



**ONTARIO STUDENT RECORD (OSR)
POLICIES & PROCEDURES**

2019-2020

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INTRODUCTION

Canada eSchool has developed this OSR operating manual in compliance with policies set out in the Ministry of Education's OSR Guideline 2000. This manual will:

- ✚ identify those who are responsible for establishing and maintaining OSRs;
- ✚ outline additional criteria and procedures for the OSR specific to Canada eSchool;
and
- ✚ implement mandatory changes as indicated within the guideline.

Canada eSchool Policy: Ontario Student Records are to be maintained for all students in compliance with the *Education Act, Ontario Student Record Guideline, 2000* and all applicable regulations and guidelines of the Government of Ontario and Canada eSchool.

The Canada eSchool (school*) policies and procedures have been outlined in this document to comply with the Ontario Student Record (OSR) Guideline 2000 issued under Section 8 (1) (27) of the Education Act.

Section 265(d) of the Education Act requires a principal of a school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record”. A fundamental principle is to make certain that personal information is protected to ensure privacy.

* (school) - will refer to Canada eSchool for the remainder of the document.

The fundamental principles underlying the establishment, maintenance, use, retention, transfer, and disposal of the OSR are as follows:

- ✚ The student record is privileged information, guaranteeing privacy to students and their parents in accordance with the Education Act and OSR Guideline 2000.
- ✚ Information contained in the OSR must be conducive to the improvement of instruction of the student.
- ✚ A careful and regular review of the OSR should be made to ensure that the information is accurate, up-to-date, and pertinent to the improvement of the student's instruction (See Section 2).

- ✚ The information is accessible to the supervisory officers, the principal, and teachers of the school for the purpose of improving the instruction of the student. Those specified to maintain the OSR have access for clerical purposes only (See Section 2). All students and parents/guardians of students under the age of 18 also have access without written consent.
- ✚ Written permission from the parents/guardians or the adult student is required to permit access to the OSR for those in non-teaching roles; for example, educational assistant, psychologist, social worker, police officer etc.

An adult student or the parent/guardian of a student under the age of 18 may request that the principal correct or remove any information not conducive to the improvement of instruction of the student (See Section 9).

1. ESTABLISHMENT OF THE OSR

An OSR shall be established for each student enrolled. The student and parent/guardian of a student under the age of 18 will be informed of the purpose and content of the OSR at the time of enrolment. This will be communicated on the school registration form using the following statement -

“Personal information is collected under the authority of the Education Act and will be used for the establishment and maintenance of the Ontario Student Record in accordance with the (OSR) Guideline2000. Access to OSR Records may be obtained by contacting the principal.”

Reference to OSR records will also be included in the following forms and documents:

- Registration Forms
- Consent Forms
- Secondary School Course Calendars
- Report Cards (see sect. 3.2)
- School/Student Handbook

Where appropriate, the following computer generated parts of the OSR will be accepted as part of the OSR:

- ✚ Registration Form
- ✚ Office Index Card
- ✚ Ontario Student Transcript (OST)
- ✚ Report Cards (Provincial & Board)
- ✚ Individual Education Plan
- ✚ Additional Information identified in section 3, Components of the OSR Guideline.

2. RESPONSIBILITY OF THE OSR

Establishment and Maintenance:

The school specifies the following persons to be responsible for performing clerical functions with respect to the establishment and maintenance of the OSR:

- ✚ Administrators responsible for the OSRs. Administrators will have access to the active and inactive OSRs in their school.
- ✚ Computer services support staff responsible for the technical maintenance and support of the computerized OSR information.
- ✚ Administrators will have access to the Ministry of Education OEN website for the purpose of assigning student OEN numbers. Each designated secretary and principal will complete the “Secure Access Registration Form for the Ministry of Education Applications in Private Schools”.

Regular Review:

It is the responsibility of the principal or designate to review the contents of the OSR to determine that all parts are conducive to the improvement of the instruction of the student. The OSR will be reviewed:

- ✚ upon providing an educational or academic assessment of the student
- ✚ at the end of each school year
- ✚ when a student transfers into the school
- ✚ when a student transfers out of the school
- ✚ when a student retires from school

These regular reviews will result in the destruction of any parts of the OSR deemed by the principal or designate not to be conducive to the improvement of instruction of the student.

Note:

In addition to the review noted above, each time the OSR is used by teachers, any parts deemed not to be conducive to the improvement of the instruction of the student shall be presented to the principal or a person designated by the principal to make the decision to retain or to remove and destroy the document(s) in question.

