



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **ADMINISTRATIVE PROCEDURE – AP418-1**

### **Ontario Student Record (OSR)**

Area: Operations  
Policy Reference: Ontario Student Record (PO418)

Approved: December 9, 2022  
Revised:

#### **1. Purpose**

The purpose of this administrative procedure is to provide a framework for the establishment, maintenance, use, retention, transfer and disposal of the Ontario Student Record (OSR), in accordance with Section 266 of the Education Act and the Ontario Ministry of Education's Ontario Student Record (OSR) Guideline.

#### **2. Definitions**

**Adult Student** (*Municipal Freedom of Information and Protection of Privacy Act*) – a student who has reached the age of 18, or is 16 or 17 and has withdrawn from parental control.

**Guardian** (*Education Act*) – a person who has lawful custody of a child, other than the parent of the child.

**Individual Education Plan (IEP)** (*Ontario Human Rights Commission*) – a working document that includes the specific educational expectations for the student, an outline of the special education programs and services to be provided for the student, and a statement of the methods by which the student's progress will be reviewed.

**Identification, Placement and Review Committee (IPRC)** (*Ministry of Education*) – a Committee that decides if the student should be identified as exceptional, identifies areas of the student's exceptionality, according to specific categories and definitions and decides an appropriate placement for the student.

**Ontario Student Record (OSR)** (*Ministry of Education*) – the record of a student's educational progress through schools in Ontario.

**Ontario Student Transcript (OST)** (*Ontario Student Record ((OSR)) Guideline*) – the record of a student's educational progress through schools in Ontario.

### **3. Procedures**

#### **3.1 Establishment and Maintenance of the OSR**

- 3.1.1 An Ontario Student Record (OSR) will be established for each student who enrolls for the first time in a publicly-funded school operated in the Province of Ontario. If a student who was not previously enrolled in an Ontario publicly-funded school, enrolls with the Durham Catholic District School Board, an OSR will be created and the adult student or the parent(s)/guardian(s) of a student who is not an adult will be provided with the Notification of Information document (Appendix 1).
- 3.1.2 Schools should keep a supply of OSR folders on hand and store them in a secure area only accessible by the Principal (or designates).
- 3.1.3 When creating and maintaining an OSR supplies such as the OSR folder, documentation folders, mailers, etc. will be ordered through the Ministry of Education Catalog. The process for accessing the Catalog is as follows:
- a) Schools who have not used the on-line system before must register to obtain a user logon and password (the secure ordering site) by visiting <https://moed.printreserve.com/DSF/SmartStore.aspx?CultureName=en-US&SiteGUID=efc671be-3110-4280-8bdd-938929ac9faa&random=0.26027768266103324#!/Storefront>. Please note that the approval process can take 7 to 10 days.
  - b) Once the school is approved by the Ministry, the school will be sent a User login ID and password (in separate e-mails), links to the store along with appropriate instructions. The on-line store is available in English or French and is normally accessible 24 hours a day, 7 days a week.
  - c) Schools already registered do not need to re-register unless the person who is identified as the user for the school has changed. In this case the school must re- register as described above.
  - d) Assistance is available by contacting [ecom-tor@imgroup.com](mailto:ecom-tor@imgroup.com).
- 3.1.4 Documents contained in the OSR are considered personal information and are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), at times, the Personal Health Information Protection Act (PHIPA).
- 3.1.5 Any parts of the OSR that are stored electronically are subject to the same security and access requirements applicable to the original OSR. Provisions

should be made to retain original documents when it is important to keep an original signature or initial on a document.

- 3.1.6 If an OSR folder is lost, or inadvertently destroyed and every reasonable effort has been made to locate the file, the Principal must report the missing file to the Board's Freedom of Information and Protection of Privacy Lead. Once reported, a new OSR folder will be created. Previous information can be obtained from the current office index card and, if applicable, from the card(s) at the previous school(s). A notation will be made in the margin on the front of the new OSR folder that gives the date on which the new folder was created and the reason.

