



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

POLICY – PO418

Ontario Student Record

Area: Operations

Source: Superintendent of Education – Family of Schools

Approved: Nov. 24, 2003

Revised: May 10, 2021

1. Introduction

The Education Act requires that the principal of a school 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.” Access to the Ontario Student Record (OSR) is strictly regulated and must comply with the provincial Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act.

2. Definitions

Ontario Student Record (OSR) - the record of a student’s education progress through schools in Ontario.

3. Purpose

To develop procedures for the establishment and maintenance of an Ontario Student Record for each student.

4. Application / Scope

This policy applies to all staff responsible for the establishment and maintenance of Ontario Student Records (OSR) and to all persons who are legally entitled to access the OSR of any student registered in the school under the jurisdiction of the Durham Catholic District School Board.

5. Principles

- 5.1 The Durham Catholic District School Board acknowledges the need to establish and maintain accurate school records conducive to the improvement of instruction for each student.
- 5.2 The Durham Catholic District School Board will comply with the Ministry of Education regulations in establishing and maintaining the Ontario Student Record.
- 5.3 The Durham Catholic District School Board will comply with the Freedom of Information and Protection of Privacy legislation in establishing and maintaining the Ontario Student Record.

6. Requirements

- 6.1 An Ontario Student Record shall be established for each student who enrolls in a school operated by the Durham Catholic District School Board.
- 6.2 The Ontario Student Record is an ongoing record and will be transferred under conditions outlined in section 6 of the Ontario Student Record Guideline if the student transfers to another school in Ontario.
- 6.3 An original OSR may not be transferred outside of Ontario. Only an exact copy of the OSR may be sent to the principal of an educational institution outside of Ontario under the conditions outlined in section 6.3 of the Ontario Student Record Guideline.
- 6.4 Any part or parts of the Ontario Student Record may be micro-recorded or stored on a computer file in a manner that permits the printing of a clear and legible reproduction. Provision should be made to retain original documents when it is important to keep an original signature or initial on a document.
- 6.5 Any micro-recording or computer file or reproduction of an Ontario Student Record is subject to the security and access requirement applicable to a hard copy.
- 6.6 If an Ontario Student Record is lost or inadvertently destroyed, a new Ontario Student Record folder shall be created.
- 6.7 The student and the parent(s)/guardian(s) of a student who is not an adult must be informed of the following at the time of enrolment:
 - a) Purpose of the Ontario Student Record;
 - b) Access of the Ontario Student Record;
 - c) Content of the Ontario Student Record.

- 6.8 The Director of Education will issue administrative procedures for the establishment, maintenance, security, review and disposal of the Ontario Student Record and will amend them thereafter as the need arises.

7. Sources

- 7.1 Education Act, R.S.O. 1990, c. E.2
7.2 Ontario Student Record (OSR) Guideline, 2000 (revised 2020)

8. Related Policies and Administrative Procedures

- 8.1 Ontario Student Record Administrative Procedure (TBD)