Additional information that will be included in the OSR Folder (refer to section 3):

- ✚ Music Certificate(s) for Accreditation
- ✚ Additional Report Cards such as summer school, continuing education, external credits, home instruction, Independent Learning Centre, etc.
- ✚ Interim Reports will be filed outside the OSR for a period of one year
- ✚ Out of province transfer and credit equivalency form
- ✚ Community Involvement Hours Tracking Form

Additional information that will be included in the Documentation File (refer to section 3.4):

- ✚ Personal information to and from parent(s) considered conducive to the improvement of instruction
- ✚ Parent/student Consent Form(s)
- ✚ Substitution of Compulsory Credit Application Form
- ✚ Exemption From Mandatory Program Form i.e. EQAO, FSL, etc.
- ✚ Early identification forms
- ✚ Suspension/Expulsion Letters
- ✚ Standardized Test Results
- ✚ Third Party Reports such as a Psychological Assessment

The OSR record will be kept in a central storage area within the school and teachers and others responsible for the OSR will use the central area when working with the OSR. Permission must be granted to remove an OSR from the central area and a sign-out card or list must be completed.

Security and Storage:

The principal will ensure that the OSR is stored in a secure area; that is in a room that provides confidentiality, security, and accessibility of the record. A record will not be left unattended, left out of storage overnight, and will never be taken out of the school building. (Exception: Section 4.5)

- ✚ Security of the OSR is provided for both active and inactive OSR files.
- ✚ Electronically stored OSR data must comply with the same access and security provisions as the hard copy. Unattended computer terminals will be turned off or secured in an appropriate manner.
- ✚ Under some circumstances (e.g. search warrants, subpoenas, court orders, etc.) the OSR may be removed from the regular area of storage/use but only when an authorized staff member follows a sign-out procedure established by the principal. Upon signing out the OSR the staff person is responsible for the security of the contents of the record.

- ✚ When a parent/guardian, student or individual with written consent is examining an OSR, this person shall be supervised by an appropriate staff member designated by the principal.

Destruction of OSR Materials:

All materials purged from the OSR must be destroyed so that no identifiable information can be discerned. The principal will ensure that designated staff destroy the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files in accordance with section 8 of the OSR Guideline and the board policy.

Duty of the Principal:

The Principal shall ensure that all persons specified to perform the clerical functions of the OSR, are aware of the confidentiality provisions of the Education Act and OSR Guideline 2000.

Section 265(d) of the Education Act specifies the principal's duties related to pupil records, 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".

Personal information is collected under the authority of the Education Act and will be used for the specific purposes for which it is gathered in accordance with the OSR Guideline and the school policies and procedures outlined in the right column of this document.

3. COMPONENTS OF THE OSR

3.1 OSR Folder

Additional Information that will be added to the OSR Folder:

- ✚ Music Certificate(s) for Accreditation
- ✚ Additional Report Cards such as summer school, continuing education, external credits, home instruction, Independent Learning Centre, etc.
- ✚ Interim Reports will be filed outside the OSR for a period of one year
- ✚ Out of province transfer and credit equivalency form
- ✚ Community Involvement Hours Tracking Form

3.1.1 Biographical Data: Part A

Additional information:

- ✚ a student number may be assigned by the school for the School's Student Administration Systems
- ✚ Ministry identification number (MIN) and Ontario Education Number (OEN) will be assigned to each secondary private school student.
- ✚ a copy of the document verifying the student's name and date of birth may be included in the OSR

3.1.2 Schools Attended: Part B

School staff will **update Part B of the OSR annually** identifying the name of each school the student has attended, the name of the student's main teacher contact and the date of entry and the last day of attendance in each grade.

The teacher contact for secondary students will be designated by the principal.

3.1.5 Special Health Information

The principal will ensure that written consent is provided by the parent/guardian of the non-adult student or the adult student to include health information in the OSR.

3.1.7 Additional information: Part H

- ✚ SALEP information shall be inserted in the OSR Documentation File
- ✚ An Exemption Request from a mandatory program, in writing, requested by a parent/guardian or adult student shall be dated and filed in the documentation file of the OSR, along with the principal's decision including the reasons for approval or denial on school letterhead.

3.2.3 The School Report Cards

School Report Cards will be used for grades 9-12.

