZATION FOR ACCESS TO OSR: STUDENT OVER AGE 18

School Name

Name of Student Date of Birth

Preferred Name

I, _____, of the City/Town of _____, Ontario, acknowledge that I am/was a student within the Grand Erie District School Board, and I am 18 years of age or older.

In accordance with section 266 of the Education Act, R.S.O. 1990, c. E.2, as amended, I am requesting access to the contents of my Ontario Student Record (OSR) that is in the possession of the Grand Erie District School Board, or a copy of the same.

I hereby authorize the release of this information to:

who is/are acting on my behalf in a _____

I hereby consent to the release of this personal information to the above-named party in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

Dated at _____, Ontario

this _____ day of _____, 20____.

Witness: _____ Parent(s)/Caregiver(s): _____



**Grand Erie District School Board
 349 Erie Avenue
 Brantford, ON N3T 5V3**

Notification of Student Transfer Within Ontario

This is to certify that

| | | | |
|---------|------------|----------------|-------------|
| Surname | First Name | Preferred Name | Middle Name |
|---------|------------|----------------|-------------|

was enrolled in Grade _____ at

Name of School

Address

The last attendance date was _____

The Ontario Student Record will be forwarded directly to you upon receipt of an official request. This student has been provided with a copy of his/her latest report card and Ontario Student Transcript, if applicable.

Administrator

Date



**Grand Erie District School Board
 349 Erie Avenue
 Brantford, ON N3T 5V3**

**Request for an OSR by a School in
 Another Board or a Provincial or Demonstration School in Ontario**

This is to certify that

| | | | |
|---------|------------|----------------|-------------|
| Surname | First Name | Preferred Name | Middle Name |
|---------|------------|----------------|-------------|

was enrolled in Grade _____ at

Name of School

Address

I hereby agree to accept responsibility for the record and to use, maintain, transfer, and dispose of the record in accordance with the Ontario Student Record (OSR) Guideline, 2000.

Administrator

Date



**Grand Erie District School Board
349 Erie Avenue
Brantford, ON N3T 5V3**

Request for an OSR from a School Outside of Ontario

Please forward a copy of Student Records for

| | | | |
|---------|------------|----------------|-------------|
| Surname | First Name | Preferred Name | Middle Name |
|---------|------------|----------------|-------------|

Date of Birth _____

was enrolled in Grade _____ at _____

Name of School _____

Address _____

I hereby agree to accept responsibility for the record and to appropriately use, maintain, transfer, and dispose of the record.

Administrator _____ Date _____