

ONTARIO STUDENT RECORD (O.S.R.)

Order of Enclosures

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

1.	Order of Enclosure Sheet	
2.	Proof of Birth and Baptismal Record (Sacramental Form)	
4.	Immunization Record (if present)	
5.	Student Record of Accumulated Instruction in French as a Second Language (JK-8)	
6.	The Provincial Report Card (JK-8) most recent, descending order	
In Documentation File		
7.	Custody Order(s)	
8.	Verification of Change of Surname/Written Request to Be Named by Repute	
9.	IPRC forms	
10.	Individual Education Plan (IEP)	
11.	Educational, Psychological and Health Assessment	
12.	Suspension/Expulsion Letters	
13.	Early Identification Forms	
14.	Violent Incident Forms	
15.	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.

School registration forms (if in the OSR) should be placed right behind the Order of Enclosure Sheet – however, in more recent years, registration forms have been stored separately with the daily attendance registers for audit purposes.

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

March 2008