3.2.3.1 Use and Completion

Copies of student report cards will be sent home twice per course:

- ✚ when a student has completed half of their course (55hours)
- ✚ and when a student has completed their course (min 110 hours), and written their final exam

The original report card will be filed in the OSR folder. The statement below is included on our private school report card(s).

Parents and Students

This copy of the report card should be retained for reference. The original or an exact copy has been placed in the student's Ontario Student Record (OSR) folder and will be retained for five (5) years after the student leaves school.

3.3 The Ontario Student Transcript (OST)

The OST shall be produced in accordance with the *Ontario Student Transcript (OST) Manual, 2013*. It will be produced in electronic format and complies with the full disclosure policy outlined in the OST Manual, 2013.

- a) Current updated common course codes will be used from the current list on the website www.edu.gov.on.ca.
- b) Courses will be entered chronologically by date on the OST.
- c) "X" will be used for compulsory courses and compulsory course substitutions.
- d) Full disclosure of grade 11 and 12 courses will result in percentage grades being recorded for courses successfully completed, courses repeated, courses failed, and courses from which the student has withdrawn. For students who have withdrawn from a course after five (5) instructional days following the issuance of the first report card, enter the student's percentage grade at the time of the withdrawal and place a "W" in the credit column.
- e) Indicate completion of the forty hours of community service for OSS students.
- f) Indicate the successful completion of the Literacy Test for OSS students.

An official copy of the OST will be filed in the OSR upon –

- ✚ Graduation
- ✚ Transfer
- ✚ Retirement

At all other times the OST will be maintained as an electronic file.

Students may request a copy of their Ontario Student Transcript (OST) upon –

- + Transferring to another secondary school
- + Applying to a private post-secondary training program, college or university
- + Transferring to a school outside of Ontario
- + Graduating
- + Leaving school
- + Applying for a scholarship or bursary, or
- + Applying for a job
- + OSTs will be provided to retired students on request.

3.4 Documentation File

Additional information that will be added to the documentation file –

- + Personal information to and from parent(s) considered conducive to the improvement of instruction
- + Parent/student Consent Form(s)
- + Substitution of Compulsory Credit Application Form
- + Exemption From Mandatory Program i.e. EQAO, FSL, etc.
- + Early identification forms
- + Suspension/Expulsion Letters
- + Standardized Test Results
- + Third Party Reports such as a Psychological Assessment

All items in the documentation file will be dated and grouped by subject with the most recent item of each group on the top of the file. Written parental consent or consent of an adult student is required to file third party reports in the OSR.

Record Keeping of Violent Incidents Leading to Suspension/Expulsion and Reports to Police

Information relating to a serious violent incident leading to a report to the police, as well as the information relating to a violent incident leading to suspension or expulsion, must be maintained in the OSR. This information is to be recorded on the Violent Incident Form (**Appendix J of the OSR Guideline**).

A student suspended for a violent incident will have the suspension notice attached to the violent incident form and filed in the OSR for 3 years.

A student expelled for a violent incident will have the expulsion notice attached to the violent incident form and filed in the OSR for 5 years.

Other reference documents are –

- ✚ Ed. Act, sect. 309, Mandatory Expulsion
- ✚ Ed. Act, sect. 310, Discretionary Expulsion
- ✚ Regulation 106/01, Suspension of a Pupil
- ✚ Regulation 37/01, Expulsion of a Pupil
- ✚ Program Policy Memorandum No. 130, September 2001: School Board Programs for Students Who Have Received a Full Expulsion
- ✚ Violence Free School Policy, 1994, Ministry of Education Page 39, 40 – Record Keeping of Violence Incidents
- ✚ Safe Schools Act

3.5 The Office Index Card

No additional information will be added to the Office Index Card. The Office Index Card is not filed in the OSR and will be retained by the school to be filed electronically when a student transfers.

3.6 Student Record of Accumulated Instruction in French As a Second Language in Elementary School

The FSL hours only apply to elementary students. French Hours are recorded on the FSL Language Card whether the student passes or fails the course.

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

If a secondary school student challenges for credit for a Grade 10, 11, or 12 course through the Prior Learning Assessment and Recognition (PLAR) challenge process, a record of all credits earned and attempted will be established and will be maintained in the student's OSR. This record will be kept on the form entitled "PLAR Challenge for Credit: Cumulative Tracking Record" (see appendix K of the OSR Guideline). The student's passing percentage grade, failing percentage grade, or withdrawal from the challenge process must be entered on this form. (If it is necessary to use more than one "Cumulative Tracking Record" form to record a student's attempts to challenge for credit, the additional form(s) should be attached to the original form.)

