

Purpose

To ensure compliance with Ontario Regulation OSR 01.

Procedure

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* and all other applicable regulations and guidelines of the Government of Ontario. The *Ontario Student Record (OSR) Guideline 2001*, 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**

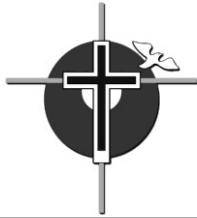
- Designated school clerical staff will be responsible for performing clerical functions with respect to the establishment and maintenance of the OSR.
- Designated administrative staff will be responsible for the purposes of managing historical records.

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. (*See Appendix 1*)



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

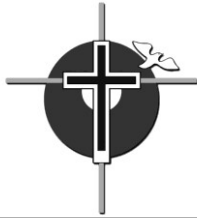
5. **COMPONENTS OF THE OSR**

- 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: 1) photographs, 2) participation in co-instructional activities, and 3) special achievements in school activities.
- Records of interviews with parents and/or students if the principal deems them conducive to the improvement of instruction of the student.

6. **DOCUMENTATION FILE**

In addition to the requirements of the OSR Guidelines, the Catholic District School Board of Eastern Ontario 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, e.g. audio logical, 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;
- Information related to expulsion **must** remain for five years after the date of expulsion.

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.

7. REPORT CARDS

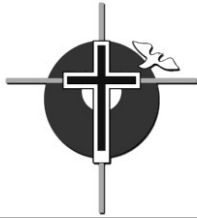
Report cards including those issued in addition to the times of issuance specified in the Guidelines are to be maintained in the OSR.

8. OFFICE INDEX CARD

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

9. 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.
- 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 OSRs of any students other than their own child(ren).
- See Appendices 7 and 8 for Consent Forms to be used to release information from the OSR to third parties, e.g. probation officers, parole officers, hospitals, etc.



10. **ACCESS TO THE OSR – SUBPOENAS, CIVIL SUITS, CRIMINAL CODE, CHILD AND FAMILY SERVICES ACT**

Principals shall contact the Superintendent of Education who will make arrangements for seeking legal advice.

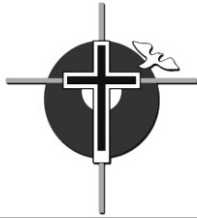
11. **ACCESS TO THE OSR UPON DEATH OF A STUDENT**

- 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 dead 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.

12. **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 another school outside the Board;
- on transfer to another school;
- on retirement from school; or
- at least once during each school year.



13. **TRANSFER OF THE OSR**

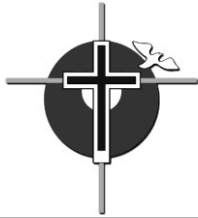
- See Appendix 3 for the form to be used when a student transfers from a school.
- Specially printed Transfer Envelopes are to be used when sending OSRs with the Catholic District School Board of Eastern Ontario via the courier system.
- Priority Post, or an equivalent delivery method approved by the Board, is to be used when transferring OSRs to a school in another board, to a private, federal, or First Nations school, or to a Provincial or Demonstration School.

14. **REQUESTING AN OSR**

See Appendix 4 for the form to be used when requesting an OSR from another school.

15. **RETENTION AND DISPOSAL**

- a) OSRs for elementary students who retire from the Catholic District School Board of Eastern Ontario will be stored for five years in the elementary school and then forwarded to the FOI and Records Management Co-ordinator for storage (See Appendix 11).
- b) OSRs for secondary students who retire from the Catholic District School Board of Eastern Ontario will be stored for seven years in the secondary school and then forwarded to the FOI and Records Management Co-ordinator for storage.
- c) The following components of the OSR will be retained for five years after a student retires from school:
 - report cards
 - the documentation file, where applicable
 - additional information that is identified by the school board as appropriate for retention
- d) 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.
- e) The following components of the OSR will be retained for fifty-five years after a student retires from the school:
 - The OSR folder
 - The OST
 - The office index card



- f) 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.

16. **SUSPENSION LETTERS**

Copies of suspension letters, other than those issued in relation to an incident of violence, are retained chronologically in a binder and the OSR for the minimum one year retention period required under the *Municipal Freedom of Information and Protection of Privacy Act*.

