



MOOSONEE DISTRICT SCHOOL AREA BOARD

ADMINISTRATIVE PROCEDURE STUDENTS: NO. 310

Effective	February 23, 2016
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ONTARIO STUDENT RECORD (OSR)

PURPOSE

Ontario Student Records are to be maintained for all students in compliance with the Education Act, Municipal Freedom of Information and Protection of Privacy Act, and all applicable regulations and guidelines of the Ontario government.

Paragraph 265 (1) (d) of 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".

This administrative procedure sets out school responsibilities related to the Ontario Student Record (OSR).

PROCEDURES

1. The Ontario Student Record

- 1.1. The Moosonee District School Area Board shall comply with the responsibilities placed upon the Board with respect to student records by the Education Act, the Ontario Student Record Guideline, the province of Ontario's Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Protection of Privacy Act.
- 1.2. In 2000, the Ontario Ministry of Education released the Ontario Student Record (OSR) Guideline which mandates the keeping of an OSR for every student.
- 1.3. Section 266 of the Education Act regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal, teachers and designated early childhood educators of the school, for the improvement of instruction and other education of the pupil..."
- 1.4. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.

2. Ministry of Education Expectations

The OSR Guideline sets out in detail the policies of the Ministry with regard to the establishment, maintenance, use, retention, transfer, and disposal of the OSR. The Ministry of Education's OSR Guideline 2000 is located on the Ministry website:

<http://www.edu.gov.on.ca/eng/document/curriculum/osr/osr.html>

Instructions in the OSR Guideline:

The following topics are included in the OSR Guideline:

- 2.1. establishment of the OSR;
- 2.2. responsibility for the OSR;
- 2.3. components of the OSR;
 - 2.3.1. the OSR folder in Form 1A or Form 1
 - 2.3.2. report cards
[Original copies or exact copies of the Provincial Report Cards for the school year are stapled together (final term on top) and placed into the OSR. Boards may use their own report cards for students in junior kindergarten and kindergarten.]
 - 2.3.3. an Ontario Student Transcript, where applicable [secondary school]
 - 2.3.4. a documentation file, where applicable
[e.g., information about a decision of an Identification, Placement, and Review Committee (IPRC); an Individual Education Plan (IEP) for a student receiving special education programs and services; a Violent Incident Form, etc.]
 - 2.3.5. an office index card
 - 2.3.6. additional information identified as being conducive to the improvement of the instruction of the student
[e.g., an individual record of accumulated instruction in French as a second language; a Native as a Second Language Card, where applicable]
- 2.4. access to the OSR;
- 2.5. use and maintenance of the OSR;
- 2.6. transfer of the OSR;
- 2.7. retirement of a student;
- 2.8. retention, storage, and destruction of information in the OSR;
[Report cards, the documentation file, and additional information will be retained for five years after a student retires from school. The OSR folder and the office index card will be retained for fifty-five years after a student retires from school.]
- 2.9. correction or removal of information in the OSR;
- 2.10. change of student's surname; and
- 2.11. continuing education records.

3. **Creation of a New OSR**

If an OSR is lost or inadvertently destroyed, a new OSR is to be created, with information from the Office Index Card in the school, with the reason and date noted in the margin on the front of the new OSR.

4. **Access to the OSR**

- 4.1. Efforts must be made to ensure that students and parents are aware of their rights of access to the OSR.

- 4.2. When students and/or parents ask to examine the OSR contents, an administrator or counsellor shall be present to provide assistance and security. If no one is immediately available an appropriate time shall be arranged.
- 4.3. A parent is denied access to the OSR only if there is a court order to that effect filed in the documentation file.
- 4.4. Students and parents of students who are under 18 have the right to receive a copy of the OSR contents.
5. **Strictly Limited Access**
 - 5.1. Without the written consent of the adult student or parent(s) of a student who is under 18, no access to the OSR is given to anyone from an outside agency or institution.
 - 5.2. The OSR shall not be produced in any legal proceedings. Some exceptions are noted in subsection 4.5 “Courts and Law Enforcement Agencies” in the Ministry Ontario Student Record Guideline.
6. **Staff Confidentiality Requirements**
 - 6.1. All staff members working with OSRs shall maintain confidentiality requirements.
 - 6.2. All temporary staff members must agree to maintain the confidentiality requirements of the Ontario Student Record Guideline.
 - 6.3. All staff members working with OSRs will participate in in-service training related to OSR maintenance and requirements of the Freedom of Information and Protection of Privacy Act.
7. **Responsibilities of the Principal**
 - 7.1. It is the responsibility of the principal of the school to:
 - a) manage the OSR process in compliance with Ministry and Board criteria;
 - b) ensure the security of the OSR;
 - c) ensure that materials in the OSR comply with Ministry and Board criteria; and
 - d) ensure that all persons performing clerical functions are aware of the requirements for confidentiality and of relevant freedom of information and protection of privacy legislation.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 8 (1) (27) Power of Minister: Guidelines re Pupil Records

Education Act, paragraph 265 (1) (d) Duties of Principal: Pupil Records

Education Act, Section 266 Pupil Records

Ontario Student Record (OSR) Guideline, revised 2000

Ontario Freedom of Information and Protection of Privacy Act,

Municipal Freedom of Information and Protection of Privacy Act

Board:

Board Policy GOV-17 Appeals and Hearings Regarding Student Discipline

Administrative Procedure 270 Student Assessment and Evaluation

Administrative Procedure 304 School Registration Requirements

Administrative Procedure 305 Student Attendance

Administrative Procedure 378 Student Discipline: Suspension

Administrative Procedure 379 Student Discipline: Expulsion

Administrative Procedure 382 Violence-Free School