PLAR Cumulative Tracking Record

Refer to "Appendix K" of the OSR Guideline, for the Tracking Form. Also refer to Policy/Program Memorandum No. 129, Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools.

School OSR Access Policy:

- 1) Access to an OSR is restricted to the student, the parent/guardian of a student under the age of 18, supervisory officers and the principal and the teachers of the school for the purpose of improving instruction of the student.
- 2) Every other person who wishes access to examine the OSR must provide written authorization from the parent, guardian or adult student (if the student is 18 years of age and older).
- 3) Any authorized person requesting access to an OSR record will request an appointment with the principal. To guarantee security of the OSR and to interpret the material appropriately, the principal or designate shall be present in all cases to explain the record. In some cases the principal may invite school or professional staff (psychologist, speech, consultant, etc.) to explain specific reports in the OSR file.

Any questions relating to access, use or disclosure of the information in an OSR, should be referred to the designated senior school administrator to determine if advice from the Ministry of Education or legal advice is required.

4.0 ACCESS TO THE OSR

4.1 Students

Although the non-adult student has access to the OSR the non-adult student does not have the right to request that information be withdrawn, corrected or placed in the OSR. The right of “consent” remains with the parent/guardian until the student reaches 18 years of age.

4.2 Parents

A non-custodial parent has access to the record unless access is denied by a court order, divorce decree or some other legal document.

4.3 Educational Personnel

Other school employees such as educational assistants, etc require written consent to gain access to the OSR.

When a principal receives a request to release the contents of the OSR, the request must be accompanied by a request and release form signed by the parent/guardian of a non-adult student or the adult student.

When a school principal receives a letter from a lawyer to release contents of the OSR, the letter must be accompanied by a request and release form signed by the parent/guardian of a non-adult student or adult student

Surrendering an OSR:

There are restrictions placed on the use of the Ontario Student Record (OSR) in court proceedings (Subsection 266(2) of the Education Act). If an OSR must be surrendered and/or removed from the school as a result of a search warrant, subpoena or court order, the principal **shall follow the procedures in section 4.5 and ensure that:**

- ✚ the individual requesting the OSR does hold the position of authority that is claimed,
- ✚ in all cases, the principal shall contact the appropriate senior school official to determine whether to seek a legal opinion from a solicitor before taking action, and
- ✚ the action taken is documented and includes the signature of the official receiving the OSR.

5. Notice of Collection of Personal Information

The school will include the following disclosure statement when collecting personal information –

*“Personal information on this form is being collected under the authority of the Education Act, and will be used for the purpose of establishing and maintaining Ontario Student Records in accordance with the OSR Guideline 2000.”
Questions should be directed to the principal of the school, (list school phone number).*

Regular Review of the OSR:

It is the responsibility of the principal or designate to review the OSR to ensure that that all contents are conducive for the improvement of instruction of the student. The OSR will be reviewed:

- ✚ upon providing an educational or academic assessment of the student
- ✚ at the end of each school year
- ✚ when a student transfers into the school
- ✚ when a student transfers out of the school
- ✚ when a student retires from school

Material in the OSR that is no longer conducive to the improvement of instruction of the student should be brought to the attention of the principal or designate before shredding.

Procedures for Transferring OSR's:

I. Students Transferring Out of the School:

- a) The principal or designate must receive a written request (transfer form) for the OSR record signed by the receiving principal and the parent of the non-adult student or the adult student (see Appendix H or I of the OSR Guideline).
- b) Upon the receipt of the written request the principal or designate will review OSR and remove information no longer conducive for the improvement of instruction of the student. The Office Index Card will be completed electronically to include the required information. The required information will be noted in section B of the OSR folder before transferring the record folder.
- c) The OSR will be mailed by Courier to the requesting school. The transfer request form will be filed electronically and retained for one year.

II. Students Transferring Into the School

- a) The principal or designate will forward a written request (see Appendix I of the OSR Guideline) to the sending school signed by the principal, parent of the non-adult student or adult student requesting the OSR record.
- b) Once the OSR arrives it will be reviewed by the principal or designate and a new electronic Office Index Card will be set up and filed school's student database.