17. **AVAILABILITY OF FORMS**

- The following forms are available from Purchasing Services: blank OSRs and Documentation Files, OSR Office Index Cards, OSR Transfer Envelopes. Forms for recording the hours of instruction in French-as-a-Second Language can be obtained from the Purchasing Services or from the Board's Student Information System.

APPENDICES:

Appendix 1	Order of Enclosures
Appendix 2	Authorization for Access to OSR: Student Over Age 18
Appendix 3	Authorization for Access to OSR: Student Under Age 18
Appendix 4	Notification of Student Transfer Within Ontario
Appendix 5	Request for an OSR by a School in Another Board or a Provincial or Demonstration School in Ontario
Appendix 6	Request for an OSR from a School Outside of Ontario
Appendix 7	Form to Verify Information Before Transferring File to Another School
Appendix 8	Form to Access OSR by Authorized Staff
Appendix 9	Parental Consent for Release of Information
Appendix 10	Parental Consent for Release of Information
Appendix 11	Process for Transferring Inactive OSRs to Off-site Storage

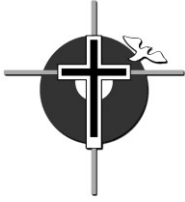
ONTARIO STUDENT RECORD (OSR)

Order of Enclosures

Please keep the O.S.R. contents in the following order:

1.	Order of Enclosure Sheet	
2.	Baptismal Record (Sacramental Form)	
3.	Student Record of Accumulated Instruction in French as a Second Language (JK-8)	
4.	The Provincial Report Card (JK-8) most recent, descending order	
In Documentation File		
5.	Custody Order(s)	
6.	Verification of Change of Surname/Written Request to Be Named by Repute	
7.	IPRC forms	
8.	Individual Education Plan (IEP)	
9.	Educational, Psychological and Health Assessment	
10.	Suspension/Expulsion Letters	
11.	Early Identification Forms	
12.	Violent Incident Forms	
13.	Other reports and/or information identified in accordance with the policies established by the CDSBEO (such as SAP forms).	

NOTE: The office Index Card must be maintained and stored in an area other than the OSR.



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 2

AUTHORIZATION FOR ACCESS TO OSR: STUDENT OVER AGE 18

SCHOOL NAME: _____

NAME OF STUDENT: _____ **DATE OF BIRTH:** _____

I, _____, of the City/Town of _____,
Ontario, acknowledge that I am/was a student within the Catholic District School Board of Eastern Ontario, 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 Catholic District School Board of
Eastern Ontario, or a copy of the same.

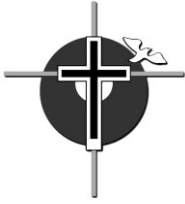
I hereby authorize the release of this information to:

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: _____



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 3

AUTHORIZATION FOR ACCESS TO OSR: STUDENT UNDER AGE 18

SCHOOL NAME: _____

NAME OF STUDENT: _____ **DATE OF BIRTH:** _____

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 Catholic District School Board
of Eastern Ontario, or a copy of the same.

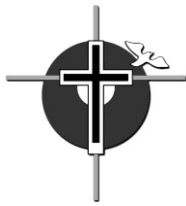
I hereby authorize the release of this information to:

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: _____



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 4

**Notification of Student Transfer
Within Ontario**

This is to certify that

Surname First Name Middle Name

OEN: _____ DOB: _____

Is enrolled in Grade _____ at _____
Name of school

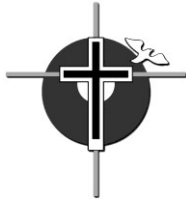
Address: _____

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.

Principal: Date:

Student Operations – Instruction Program/Ontario Student Records B3:6



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 5

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

Please forward the Ontario Student Record for

Surname First Name Middle Name

OEN: _____ DOB: _____

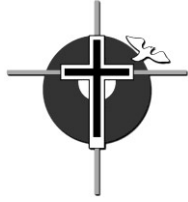
Is enrolled in Grade _____ at _____
Name of school

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*

Principal:

Date:



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 6

**Request for an OSR from a School
Outside of Ontario**

Please forward a copy of Student Records for

Surname First Name Middle Name

OEN: _____ DOB: _____

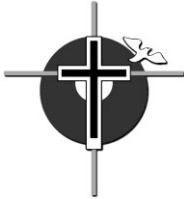
Was enrolled in Grade _____ at _____
Name of school

Address: _____

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

Principal:

Date:



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 7

Form to Verify Information Before Transferring File to Another School.

