



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2016</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2021</b>	<i>Page</i> <b>1 of 14</b>
<i>Contact Person/Department</i> <b>Superintendent of Operations</b>	<i>Identification</i> <b>OP-6525</b>

## **ONTARIO STUDENT RECORD (OSR) GUIDELINE**

### **1.0 PURPOSE**

Trillium Lakelands District School Board is committed to ensuring that schools establish and maintain an OSR for each student in attendance in accordance with the Ministry of Education's published guidelines.

Ontario Student Records are to be maintained for all students in compliance with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act and all applicable regulations and guidelines of the Government of Ontario.

### **2.0 REFERENCES AND RELATED DOCUMENTS**

- 2.1 [Education Act: Section 265\(1\)\(d\) Duties of Principal—Pupil Records;](#)
- 2.2 [Education Act: Section 266 Pupil Records;](#)
- 2.3 [Ontario Regulation 293 Fees for Transcripts and Statements of Standing;](#)
- 2.4 [Ontario Student Record \(OSR\) Guideline \(2000\);](#)
- 2.5 [Ontario Student Transcript \(OST\) Manual;](#)
- 2.6 [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M56 \(MFIPPA\);](#)
- 2.7 [Family Law Act, R.S.O. 1990, c. F.3 ;](#)
- 2.8 [Youth Criminal Justice Act;](#)
- 2.9 [Child and Family Services Act, R.S.O. 1990, c. C.11;](#)
- 2.10 [Criminal Code of Canada;](#)
- 2.11 [TLDSB Code of Conduct Policy OP-6020;](#)
- 2.12 [TLDSB Code of Conduct Procedure OP-6021;](#)
- 2.13 [TLDSB Records Retention Policy BD-2035;](#)
- 2.14 [TLDSB Records Retention Procedure BD 2036;](#)
- 2.15 [A Guide to Ontario Legislation covering the Release of Students' Personal Information;](#)
- 2.16 [Policy/Program Memorandum No. 120 Reporting Violent Incidents to the Ministry of Education.](#)

### 3.0 TERMS AND DEFINITIONS

- 3.1 Ontario Student Record (OSR)  
The record of a student's educational progress in Ontario schools
- 3.2 Adult  
A person who is eighteen years of age or older.
- 3.3 Board  
A board of education, public school board, secondary school board, Roman Catholic separate school board, or Protestant separate school board, including a French-language board or the public sector or Roman Catholic sector of a French-language board or the minority-language section of a board.
- 3.4 Department of National Defense school (D.N.D.)  
An educational institution operated either in or outside Ontario to provide education for students whose parents or guardians are members of the Canadian Forces or employees of the Government of Canada. A DND school is deemed to be a private school in Ontario that is operated by the Government of Canada.
- 3.5 Guardian  
A person who has lawful custody of a child, other than the parent of the child.
- 3.6 Ontario Student Transcript  
The component of an OSR that is used to record particulars of the secondary school courses successfully completed for grade 9 and 10 courses and all attempted grade 11 and 12 courses.

### 4.0 PROCEDURE

- 4.1 ESTABLISHMENT OF THE OSR
- 4.1.1 The Education Act requires that the principal 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". The act also 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. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.
- 4.1.2 If a student is attending more than one school simultaneously for the purpose of program, only one OSR is to be established at the home school.

4.1.3 Blank OSR folders may be ordered through the Purchasing Department at TLDSB using a TLDSB requisition.

#### 4.2 RESPONSIBILITY FOR THE OSR

4.2.1 Principals will identify and in-service the secretaries and teaching staff who will be responsible for particular tasks pertaining to this document.

4.2.2 Principals' duties related to pupil records are specified in 265(d) of the Education Act (i.e. in accordance with this Act, the regulations and the guidelines issued by the Minister, to 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").

4.2.3 Supervisory Officers' duties under 286(1)(e) of the Education Act are to ensure that the schools under his or her jurisdiction are conducted in accordance with the Education Act and Regulations.