III. Students Transferring Outside Ontario

Only an exact copy (photocopy) of the OSR may be transferred to a school outside the province upon receiving a written request from the principal and written consent from the parent of the non-adult student or the adult student. The original OSR will be retired and stored at the sending school. The transfer request form will be filed in the binder and stored for a period of one year.

IV. Transfer of the OSR shall be done by Purolator Courier.

- V. All letters requesting the transfer of OSR records will be filed in a binder and retained for one full school year beyond the year the OSR was transferred.
- VI. Before the principal transfers an original OSR to an inspected private school, a noninspected private school, or a federal or First Nation school in Ontario, the principal must have received:
 - a) a written request for the information from the receiving school, in which the school
 - b) agrees to accept responsibility for the OSR and to maintain, retain, transfer, and
 - c) dispose of the OSR in accordance with this guideline (see appendix I); and
 - d) a written statement indicating consent to the transfer, which is signed by the parent(s)
 - e) of the student if he or she is not an adult, or by the student if he or she is an adult.

7. RETIREMENT OF A STUDENT

Retirement Procedures:

An OSR is considered retired when the student ceases to be enrolled in the school and is removed from their electronic course.

Secondary schools must print and file the final transcript in the OSR folder to ensure the record is retained for 55 years as mandated by section 8 of the OSR Guideline.

A report card will be completed for a retired student who has been enrolled for more than 5 days past the date of receiving their midterm report card.

Five years after the retirement date, certain OSR records may be destroyed, refer to section 8.

The principal (or designate) is responsible for purging records from the OSR.

8. RETENTION, STORAGE, AND DESTRUCTION OF INFORMATION IN THE OSR

The OSR Guideline states that personal information placed in an OSR should be retained by the school for at least one year after use. A parent/guardian of a non-adult student or an adult student may provide consent to remove information prior to one year.

OSRs will be stored as inactive files at the school upon the retirement of a student.

After five years following the student's retirement the principal (or designate) is responsible for purging the OSR. Certain OSR records may be destroyed in accordance with section 8 of the OSR Guideline. All OSR material is purged except:

- ✚ the OSR folder
- ✚ the OST
- ✚ Office Index Card (see section 3.5. The Office Index Card is not filed in the OSR folder)

These components of the OSR shall be retained at the last school attended for 55 years after the student retires.

School Closure Record Storage Policy:

If the school closes the governing official of the private school will determine where the OSR Records will be stored to ensure access and confidentiality. The Ministry of Education will be notified in writing of such a decision.

Destruction of OSR Materials:

All materials purged from the OSR must be destroyed so that no identifiable information can be discerned. The principal will ensure that designated staff destroy the contents of the OSR by shredding hard copies, microfilm and/or deleting appropriate electronic files in accordance with section 8 of the OSR Guideline and the school policy.

9. CORRECTION OR REMOVAL OF INFORMATION IN THE OSR

A principal who receives an OSR request for a correction or removal of information should read the OSR Guideline carefully and also refer to Section 2 of this document regarding the School's policies and procedures for security, regular review, additional policies and procedures, storage and disposal before making a decision. All policies and procedures of the school will be found in this document.

If the student is currently enrolled in a private secondary school with an active OSR record, the Principal of Continuing Education (from another institution) will forward all pertinent information i.e. report card to the student's regular day school principal who will be responsible to update the record.

For example, students taking courses at other institutions such as the Independent Learning Centre, Summer School Courses from District School Boards, On-line Courses, etc.

10. CHANGE OF SURNAME

10.1 Change of Name by Repute

- ✚ The legal name will always be retained on the hard copy and electronic copy of the OSR.
- ✚ Change by Repute refers to the change of a student's surname only.
- ✚ “Repute” is defined in the Webster’s International Dictionary as – “commonly ascribed to, being favorably known or spoken of; according to reputation or popular belief”.
- ✚ The principal will record the requested surname by repute in Part A of the OSR folder in addition to the legal surname that will be enclosed in brackets.
- ✚ The written request will be stored in the documentation file.

10.2 Change by Marriage

File a copy of the legal document confirming the name change in the documentation file.

10.3 Change by Law

File a copy of the legal document in the documentation file.

11. CONTINUING EDUCATION RECORDS

If the student is currently enrolled in a private secondary school with an active OSR record, the Principal of Continuing Education (from another institution) will forward all pertinent information i.e. report card to the student’s regular day school principal who will be responsible to update the record.

For example, students taking courses at other institutions such as the Independent Learning Centre, Summer School Courses from District School Boards, On-line Courses, etc.