



Niagara Catholic District School Board  
**ONTARIO STUDENT RECORD (OSR)**  
ADMINISTRATIVE OPERATIONAL PROCEDURES

300 – Schools/Students

No 301.7

Adopted Date: June 26, 2006

Latest Reviewed/Revised Date: March 18, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Ontario Student Record.

## PREAMBLE

The Board and its staff are responsible under legislation to maintain and establish an Ontario Student Record (OSR) for all students enrolled in the Board's schools.

These Administrative Operational Procedures provide authorized staff with the type of information, its relevance and its uses, in addition to those specified in the Ministry of Education OSR Guidelines that are permissible to include in an OSR

1. The following statement regarding the purpose of the OSR will be clearly printed on both Elementary and Secondary School pupil registration forms: Section 265 (d) of the Education Act requires a principal of a school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record.”
2. Reference to OSR records under Section 265 of the Education Act will also be included in the following forms and documents:
  - Student Index Card
  - Elementary and Secondary Registration Form
  - Consent Forms
  - Report Cards
3. The following school staff are responsible for performing clerical functions regarding the establishment and maintenance of the OSR:
  - School Principal
  - Secretaries designated by the Principal and/or Senior Staff
  - Teachers of the school where the student receives an education

Principals will ensure that all persons specified to perform clerical functions with respect to the OSR are made aware of the confidentiality provisions of the Education Act and the relevant Municipal Freedom of Information and Protection of Privacy Act.

4. The Principal will ensure that the components of the OSR are maintained and where appropriate, the following electronically generated components in whole or in part, will be deemed acceptable as a segment of the OSR.
  - Elementary and Secondary Registration Form
  - Student Index Card
  - Ontario Student Transcript (OST)
  - Provincial and Board Report Cards
  - Individual Education Plan

5. The Principal or designate will ensure that the OSR in either hard copy or electronic format is stored in a secure location that provides confidentiality, security, and authorized accessibility to the record. There must be logged documentation if an OSR is removed from the storage area and it must be kept secure. It is never to be taken out of the school building unless subpoenaed by legislation, requested by another school or transferred within Niagara Catholic Schools.
6. The Principal is to ensure, on an annual basis, that all materials purged from the OSR are shredded so that no identifiable information can be discerned. The Principal will ensure that designated staff destroys the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files.
7. The Principal or designate must be present while the contents of the OSR are being examined.  
  
Parents or adult students, who require access to their child's or their own OSR, must submit a request in writing to the Principal at least one week prior to accessing the OSR.
8. Only Special Health Information that has been disclosed to the Principal and deemed by them to be conducive to the improvement of the instruction of the student will be stored in the OSR.
9. Assessment and evaluation reports that are conducive to the educational achievement of the child will be stored in the documentation file of the OSR.
10. Current photographs of students are to be maintained electronically via the Student Information System. It is not necessary for them to be placed on the OSR folder.
11. Prior Learning Assessment and Recognition (PLAR) information will be stored in the OSR, according to Board Administrative Operational Procedures No. 400.4.
12. Continuing Education – An Office Index Card containing the information required in Section 4 of the Ministry of Education Ontario Student Record (OSR) Guideline 2000 as amended, will be created for all students enrolled in Continuing Education.
13. Upon school closures, the OSR will be forwarded to the schools to which the students have been relocated. Retired OSR's will be sent to the Catholic Education Centre for secured storage at a Board site.
14. Where permitted through Ministry Regulations all or parts of the OSR may be converted to an electronic format. Further procedures to govern the creation of Electronic versions of the OSR, may be developed by the Ministry.

### **References**

- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Education Act, R.S.O. 1990\*](#)
- [\*Ontario Student Record \(OSR\) Guideline, 2000\*](#)
- [\*Ontario Student Transcript \(OST\) Manual, 2013\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Accessibility Standards Policy \(800.8\)\*](#)
  - [\*Prior Learning Assessment and Recognition Administrative Operational Procedures \(400.4\)\*](#)
  - [\*Records and Information Management Policy \(600.2\)\*](#)

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