4.2.4 All persons specified to perform functions with respect to the establishment and maintenance of the OSR must adhere to the confidentiality provisions in the Education Act and the relevant freedom of information and protection of privacy legislation;

4.2.5 OSR's shall be maintained in a secure area or a lockable filing cabinet.

#### 4.3 COMPONENTS OF THE OSR

##### 4.3.1 The OSR Folder

Principals must establish an OSR folder, Form 1A for students enrolling in school for the first time after September 1, 1985. For students attending school who enrolled in school before that date, the OSR folder Form 1 must be adjusted to correspond to Form 1A.

##### a) Biographical data: Part A:

- Board standard for date format: year month day;
- Within TLDSB, a student is assigned a student number upon registration. This number remains with the student while attending any school within TLDSB.
- All students registered at TLDSB will be assigned an Ontario Education Number (OEN) by the Ministry.

##### b) Schools attended: Part B

- In elementary schools it is required that the following sections be completed annually: name of the school, teacher contact, the date of entry and the date of the last day of attendance in each grade.

- c) Retirement from an Ontario school: Part C of Form 1A or Parts J and K of Form 1.
  - The date of retirement;
  - The student's address at retirement;
  - The student's destination at retirement with respect to further education or employment.
- d) Names of parent(s): Part D
  - Principals are reminded to ensure that all records are accurate.
- e) Special health information: Part E
  - Principals shall request from parent(s)/guardian(s) written notification of such health conditions. This request will appear on the Student Registration Form and will be updated annually via the Student Information Verification form.
- f) Photographs and information: Parts F and G of Form 1A or Parts F, G, and I of Form 1.
  - A photograph of each student shall be affixed to Part F. The photograph shall be updated at least once in each of the following divisions: primary, junior and intermediate.
- g) Additional information: Part H
  - The date on which the student enters a Supervised Alternative Learning (SAL) program (Regulation 374/10).

#### 4.3.2 Report Cards

- a) All Provincial Report Cards for each reporting period of the school year;
- b) Anecdotal and other informal reports of student progress related to the improvement of instruction may be issued and filed.

#### 4.3.3 The Ontario Student Transcript (OST)

The Ontario Student Transcript is part of the OSR. When it is maintained electronically, a hard copy must be produced and maintained in the OSR. Copies of Ontario Student Transcripts are provided free of charge to students currently registered at a Secondary School. Copies requested by students not currently registered and out of school for more than one year will be subject to a fee; currently \$10, set by the Board.

#### 4.3.4 The Documentation File

- a) Documentation File Contents
- Verification of a custody order;
  - Verification of a change of surname;
  - Request for Subject Exemption – Elementary School;
  - PLAR Challenge for Credit: Cumulative Tracking Record (secondary) and the Cumulative Tracking Record for Challenge;
  - Authorization for Storage and Administration of Prescribed Medication;
  - Notification of complaint against perpetrator;
  - Health Support Services provided by School Personnel Procedure Log;
  - Request for Home Instruction Package;
  - Special Education Equipment Release of Information Form;
  - Personalized Equipment Parent Acknowledgement;
  - Special Education School Equipment for Use at Home Parent Acknowledgement;
  - Special Education School Equipment for Use Over the Summer Parent Acknowledgement;
  - Discontinued Use of Personalized Equipment;
  - Discontinued Use of Personalized Equipment for Graduating Students;
  - Third Party Protocol for External Professionals and/or Paraprofessionals Appointment Form;
  - Speech and language reports;
  - Psychological reports and all documents related to them, including consent forms;
  - IPRC documentation: initial identification and records of reviews;
  - Individual Education Plans (I.E.P.);
  - Standardized achievement reports;
  - Student Services Worker Referral Form and Summary Report;
  - Third party reports provided to the school by the parent/guardian. (When a report is requested or provided from a parent, professional, paraprofessional, or other relevant person, that person should be advised that the report will be filed in the OSR and will be subject to the access provisions governing the OSR.);
  - Third Party Protocol documentation;
  - Requests from family physicians, psychologists in private practice, etc. Any documentation filled out for the aforementioned third parties must have written parental permission and copies of the documentation provided must be filed in the OSR.

