



ADMINISTRATIVE GUIDELINE

Title: Ontario Student Record (OSR)

Effective Date: February 14, 2002 Responsibility: Superintendent of Program and Schools

1.0 Rationale

The Ontario Student Record (OSR) 2000 released by the Ministry of Education outlines the expectations related to the creation and maintenance of official student records. In addition boards are required to developed procedures to be followed to ensure:

- ~ the security of the information contained in the OSR, whether it is maintained electronically or in hard copy, during both the period of use and the period of retention and storage;
- ~ the regular review of the OSR for the removal of any material that is no longer considered to be conducive to the improvement of the instruction of the student;
- ~ the storage of the OSR for the period specified in the retention schedule (see section 8);
- ~ the complete and confidential disposal of material removed from the OSR.

2.0 Components of the Guideline

1. Establishment of the OSR
2. Responsibility for the OSR
3. Components of the OSR
4. Access to the OSR
5. Use and Maintenance of the OSR
6. Transfer of the OSR
7. Retirement of a Student
8. Retention, Storage and Destruction of Information in the OSR
9. Correction or Removal of Information in the OSR
10. Change of Surname
11. Continuing Education Records
12. Appendices :

A: OSR Folder, Form 1A

B: Adjustment of OSR Folder Form 1 to Form 1A

C: Ontario Student Transcript

- D: Documentation File Folder
- E: Office Index Card
- F: Student Record of Accumulated Instruction in French as a Second Language in Elementary School
- G: Notification of Student Transfer Within Ontario
- H: Request for an OSR by a School in another Board or a Provincial or Demonstration School in Ontario
- I: Request for an OSR by a Private, Federal or First Nation School in Ontario
- J: Violent Incident Form
- H: Near North District School Board Request for OSR

3.0 Guideline Binder

The notes and expectations specific to Near North District School Board can be found under separate cover in a binder entitled Ontario Student Record (OSR) Guideline.