### **3.2 Responsibility for the OSR**

- 3.2.1 The board authorizes principals to designate school administrative assistants to be responsible for the establishment and maintenance of OSRs. While performing clerical functions associated with OSRs, school administrative assistants shall at all times endeavour to refrain from review of the details of the content contained within.

- 3.2.2 Principals are responsible for:

- a) establishing, maintaining, retaining, transferring and disposing of a record for each student enrolled in the school in compliance with this procedure;
- b) regular review of the OSR for the removal of records not required for the improvement of instruction and other education of the pupil;
- c) ensuring that the materials in the OSR are collected and stored in accordance with this procedure;
- d) ensuring the security of the OSR and reporting breaches to the Board's Freedom of Information and Privacy Officer;
- e) ensuring that all persons specified by the board to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions in the Education Act and the relevant freedom of information and protection of privacy legislation.

### **3.3 Components of the OSR**

- 3.3.1 The OSR Folder - is established for each student enrolling in school for the first time after September 1, 1985. The folder will contain the following:

- a) Biographical data: Part A
  - i. Student's full legal name and date of birth (the Principal will indicate the method of verification on the folder – e.g., birth certificate, baptismal certificate, passport – and will initial and date the folder);

- ii. Student number assigned by the board;
  - iii. Ontario Education Number assigned by the ministry (OEN).
- b) Schools Attended: Part B:
  - i. The name of each school the student has attended;
  - ii. The name of the board, Native education authority, or the name of the person who operated the private or federal school;
  - iii. The date of entry and the date of last day of attendance in each grade;
  - iv. The name of a teacher contact
  - v. Where a student is transferring to a school from an educational institution that was not required to maintain an OSR (e.g. from another country or province or from a private school), the label may include any information that will complete the record of schools previously attended.
- c) Retirement from an Ontario School: Part C of Form 1A or Parts J and K of Form 1
  - i. The date of retirement;
  - ii. The student's address at retirement;
  - iii. The student's destination at retirement (further education or employment).
- d) Name of parent(s): Part D:
  - i. The first name(s) of the student's parent(s) or the first and surname of the parent(s) if different from the student;
  - ii. If applicable, the date of death of the parent(s).
- e) Special Health Information: Part E
  - i. Summary of student's special health conditions when disclosed to Principal, to be dated and kept current.
- e) Photographs and information on school activities: Parts F and G of Form 1A or Parts F, G, and I of Form 1
  - i. This information may be inserted if it satisfies the policies on inclusion set out by the board.
- f) Additional Information: Part H:
  - i. If applicable, the date student enters Supervised Alternative Learning for Excused Pupils (SALEP) program Reg 308 as well as the SALEP Committee Report (inserted into the Documentation Folder).

### 3.3.2 Report Cards (for more information on the reporting process, please see [Growing Success](#) and [Growing Success – Kindergarten Addendum](#))

- a) All pages of the completed report cards, Kindergarten – Grade 12 will be filed in the OSR folder for students enrolled for more than six weeks after the start of the reporting period:
  - i. at the time of transfer to another school;
  - ii. at the time of retirement from school; or
  - iii. at the end of each of the three reporting periods, first occurs during the fall.
- b) Report cards will be printed on paper that is of a quality suitable for long-term storage.
- c) Report cards (grades 1-8), or an exact copy, will be forwarded to the parent(s)/guardian(s) of a student is not an adult or to the student if they are an adult.
- d) Electronic format may be used for reporting but a hard copy must be filed in the OSR.

### 3.3.3 Ontario Student Transcript (OST)

- a) The OST is part of the OSR and is a cumulative and continuous record of a student's successful completion of Grade 9 and 10 courses, successful and unsuccessful attempts at completing Grade 11 and 12 courses and Ontario Academic Courses, and completion of other diploma requirements. A hard copy must be filed in the OSR Folder. If the OST is stored electronically, it must be produced and maintained in accordance with the Ontario Student Transcript Manual, 2013. Copies of OSTs 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.

### 3.3.4 Documentation File, where applicable (copies of government issued identification are not permitted. Only a noted confirmation that the identification has been presented is required.)