A report on school letterhead is appropriate for the provision of information in the following format: Name, Date of Birth, Special Programming Intervention, Physical/Medical/Health Factors, Relevant Testing Information, Strengths, Areas for Growth, and a Summary Comment;

- Immigration and related information;
- Supervised Alternative Learning (SAL) committee;
- Safe Schools Incident Reporting Form if the principal has decided that action must be taken and will file a copy of the reporting form with documentation indicating the action taken in the OSR. The form and documentation must be kept in the OSR for a minimum of one year;
- Interim Learning Plan;
- Notice of Suspension and Expulsion Letters;
- Violent Incident Form-
  - Including a copy of the school board's letter(s) to the student and/or parent(s) or guardian(s) regarding the suspension or expulsion for violent behaviour.
  - The information relating to suspension for violent behaviour shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place.
  - The information relating to expulsion shall be removed five years after the date on which the school board expelled the student.
  - Where an expelled student has been readmitted to school by a school board and is expelled again, the information relating to the expulsions shall not be removed from the OSR until five consecutive years have passed without any further expulsion.
  - Where the student has not been suspended or expelled, the Violent Incident Form shall be removed after three years if no further serious violent incident is reported to the police during that time.
  - If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR.
- Information not listed above which is considered useful in monitoring the progress of students.

#### 4.3.5 The Office Index Card

The office index card provides the school with immediate access to information about a student. It will remain at the school during the period in which the student is enrolled at the school.

The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school. The Office

Index Card may be in the form of a hard (paper) copy or it may be in a computer file and printed as a hard copy and retained as required.

4.3.6 Student Record of Accumulated Instruction in French as a Second Language in Elementary School.

An individual record of accumulated instruction in French as a Second Language will be established and maintained for each student enrolled in an elementary school.

4.3.7 Prior Learning and Assessment and Recognition (PLAR) Challenge for Credit: Cumulative Tracking Record

If a secondary school student challenges for credit through the Prior Learning Assessment and Recognition challenge process, a record of all credits earned and attempted will be maintained in the student's OSR.

4.4 ACCESS TO THE OSR

A copy of the contents of the OSR shall be subject to a fee of \$25.00 plus 25 cents per page. Principals may waive the fee based on compassionate reasons. One copy may be issued free of charge to other educational institutions outside the Province of Ontario.

4.4.1 Students

Every student has the right to have access to his or her OSR.

- a) Student access will be in the presence of administration or designate. A student may by appointment review the contents of the OSR during regular school hours and obtain a copy of it. See Appendix 1– Authorization for Access to OSR.

4.4.2 Parents

Every parent or guardian of a student who is under 18 has the right to have access to their child's OSR.

- a) Parents/guardians of a student who is under 18 may by appointment review the contents of the OSR in the presence of the administration or delegate of the school during regular school hours and obtain a copy of it. Appendix 1– Authorization for Access to OSR.

#### 4.4.3 Information in the OSR:

Information in an OSR should not be released unless the principal is so ordered by the Court or the principal has a signed release from the legal guardian, parent, or student if the student is of legal age.

- a) It may be justified in a particular emergency situation for a principal to withhold certain personal information, such as a spouse's address or location, which is normally available to the other parent/guardian of a student. This refusal may be justified in compelling circumstances when such disclosure could reasonably expect to threaten the safety or health of an individual (e.g. protection, or police situations).

#### 4.4.4 Access upon death of a student:

- a) 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 student 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".
- b) If the deceased student was over age 16 but under 18 at the time of death, then the provisions of section 266 of the Education Act will permit the parents or legal guardians access to the OSR.
- c) 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 MFIPPA allows only the custodial parent to obtain a copy of the OSR pursuant to the request made under that Act. Practically speaking, this differentiation can be avoided in the absence of an access request under the MFIPPA. However, disclosure could be made to both parents for the purpose of complying with another Act such as family law legislation.

#### 4.4.5 Educational Personnel

- a) Professional staff employed by TLDSB such as psychometrists, attendance and student services workers, speech and language pathologists, Special Education personnel may have access to appropriate parts of an OSR as determined by the principal.



Such access is subject to addressing the issues noted in the MFIPPA section below and where the employee is acting in a consultative role to the principal or teacher. In situations where TLDSB staff are meeting with or providing direct service to the student, written consent from the parent(s) or guardian(s) is required.

