

# NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy  
F-25

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99-106

## ONTARIO STUDENT RECORD

### POLICY STATEMENT

GIVEN THAT the Ministry of Education and Training has published the Ontario Student Record Guideline, effective January 1991; and

GIVEN THAT the Ministry of Education and Training sets out the requirements for the establishment, maintenance, use, retention, transfer and disposal of the Ontario Student Record; and,

GIVEN THAT the O.S.R. Guideline complies with the Freedom of Information and Protection of Privacy Act,

THEREFORE the Northeastern Catholic District School Board will require its personnel to fully comply with the procedures set out in the new O.S.R. Guideline and the Board criteria set out in this Board policy.

### POLICY REGULATIONS

1. An O.S.R. shall be established for each student who enrolls in a school operated by the Board. The student and the parent(s) or guardian(s) of a student who is not an adult must be informed of the purpose and content of the O.S.R. at the time of enrolment.
2. The school principal or his/her designate shall be the person(s) responsible for performing clerical functions with respect to the establishment and maintenance of the O.S.R.
3. The documentation file shall be kept in the O.S.R. folder. In addition to the information specified in the Guidelines, the file shall also contain the following documents:
  - 3.1 Sacramental records;
  - 3.2 Suspension forms;

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- 3.3 A Violent Incident Form, containing a description of the serious violent incident leading to a suspension or expulsion or call to the police; a reference to the call to the police, if applicable; a reference to the school/board disciplinary response to the incident, if applicable.
  - 3.4 a copy of the school board's letter(s) to the student and/or parent(s) or guardian(s) regarding a suspension or expulsion for violent behaviour;
  - 3.5 career planning information summaries;
  - 3.6 Board IPRC tracking sheet record information;
  - 3.7 signed release of information form(s);
  - 3.8 request for Health Support Services.
4. The office index card shall remain at the school. The card is not filed in the O.S.R. folder and is not transferred with the O.S.R. when the student transfers from the school.
- When a student is readmitted to the same school, a new office index card must be completed.
- In addition to the information specified in the Guideline, the index card must identify any particular health problems.
5. The active O.S.R. files shall be stored in a central location in the school. They must be stored in a locked filing cabinet or in a locked area.
- The O.S.R. files shall not be removed without the authorization of the appropriate Supervisory Officer.
- The Principal of the school must establish a sign-out procedure in order to control access of the O.S.R. file.

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The contents of the O.S.R. file cannot be photocopied without the Principal's authorization.

6. The Principal shall ensure that the contents of the O.S.R. are reviewed annually. Materials shall be destroyed according to the following criteria:

6.1 Suspension Forms:

- General suspensions..... 1 year after use
- Suspension for violence behaviour..... 3 years after use
- Expulsion for violent behaviour ..... 5 years after use

When an expelled student has been readmitted to school by a school board, and is expelled again, the information relating to the expulsions shall not be removed from the O.S.R. file until five (5) consecutive years have passed without any further expulsion.

Where the student has not been suspended or expelled, the Violent Incident Form shall be removed after three years if no further serious violent incident is reported to the police during that time.

6.2 Request for Health Support:

- Services..... 1 year after use
- Report of the SALEP Committee..... 1 year after use
- Signed Release of Information Form(s) ..... 1 year after use
- Early Identification Profile..... 1 year after use
- IPRC determination and Related Materials..... 3 years after use
- Individual, and/or group psychological, health, and/or educational assessment reports..... 3 years after use

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### ONTARIO STUDENT RECORD

7. Definition of Inactive O.S.R. File

The file of a student who is no longer enrolled in that school.

The inactive O.S.R. files shall be stored in a central location in the last school of the pupil. They must also be stored in a locked filing cabinet or in a locked area.

The contents of the O.S.R. file cannot be photocopied without the Principal's authorization.

Upon the closing of a school, the O.S.R. files, including the Office Index Cards, will be stored in a central location at the Board Office.

8. Maintenance of Inactive Files

Inactive files must be reviewed no later than December 31<sup>st</sup> following the 5<sup>th</sup> year of the pupil's retirement.

All contents must be destroyed except for the O.S.R. folder (form 1 and 1A), the O.S.T. and the Office Index Card.

The O.S.R. folder, the O.S.T. and the Office Index Card will be destroyed no later than December 31<sup>st</sup>, following the 55<sup>th</sup> year of the pupil's retirement.

9. Disposal of O.S.R. Information

All or any part of the O.S.R. when its retention is no longer required under this policy shall be shredded.



Northeastern Catholic District School Board

101 Spruce Street North

Timmins, Ontario

P4N 6M9

Tel.: (705) 268-7443 Fax: (705) 267-3590

## REQUEST FOR AN O.S.R.

Please forward the Ontario Student Record for:

\_\_\_\_\_

Surname	First Name	Middle Name
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D.O.B.: \_\_\_\_\_

_____	_____	_____
Year	Month	Day

who has enrolled in Grade \_\_\_\_\_ at

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date



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## STUDENT TRANSFER FORM

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

This is to certify that

\_\_\_\_\_

Surname	First Name	Middle Name
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D.O.B.: \_\_\_\_\_

Year	Month	Day
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who enrolled in Grade \_\_\_\_\_ in this school.

The last attendance date was \_\_\_\_\_.

A copy of the Ontario Student Record will be forwarded directly to you upon receipt of an official request. This student has been provided with a copy of his/her latest report card and Ontario Student Transcript, if applicable.

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Date