- a) The documentation file is kept in the OSR folder when the following information is required:
  - i. Confirmation of presented Catholic Baptismal Certificate (copies are not permitted) used to register or Letter of Admission for non-Catholic students.
  - ii. Verification of custody order.
  - iii. Change of name.
  - iv. Request to be named by repute.

- v. Language/Literacy Development Funding Form (kept for current + 4 years).
  - vi. Statement of IPRC decision, recommendation of appeal board, decision of school board, tribunal's decision, where applicable.
  - vii. Individual Education Plan.
  - viii. Educational, Psychological, Health Assessments.
  - ix. Intensive Support Amount (ISA) Status Form.
  - x. SAL Committee Report.
  - xi. Requests for Correction to, or deletion from, if the request was not granted, including reason for the denial of request.
  - xii. Copy of letter(s) to parent(s)/guardian(s) or adult student regarding suspension/expulsion.
  - xiii. Documentation dealing with home schooling, medical home instruction, and temporary absence.
  - xiv. Behaviour/Safety Plan.
  - xv. Other reports identified in accordance with board policies.
  - xvi. Violent Incident Form.
- b) When a report is requested by a professional, paraprofessional or other relevant person, that person should be advised that the report will be filed in the student's OSR and subject to access provisions governed by the OSR. Reports are only to be included if they are conducive to the improvement of the instruction of the student.

### 3.3.5 Office Index Card

- a) The Office Index Card provides immediate access to student information. The card remains in the office while the student is enrolled but is not filed in the OSR folder, and not transferred with OSR. The Office Index Card will record the following information:
- i. Full name of the student;
  - ii. Number assigned by the board;
  - iii. Ontario Education Number (OEN);
  - iv. Gender of the student;
  - v. Student's date of birth (year, month, day);
  - vi. Name(s) of the student's parent(s);
  - vii. If applicable, name(s) of individual(s) who have custody of the student;
  - viii. Student's current address and phone number and emergency number if provided;
  - ix. Date(s) (year, month, day) student enrolls in the school, transfers from the school or retires from the school;
  - x. Name and address of the school the student transferred to and the date (year, month, day) OSR transferred;
  - xi. Student's address on date of transfer or retirement;
  - xii. Name and address or identification of the school student is transferring or retiring from;

xiii. Other information identified in accordance with board policies.

- b) The Office Index Card will be stored at the sending school when the student transfers to another school, or to a private, federal or First Nations school or retires from school.

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

- a) An individual record will be established and maintained for each student enrolled in elementary. The record will be kept on a Student Record of Accumulated Instruction in French as a Second Language in Elementary School card and will include all information required. An entry will be made:
  - i. End of school year, semester, summer course
  - ii. Transfers to another school
  - iii. Retires from school
- b) If a student has had previous instruction in French but no record is available, the entries must start from at least the date of enrolment in an Ontario school. A note containing any information known about previous French instruction will be made on the first lines of the instruction card. If hours are estimated, this must also be noted.

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

- a) 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". 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.)
- b) As stated in PPM 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools", there are two possible tracking forms. Only the "Cumulative Tracking Record" will be maintained in the OSR. If a student earns a credit through the challenge process in a school outside his or her regular school (the regular school is the school that maintains the student's OSR), the principal of the school outside the student's regular school will use the "Interim Tracking Record" form (provided in the memorandum) to communicate the results of the

student's challenges for credit to the school that maintains the OSR. The principal of the student's regular school will enter the information onto the "Cumulative Tracking Record" form in the student's OSR.

### **3.4 Access to the OSR**

3.4.1 The OSR is privileged for the information and use of supervisory officers, the principal, teachers and designated early childhood educators of the school for the improvement of instruction and other education of the pupil. Subject to limited exceptions outlined in the Education Act and as further described herein, the OSR is not available to any other person, and is not admissible as evidence in any proceeding except to prove the establishment, maintenance, retention or transfer of the OSR, without the written permission of the parent or guardian of the pupil or, where the pupil is an adult, the written permission of the pupil.