To: _____

Date: _____

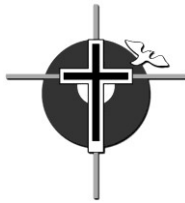
The OSR for _____ has been requested by his/her new school:
(child's name)

Please sign-off and check the contents of the OSR as per the following check list and forward it to the office as soon as possible.

- Place all items in chronological order from earliest to most recent
- Ensure all original report cards are enclosed
- Complete the French Language Instruction Card.
- Complete any Special Education Documents required (IEP, IPRC)
- Ensure this year's report card is included
- Sign-off OSR Folder with appropriate dates and your name
- Enclose appropriate documents in OSR Documentation File, if applicable.
- Include any items from portfolios.

Checked by Homeroom Teacher: _____
(Signature)

Checked by the Principal : _____
(Signature)



**CATHOLIC DISTRICT SCHOOL
BOARD OF EASTERN ONTARIO**

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

APPENDIX 8

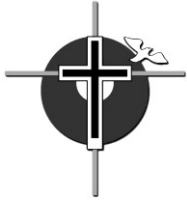
Form to Access OSR by Authorized Staff

Name of Staff: _____

Title: _____

Student's OSR _____

Date : _____



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Kemptville, Ontario K0G 1J0
Phone: (613) 258-7757 or 1-800-443-4562
Fax: (613) 258-7134

PARENTAL CONSENT FOR RELEASE OF INFORMATION

Date: _____
Name of Student: _____ Date of Birth: _____
School: _____ Grade: _____

I hereby authorize _____
to share the following information with: _____
(Agency and/or Individual)

Name: _____

Address: _____
as per category(ies) indicated by my signature below.

Psychoeducational Information: _____ *Date:* _____
(Parent/Guardian Signature)

Educational Information _____ *Date:* _____
(Parent/Guardian Signature)

Clinical Intervention Information: _____ *Date:* _____
(Parent/Guardian Signature)

Health/Medical Information: _____ *Date:* _____
(Parent/Guardian Signature)

Speech/Language Information: _____ *Date:* _____
(Parent/Guardian Signature)

Witness Signature: _____ *Date:* _____

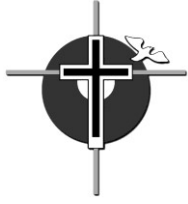
I DO NOT GIVE MY CONSENT for release of information at this time.

Parent/Guardian Signature: _____ *Date:* _____

Witness Signature: _____ *Date:* _____

THIS FORM WILL CEASE TO BE VALID TWELVE MONTHS FROM THE DATE OF SIGNING

Distribution: Original → Agency; Copy → OSR; Copy → Coordinator of Special Education; Copy → Parent/Guardian



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

PARENTAL CONSENT FOR RELEASE OF INFORMATION

Date: _____
Name of Student: _____ Date of Birth: _____
School: _____ Grade: _____

I hereby authorize

Name/Agency: _____

Address:

to release information to to obtain information from

Name: _____

Address: _____

Information to be released and/or obtained:

Signature of Parent or Guardian

Date

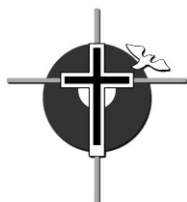
Signature of Witness

Date

I DO NOT GIVE MY CONSENT for release of information at this time.

Parent/Guardian Signature: _____ Date: _____

Witness Signature: _____ Date: _____



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Process for Transferring Inactive OSRs to Off-site Storage

The following is the proper process, which must be adhered to, for the transfer and destruction of inactive OSRs:

- i. After 5 years, an inactive OSR should be separated into two components, which will then be sent to the Records Management Coordinator:
 - a) Elements of the OSR to be retained for 55 years, which includes:
 - the OSR folder;
 - the OST;
 - the office index card (stored at the school unless school closes)
 - b) Elements of the OSR which must only be retained for 5 years, and which are ready for destruction. These may include:
 - report cards;
 - the documentation file, where applicable;
 - additional information that was identified by the school board as appropriate for retention for a 5 year period.
- ii. Once separated, these parts of the OSR should be sorted into two, clearly labelled boxes, one for destruction and one for retention, and sent to the Records Management Coordinator.