



**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)