



# Northeastern Catholic District School Board

## **ONTARIO STUDENT RECORD**

**Policy Number:** E-8

**Authority:** 99-106/16-27/19-05

### **POLICY STATEMENT**

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The Northeastern Catholic District School Board (NCDSB) is committed to providing an inclusive and equitable Catholic learning environment for its students. The NCDSB acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care. In keeping with ministry requirements and the *Municipal Freedom of Information and Protection of Privacy Act*, the NCDSB is committed to the creation, maintenance, retention, and use of Ontario Student Records to accurately document a student's educational history and progress through school in order to improve learning, instruction, faith development, safety, and overall educational experiences.

### **REFERENCES**

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The Ontario Student Record (OSR): Guideline, 2000  
Education Statutes and Regulations of Ontario  
Municipal Freedom of Information and Protection of Privacy Act  
Ontario Student Transcript Manual, 2014  
NCDSB Administrative Procedure APE030 Ontario Student Record (OSR)  
NCDSB Administrative Procedure Personal Information Management  
NCDSB Administrative Procedure Breach of Personal Information  
P-4 Personal Information Management Policy

### **DEFINITIONS**

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#### **Ontario Student Record**

The OSR is the ongoing, confidential record of a student's educational progress through the elementary and secondary school system in Ontario.

#### **Ontario Student Transcript**

The Ontario Student Transcript is used to record particulars of the secondary school courses successfully completed for grade 9 and grade 10 courses and all attempted grade 11 and grade 12 courses.

### **POLICY REGULATIONS**

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- 1.0 An Ontario Student Record (OSR) shall be established for each student who enrolls in a school operated by the NCDSB.
- 2.0 The parent/guardian of a student who is not an adult or the student, must be informed of the purpose and content of the OSR at the time of enrolment. A consent form shall be signed and

retained in the OSR. The *Student Information and Eligibility Attestation Form* will be completed by the parent/guardian and/or student who is over the age of 18 years old and reviewed and initialed by the Principal.

- 3.0 The legislative requirements outlined in the *Ontario Student Record Guidelines, 2000*, or any updated version released by the Ministry of Education, as well as related NCDSB policies and procedures, shall be adhered to as they relate to the establishment, maintenance, use, access, retention, transfer and disposal of the Ontario Student Record.
- 4.0 All Ontario Student Records shall be retained and stored in a secure location within the central office of the school.
- 5.0 The School Principal is ultimately responsible for each Ontario Student Record but shall delegate tasks accordingly to ensure the accuracy of information held within.
- 6.0 There shall be no photocopies of any identifiable information such as, birth certificate, health cards, birth registration, kept in the student's folder.
- 7.0 Administrative procedures and guidelines will be developed and revised as necessary to ensure standards of practices are established in all matters relating to the Ontario Student Record.