- b) Occasional teachers employed by the Board and assigned to specific classes or students on a regularly timetabled basis may access the OSR as part of their duties as a teacher of the school under the Education Act Section 266(2).
- c) Improper release or disclosure of information is referenced in the Ontario College of Teachers Act, 1996 as a matter of professional misconduct (Ontario Regulation 437/97).
- d) No OSR shall be removed from the school without the permission of the Principal.
- e) When OSR's are temporarily removed from the area of storage, they must be replaced by a sign-out card or notation in a tracking register as approved by the principal.

#### 4.4.6 Ministry and School Boards

- The Education Act permits the compiling and delivery of information contained in an OSR if it is required by the Ministry of Education or the school board. In instances where ministry staff members are seeking to collect information from OSRs students who are adults and parents of students who are not adults will be notified.

#### 4.4.7 Courts and Law Enforcement Agencies

- a) **Civil Suits:** A principal may be served with a subpoena requiring that he or she appear in court on a particular date and bring part or all of an OSR. The principal must contact their Superintendent who will obtain legal advice from the board's legal counsel.
- b) **Cases Involving the Criminal Code:** If a principal is served with a search warrant under the Criminal Code requiring the surrender of an OSR to the police, or is served with a subpoena requiring his or her appearance at court with the OSR, he or she is obliged to comply with the search warrant or the subpoena. In both cases, the principal must contact the Superintendent who will obtain legal advice from the board's legal counsel.

- c) Under the Child and Family Services Act, R.S.O. 1990, c. C.11, it is possible for a court to order a principal of a school to produce a student's OSR for inspection and copying. If a principal receives a court order under the Child and Family Services Act, he or she must contact the Superintendent who will obtain legal advice from the board's legal counsel about how to respond to the request.

#### 4.5 USE AND MAINTENANCE OF THE OSR

4.5.1 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 another school;
- on transfer to another school;
- at the end of grade 3, 6, and 8;
- on retirement/graduation from school;
- Principals are reminded to ensure that all records are accurate.

#### 4.6 TRANSFER OF THE OSR

- a) The receiving school will forward a Request for Ontario Student Record to the sending school requesting that the record be transferred. This form is available on the student information system. This applies to a school in another board or to a Provincial or Demonstration School in Ontario.
- b) The use of the Board contracted courier is the approved delivery method for the transfer of an OSR to a school outside of the District. The TLDSB inter-school courier service will be used for internal transfers.

##### 4.6.1 Transfer to a Private or First Nation School in Ontario

The principal must receive a written 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 this guideline and a written statement indicating consent to the transfer, which is signed by the parent(s) of the student if he or she is not an adult, or by the student if he or she is an adult. See Appendix 1 – Authorization for Access to OSR.

4.6.2 Transfer to an Educational Institution outside Ontario

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 request for the information from the principal of the educational institution outside Ontario and a written statement indicating consent to the transfer, which is signed by the parent(s) of the student if he or she is not an adult, or by the student if he or she is an adult.

4.7 RETIREMENT OF A STUDENT

When a student retires from the school that maintained an OSR for the student, the principal will give the following to the parent(s) of the student if he or she is not an adult, or to the student if he or she is an adult, an up-to date copy of the OST, if applicable.

4.8 RETENTION, STORAGE, AND DESTRUCTION OF INFORMATION IN THE OSR

4.8.1 The following components of the OSR will be retained at the school for five years after a student retires from the school:

- Report cards;
- The documentation file, where applicable;
- Additional information that is identified by the school board as appropriate for retention.

4.8.2 The Office Index Cards are retained at each school. After the five years, the OSR folder (with contents removed) and the OST are to be forwarded by June 1<sup>st</sup> to the Resource Centre at the Muskoka Education Centre for retention. When forwarding the OSRs, a hard copy and an electronic file listing the students alphabetically will be included in the following format:

Surname      First Name      Year of Birth      BSID# (Board  
School Identification Number)

This process applies to all OSR's whether or not the student has graduated.

4.8.3 The following components of the OSR will be retained for fifty-five years after a student retires from a school:

- The OSR folder (at central office);
- The OST (at central office);
- The Office Index Card (at the school).

4.8.4 The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be effected under conditions that ensure the complete and confidential disposal of the record.

