



<b>Ontario Student Records</b>
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Board Received: October 15, 2018 Review Date: Subject to legislation

**Accountability**

1. Frequency of Reports – As needed
2. Criteria for Success – Records maintained in accordance with Education Act, Municipal Freedom of Information & Protection of Privacy Act, and all regulations and guidelines of the Government of Ontario and Grand Erie District School Board

**Procedures**

These Procedures are to be used in conjunction with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Ontario Student Record (OSR) Guideline* ([OSR Guidelines, 2000](#)) and all other applicable regulations and guidelines of the Government of Ontario. The *Ontario Student Record (OSR) Guideline 2000*, and *A Guide to Ontario Legislation Covering the Release of Students' Personal Information* should be filed with this procedure.

**1. 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. Responsibility for the OSR**

- Designated school clerical staff will be responsible for performing clerical functions with respect to the establishment and maintenance of the OSR.
- Designated administrative staff and bonded agents will be responsible for the purposes of microfilming, loading on CD-ROM, and managing historical records.

**3. Maintaining Confidentiality and Storage of the OSR**

- OSR folders must be stored in a locked, secure area when they are unsupervised.
- A log recording the user's name and location of each OSR that is removed from the regular storage area must be maintained.
- OSR folders shall 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. Organization of 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 principal 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 parents and/or students if the principal 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. Documentation File

In addition to the requirements of the OSR Guidelines, the Grand Erie District School Board has designated the following information for inclusion for the period the principal 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 Board personnel \*+;
- assessment reports from outside agencies, eg. 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 orders, trespass orders, and appeal/tribunal decisions;
- information related to a reportable violent incident. Reports must remain for three 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 the Board and will be maintained by the individual assessor.

**6. 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. Office Index Cards**

An Office Index Card can be a computer-generated form which contains the required information about each student who has attended a school.

**8. Access to the OSR**

A student and the parent(s)/guardian(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 principal or a teacher of the school during regular school hours and obtain a copy of it.

Unless there is a court order to the contrary, both parents 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 custody and access arrangements for review and inclusion in the Documentation File of the student's OSR.

Neither parent 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, eg. probation officers, parole officers, hospitals, etc.

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

Principals shall contact the Family of Schools superintendent of schools who will make arrangements for seeking legal advice.

**10. Access to the OSR upon Death of a Student**

- Under the *Municipal Freedom of Information and Protection of Privacy Act*, if a student was over age 18 at the time of death, parents can only access the personal information if the child has been deceased for over 30 years. However, the *Act* allows the deceased individual's personal representative/executor (may be a parent) to exercise the right of power and access to personal information if access "relates to the administration of the individual's estate".
- 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 parents access to the OSR.
- If the deceased student was under age 16 at the time of death, then both the custodial and non-custodial parent, provided they have not been precluded access by court order, have the right to examine the OSR under the *Education Act*. However, the *Municipal Freedom of Information and Protection of Privacy Act* allows only the custodial parent to obtain a copy of the OSR pursuant to a request made under that Act. Practically speaking, this differentiation can be avoided in the absence of an access request under the *Municipal Freedom of Information and Protection of Privacy Act*. However, disclosure could be made to both parents for the purpose of complying with another Act, such as family law legislation.

### 11. Review of Ontario Student Record Folders

The OSR shall 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; or
- at least once during each school year.

### 12. Transfer of the OSR

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

### 13. Requesting an OSR

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

### 14. Retention and Disposal

- OSR's for elementary students who retire from the Grand Erie District School Board will be stored for five years in the elementary school and then forwarded to the Executive Assistant to the Trustees/FOI Coordinator at the Education Centre for storage on CD-ROM.
- OSR's for secondary students who retire from the Grand Erie District School Board will be stored for ten years in the secondary school and then forwarded to the Executive Assistant to the Trustees/FOI Coordinator at the Education Centre for storage on CD-ROM.
- 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.

### 15. Suspension Letters

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

### 16. 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; and
- Order of Enclosure sets of forms.

## APPENDIX A

## ENROLMENT/REGISTRATION VERIFICATION

Student's Name	
Student's DOB:	
Date of Registration	

Method of Verification for Student's Full Name and Date of Birth <i>(only 1 (one) piece of documentation required)</i>	Registrar's Initial	Principal's Initial
<input type="checkbox"/> Birth Certificate		
<input type="checkbox"/> Baptismal Certificate		
<input type="checkbox"/> Passport		
<input type="checkbox"/> Other:		

Method of Verification for Student's Proof of Residency <i>(only 1 (one) piece of documentation required)</i>	Registrar's Initial	Principal's Initial
<input type="checkbox"/> Current Utility Bill		
<input type="checkbox"/> Current Property Tax Bill		
<input type="checkbox"/> Current Phone Bill		
<input type="checkbox"/> Current Agreement of Purchase of Sale (Property)		
<input type="checkbox"/> Other documentation to confirm a student's residency status:		

- \* Under the *Municipal Freedom of Information and Protection of Privacy Act*, photocopies of a student's personal or immigration documentation **must not be** retained in student's OSR.
- \* An Ontario's driver's license **is not** an acceptable form of document to confirm a student's residency status.
- \* Proof of residency documentation **must not be** photocopied or retained in student's OSR as these documents contain personal account numbers.

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

AUTHORIZATION FOR ACCESS TO OSR: STUDENT UNDER AGE 18

School Name	
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Name of Student	Date of Birth
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I, \_\_\_\_\_, of the City/Town of \_\_\_\_\_, Ontario, acknowledge that I am the parent/guardian 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 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/Guardian: \_\_\_\_\_

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

AUTHORIZATION FOR ACCESS TO OSR: STUDENT OVER AGE 18

School Name	
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Name of Student	Date of Birth
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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: \_\_\_\_\_ Student: \_\_\_\_\_



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

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Please forward the Ontario Student Record for

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Surname	First Name	Middle Name
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who has enrolled in Grade \_\_\_\_\_ at

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Name of school

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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*.

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Principal

Date

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

Request for an OSR from a School Outside of Ontario

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Please forward a copy of Student Records for

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Surname	First Name	Middle Name
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Date of Birth \_\_\_\_\_

who has enrolled in Grade \_\_\_\_\_ at \_\_\_\_\_

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Name of school

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Address

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

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Principal

Date