3.4.2 Any time the OSR is removed from the secure location (for any reason), the person removing the OSR is required to fill out the sign out card (Appendix 2). Right of access to OSRs is as follows:

a) Students and Parents/Guardians

- i. Every student has the right to have access to his or her OSR. When an adult student requests a copy of their OSR, photo identification (e.g. driver's license, passport) must be provided (identification not to be copied).
- ii. The parent(s)/guardian(s) of the student have right of access to the OSR until the student is an adult. This includes the rights of a non-custodial parent to make inquiries and be given information regarding the student's health, education and welfare, unless there is a court order to the contrary. When a parent/guardian requests a copy of the student's OSR, photo identification (e.g. driver's license, passport) must be provided (identification not to be copied). Note: Where a student is an adult, the parents have no such right of examination without the consent of the adult student. Consent must be filed in the OSR.
- iii. When a request to access an OSR is made by a parent/guardian or adult student, the Principal (or designate) should:
  - set an appointment;
  - review the OSR folder using the OSR Order of Enclosures Checklist in advance to ensure relevancy and adherence to this procedure (Appendix 3);
  - provide a private space for the review to take place;
  - be present at all times during the review of the OSR to ensure that the contents remain unchanged; and
  - ensure the OSR is returned to a secure location.



b) Educational Personnel

- i. The OSR is privileged for the information and use of supervisory officers, principal, teachers and designated early childhood educators (with direct charge of the student) of the school for the improvement of instruction.
- ii. Clerical functions may be granted to limited designated staff (e.g. the school administrative assistant).
- iii. Other educational personnel not listed, may have limited access to documents/information contained within the OSR for the purpose of improvement of instruction. Access to such information will be provided through the Principal or designate. Care should be taken to ensure the protection of such information at all time (e.g. copies should not be retained beyond the required use and should be destroyed after use).
- iv. Student Services staff who require access to the OSR must have signed consent from the parent/guardian or student over 18 years of age prior.
- v. Designated Education Centre staff may have access to OSRs for the purpose of maintenance, retrieval, storage, and preparation of transcripts.

c) Ministry and School Boards

- i. The Education Act permits the compiling and delivery of information contained in OSR to the Ministry and designated school board staff, if it is required. The parent(s)/guardian(s) of the student or adult student will be notified.

d) Courts and Law Enforcement Agencies

- i. The Education Act states that the original OSR is not to be produced in the course of any legal proceedings. Boards should obtain legal advice when an OSR is sought to determine if the Education Act prevents the production, if the OSR is relevant to the proceedings or if a copy can be provided, in lieu of the original.
- ii. Both the Municipal and Provincial Freedom of Information Acts permit the disclosure of personal information for the purposes of law enforcement. Conditions and definition of law enforcement are contained in legislation.

e) Civil Suits

- i. A principal may be served with a subpoena to appear in court and asked to bring with them part or all of the OSR. The principal must comply with the subpoena but should obtain legal advice through their Family of School Superintendent and/or the Freedom of Information and

Privacy Officer (or designate) regarding the production of the OSR. It is recommended that the principal bring an original and a copy and propose that the copy be submitted. The principal should also advise the Court that the subpoena is inconsistent with the Education Act, but should relinquish the OSR if so ordered by the Judge.

f) Cases Involving Criminal Code

- i. In a case involving the Criminal Code, Federal Legislation takes precedent. If a principal is served with a search warrant or subpoena under the Criminal Code, the principal is obliged to comply but should obtain legal advice regarding production of the OSR. It is recommended that the principal bring an original and a copy and propose that the copy be submitted. The principal should also advise the Court that the warrant or subpoena is inconsistent with the Education Act, but should relinquish the OSR if so ordered by the Judge.

g) Provisions under the Child and Family Services Act

- i. 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. A court may make such an order if it is satisfied that (a) a record contains information that may be relevant to a consideration of whether a child is suffering abuse or likely to suffer abuse, and (b) the person in control of the record has refused to permit a Children's Aid Society director to inspect it. If a principal receives a court order under the Child and Family Services Act, he or she should seek legal advice about how to comply with it.