4.9 CHANGE OF SURNAME

- a) Principals are reminded to ensure that all records are accurate.
- b) Change of surname by repute, marriage or by law must be completed in accordance with the Ontario Student Record Guideline (2000).

4.10 CONTINUING EDUCATION RECORDS

- 4.10.1 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 forward information on credits earned to the principal of the day school program for inclusion in the student's OST.

**5.0 APPENDICES**

- 5.1 Appendix: Authorization For Access to OSR
- 5.2 Appendix: OSR Maintenance Checklist for Schools

## AUTHORIZATION FOR ACCESS TO OSR

Authorized access to the Ontario Student Record is limited to parent/legal guardian/adult student and will be verified.

Date of Request: \_\_\_\_\_ Name of Last School Attended: \_\_\_\_\_

### Student Record Information

Student Name: \_\_\_\_\_  
(Surname) (Given Name) (Middle Name) (Surname while in school)

Student Address: \_\_\_\_\_  
(Number & Street) (City/Town)

Telephone: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender: Male  Female   
(year/month/day)

Last Grade Completed: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_  
(Surname) (Given Name) (Middle Name)

Address: \_\_\_\_\_  
(Number & Street) (City/Town)

Telephone: \_\_\_\_\_ Relationship to Student: Mother:  Legal Guardian:   
Father:  Self (student is over 18):

### Authorization for Release of Record:

Number of Copies Requested: \_\_\_\_\_ (\$25. per copy)

I (the applicant) hereby authorize \_\_\_\_\_ /Trillium Lakelands District School Board to release the Student Record as follows: (Name of School)

*Government photo ID is required for both Applicant/Authorized Other person*

<b>PICKUP</b> By Applicant <input type="checkbox"/> By Other (below) <input type="checkbox"/>	<b>MAIL</b> To Applicant at address above <input type="checkbox"/> To Other at address below <input type="checkbox"/>
Provide information for authorized other person below: Name:  Relationship to Applicant:	Provide complete name and mailing address below: Name: Street Address: City:  Postal Code/Zip: Province/State:

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 Trillium Lakelands District School Board, or a copy of the same.

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.

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/Adult student: \_\_\_\_\_

### For School Use Only

Record Picked Up <input type="checkbox"/>	Record mailed <input type="checkbox"/>	Date of Pick up/Mail	Verification: Photo ID <input type="checkbox"/> Authorized Access <input type="checkbox"/>
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## OSR MAINTENANCE CHECKLIST FOR SCHOOLS

- Each student has an OSR.
- Each student has an Ontario Education Number (O.E.N.). This number is recorded on the OSR.
- Part B (schools attended) of the OSR is completed.
- Update parts D (names of parent(s), E (special health information), F & G (photographs and information on schools activities), and H (additional information) as necessary.
- All original copies or exact copies of the Provincial and Board Report Cards for the school year are stapled together (final term on top) and placed into the OSR.
- EQAO results.
- Once, for each division (primary, junior, intermediate), an up-to-date student picture is dated and glued onto Part F of the OSR folder.
- A Documentation File has been established and the appropriate dated documents have been inserted. These inserts are to be organized chronologically with the most recent at the front.

The following legal documents must be included:

- Letters of Invitation to IPRC;
- IPRC Waiver Letters;
- IPRC Statements of Decision;
- IEP's and Parent Contact Forms;
- Request for Equipment Forms.

Other appropriately dated documents to be filed in the Documentation File include:

- Educational, psychological and health assessments;
- Violent Incident Forms;
- Suspension letters (if related to a Violent Incident Form);
- Expulsion letters;
- Current year suspension letters;
- Verification of change of surname;
- Verification of custody order;
- Appropriate Special Education Equipment Forms;
- Appropriate PLAR Tracking Records;
- Health Support Services Form;
- Notification of Complaint Against Perpetrators;
- Authorization for Storage and Administration of Prescribed Medication.

- A Student Record of Accumulated Instruction in French as a Second Language card has been established and updated for each student.
- Items that are not conducive to the improvement of instruction are removed from the OSR, at the principal's discretion and shredded.
- Name change(s) documentation.
- All items in OSR are dated.
- Proof of age is verified and initialed or included.
- The OST is included, updated and filed at the beginning of the OSR (secondary).
- The OSR contents are filed in the recommended order