h) Access Requests for OSR Documents

- i. Consistent with the terms of the Education Act, the principal shall insist, in every case, that the following requirements be complied with prior to the release of any information regarding the student:
  - If the request is neither a court order nor a search warrant, the principal must ensure that there is written permission, preferably on the Board's appropriate form "Consent to the Release of Confidential Information" (Appendix 4) by the parent/guardian, although any form of written permission to substantially the same effect would be acceptable;
  - The principal must be satisfied that the access request was, in fact, signed by the parent(s)/guardian(s) or adult student, as the case may be;
  - An original signed copy of the consent must be provided to the principal and inserted into the OSR;

- Any other employee must have the written consent of the parent(s)/guardian(s) or the adult student prior to reviewing any part of the OSR and the original consent must be inserted into the OSR;
- All other agencies must have an originally signed consent on file prior to the release of any personal information;
- A record of the people who have accessed the record with written consent (with the exception of the educational personnel listed in section 3.4(c) of this procedure) along with the date of access must be maintained until five years after the OSR becomes inactive.

### **3.5 Transfer of the OSR**

- 3.5.1 When a student transfers to another school in Ontario, the OSR will ONLY be sent upon receipt of an official written request and will not include the Office Index Card.
- 3.5.2 If the original OSR is being transferred between schools that are operated by the Durham Catholic District School Board (DCDSB), it will be transferred by the designated Board Courier.
- 3.5.3 If the original OSR is being transferred to a school in another board, to a private, federal, or First Nation school, or to a Provincial or Demonstration School, it must be transferred by Purolator or an equivalent delivery method that is approved by the board and that maintains confidentiality and guarantees prompt delivery.
- 3.5.4 An original OSR may not be transferred outside Ontario, once an official request is received, with an accompanying letter of consent signed by the parent(s)/guardian(s) or adult student, only then can an exact copy of the OSR be sent.
- 3.5.5 A record of the OSR transfer/receipt must be kept at the sending school.
- 3.5.6 The official request for the OSR must be kept on file in the school office for the current year plus an additional school year for audit purposes.
- 3.5.7 A school log of OSR transfers must be maintained in the main office.
- 3.5.8 If the OSR is stored electronically and the receiving school can receive it electronically, it may be forwarded in this manner in advance of the paper parts. If the OSR is being sent electronically or via fax, arrangements to ensure the secure and confidential transfer must be made.
- 3.5.9 When a student retires from the school that maintained their OSR, the following will be provided to the parent(s)/guardian(s) or adult student by the principal: up-to-date copy of Transcript and any information and materials stored in the OSR folder that are not required to be retained under the retention schedule.

- 3.5.10 When a student transfers from an elementary school operated by the Durham Catholic District School Board to a secondary school operated by the Durham Catholic District School Board, the OSR will be hand-delivered to the Principal (or designate) of the secondary school by the Principal (or designate) of the elementary school.

### **3.6 Retirement of a Student**

- 3.6.1 A student retires from a school when he/she ceases to be enrolled in a school. A student is not considered to have retired if he/she withdraws for a temporary period with the written consent of the principal or transfers to another school in Ontario.
- 3.6.2 When a student retires from the school which has maintained the student's OSR, the principal will give an up-to-date copy of the student's OST, if applicable, and the information and materials stored in the OSR folder which are not required to be retained under the Ministry OSR Guideline, 2000, to the parent(s)/guardian(s) of the student if the student is not an adult, or to the adult student.

### **3.7 Retention, Storage, and Destruction of Information in the OSR**

- 3.7.1 All OSR's must be retained and stored in a secure location in accordance with the Ministry guidelines as outlined below:
- 3.7.2 The following components of the OSR will be retained for five years after a student retires from school:
- a) Report cards;
  - b) The documentation file, where applicable;
  - c) Additional information that is identified by the school board for retention.
- 3.7.3 The following components of the OSR will be retained and stored in a secure location for fifty-five years after a student retires from school:
- a) The OSR Folder
  - b) OST
  - c) The Office Index Card (stored electronically or separate from the OSR)
- 3.7.4 All OSRs of retired students must be filed in a secure location under the following conditions:
- a) reviewed for retention requirements before being stored;
  - b) all documents that are not required to be maintained by the retention period, should be removed and destroyed;
  - c) first filed by school year (ie. 19-20, 20-21, etc.), then alphabetically.

- 3.7.5 Should the OSR and/or contents contained within the OSR reach the date of destruction, they must be disposed of by shredding or placing in the shredding bin of the Board designated shredding service.

### **3.8 Correction or Removal of Information in the OSR**

- 3.8.1 If the principal determines that any documentation located in the OSR folder is no longer conducive to the improvement of instruction of the student, the material will be removed, given to the parent of the student, adult student or destroyed in accordance with section 3.8 of this procedure.
- 3.8.2 The parent(s)/guardian(s) of the student or adult student is permitted to request a correction or removal of information from the OSR if the information is inaccurate or not conducive.
- a) The request must be provided to the principal in writing;
  - b) If the request is accepted by the principal, the information will be corrected or removed and destroyed or returned to parent(s)/guardian(s)/adult student and no record of the request will be retained.
  - c) If the request is denied by the principal, the parent(s)/guardian(s) of the student or adult student may request in writing that the request be referred to the respective Family of Schools Superintendent.
  - d) The Superintendent may request the principal to comply and no record of the request will be retained. The Superintendent may send the OSR and a copy of the request to a person designated by the Minister, who will then hold a hearing, wherein the principal and requester will attend.
  - e) The decision of the person designated by the Minister will be final and binding. The person designated by the Minister may request the principal to comply and no record of the request will be retained. If the person designated by the Minister denies the request, a copy of the original request and a copy of the decision will be retained in the OSR.
- 3.8.3 The principal must ensure that no OSR discloses contravention or alleged contravention by a student of any statute or regulation to which the Young Offenders Act or Part V-A of the Provincial Offences Act applies, or the disposition of any proceedings brought under those statutes or regulations. If an entry in the OSR does disclose such information, the entry must be appropriately altered or deleted from OSR.

### 3.8.4 Change of Name

#### a) Change by Request

- i. When a principal receives a written request from an adult student or the parent(s)/guardian(s) of a student who is not an adult that the student be identified by a name other than the legal name of the student and when the name is a name obtained by repute, the principal will record the requested name in Part A of the OSR folder in addition to the legal name of the student, and the requested name will be used henceforth. In this case, the legal name will be enclosed in brackets. The written request will be stored in the documentation file.

#### b) Change by Marriage

- i. When a principal receives a document from a student for whom the principal maintains an OSR that establishes that the student has been married and has changed their surname, the principal will file the document, a copy of the document, or a verification of his or her knowledge of the document in the documentation file, and will change the surname of the student on all current and future components of the OSR.

#### c) Change by Law

- i. When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed in accordance with the law of the province, state, or country. In which the document was made, the principal will file the document, a copy of the document, or a verification of his or her knowledge of the document in the documentation file, and, on request, will change the surname of the student on all components of the OSR so that the record will appear as if originally established in the new surname.

## 3.9 Continuing Education Records

- 3.9.1 The principal of the continuing education sites will establish an office index card that contains the student's full name, board student number, OEN, gender, date of birth and source used for verification, custody documentation if applicable, current address, phone number, dates (enrols, transfers, retires), name and address of school transferring to, student's address on date of transfer or retirement, name and address of program from which the student is transferring or retiring.

## 3.10 Security

- 3.10.1 Mechanisms for the security and confidentiality of OSRs must be adhered to. These include:

- a) Storing active OSRs in a locked cabinet and locked area;
- b) Storing inactive OSRs in a central secure location in a locked area;
- c) Upon the closing of a school, the OSR files, including the office index cards, for all retired students will be transferred to the archives and stored in a locked area for the remainder of the retention period as described in this procedure;
- d) Logging out of online platforms when not in use;
- e) Adhering to a sign-out procedure for OSR access;
- f) Returning all OSRs to locked storage at the end of each work day;
- g) Restricting access as described in this procedure;
- h) Transporting OSRs using mechanisms that ensure security and confidentiality (e.g., carefully sealing mailing envelopes and marking them “confidential”).

## **4. Sources**

- 4.1 [Education Act R.S.O. 1990, Chapter E.2](#)
- 4.2 [Freedom of Information and Protection of Privacy Act](#)
- 4.3 [Municipal Freedom of Information and Protection of Privacy Act](#)
- 4.4 [Ontario Student Record \(OSR\) Guideline, 2000 \(revised 2020\)](#)
- 4.5 [Personal Health Information Protection Act S.O. 2004, Chapter 3, Schedule A](#)
- 4.6 [Ontario Student Transcript Manual, 2013](#)
- 4.7 [Growing Success](#)

## **5. Appendices**

- 5.1 Appendix 1 – [Notification of Information \(AF418-1A\)](#)
- 5.2 Appendix 2 – Sample Sign Out Card
- 5.3 Appendix 3 – [Order of Enclosures \(AP418-1B\)](#)
- 5.4 Appendix 4 – [Consent to the Release of Confidential Information \(AF418-1C\)](#)

## **6. Related Policies and Administrative Procedures**

- 6.1 [Ontario Student Record \(OSR\) Policy \(PO418\)](#)
- 6.2 [Freedom of Information and Protection of Privacy Policy \(PO201\)](#)
- 6.3 [Children’s Aid Society Data Sharing Protocol Administrative Procedure \(AP201-1\)](#)
- 6.4 [Privacy Breach Protocol Administrative Procedure \(AP201-2\)](#)

## Appendix 1



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

### **Notification of Information to Students and Parents/Guardians of Students Under 18**

1. The Ontario Student Record (OSR) is the record of a student's educational progress through Ontario schools.
2. It is first established when a student enrolls in a school operated by a board.
3. The authority for its establishment for the collection and use of the information it contains is derived from the *Education Act*.
4. Each student and his/her parent(s)/guardian(s), until the student reaches the age of 18, have access to all of the information contained in the OSR.
5. The principal and teachers of the school and supervisory officers have access to the information contained in the OSR for the purpose of improving the instruction of the student.
6. All other persons require the informed, written consent of the student of any age, or the legal custodian, if the student is under 16.
7. The procedures for maintaining the OSR comply with the *Municipal Freedom of Information and Protection of Privacy Act*.



[illegible]

No. 125-00 HASTINGS, MD. — LOS ANGELES — LOGAN, OH. — McCREEDY, TX. — LOCUST GROVE, GA. U.S.A.

## Appendix 3



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

### Ontario Student Record (OSR) Order of Enclosures

Please keep the OSR contents in the following order:

1. Order of Enclosure Sheet
2. Confirmation of Baptismal Record (copies are not permitted) or Letter of Admission for non-Catholic students
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 Name/Written Request to Be Named by Request
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 DCDSB

**Note:** The Office Index Card must be maintained and stored in an area separate from the OSR

## Appendix 4



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

### Consent to the Release of Confidential Information

I, \_\_\_\_\_,  
(Print Full Name)

of \_\_\_\_\_  
hereby consent to the release of the following information (e.g., Medical, Social Work,  
etc.):

compiled/prepared by: \_\_\_\_\_  
(Name of Institution, agency, or person)

\_\_\_\_\_  
(Address)

in respect of \_\_\_\_\_  
(Name of Student, DOB, School Name)

to: \_\_\_\_\_  
(Name of Institution, agency, or person)

\_\_\_\_\_  
(Address)

for the purposes of: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Signature of Parent/Guardian or Adult Student: \_\_\_\_\_

Witness: \_\_\_\_\_  
(Parent Name) \_\_\_\_\_  
(Signature)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

This consent to release information remains valid until \* \_\_\_\_\_ (maximum  
one year from date of signature).

\*Authorizing person may cancel or change this authorization in writing at any time prior  
to the expiry date, unless action has already been taken based on the authorization.