

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE STUDENTS: NO. 306	
Effective	August 21, 2019
Last Revised	August 15, 2023

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THE 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. Compliance with Legislation

- 1.1 The James Bay Lowlands Secondary School Board acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for the individual student in its care.
- 1.2 Compliance with and adherence to the relevant provincial legislation as well as the Board's own policies and administrative procedures will promote an awareness of the expectations for record keeping and a greater sensitivity to the protection of confidentiality with respect to the personal information in the custody of the Board.
- 1.3 Therefore, system and school administrators will ensure that the requirements, as specified in the *Guideline for Ontario School Records (OSR)*, the *Municipal Freedom of Information and Protection of Privacy Act*, and the procedures which follow, are adhered to by all personnel within the Board's jurisdiction.

2. Board Expectations

- 2.1 The principal has primary responsibility for the establishment and maintenance of the Ontario Student Record (OSR). Clerical functions may be delegated to the administrative assistants and appropriate teaching staff. This delegation is to be defined, documented, and put into place by the principal.

- 2.2 Some information beyond that specified in the OSR guidelines may be placed in the OSR—for example, additional information identified as being conducive to the improvement of the instruction of the student, such as an individual record of accumulated instruction in French as a second language or a Native as a Second Language Card, where applicable.
- 2.3 Types of information beyond those specified in the guidelines which may be placed in the documentation file:
- 2.3.1 A documentation file checklist shall be attached to every documentation file that is established.
- 2.3.2 Individual Education Plans shall be kept for a minimum of four (4) years.
- 2.3.3 A copy of the birth certificate and/or passport shall be retained until graduation.
- 2.3.4 Approved letters of exemption from compulsory courses of study shall be retained until retirement.
- 2.3.5 Student conference summaries shall be retained for a maximum of four (4) years, or removed earlier in accordance with section 3.2 below.
- 2.3.6 Consultation reports from the Board behavioral specialist or from school counsellors shall be retained for a maximum of four (4) years or removed earlier in accordance with section 3.2.
- 2.3.7 Forms with respect to medication shall be removed when the requirement for such is discontinued.
- 2.3.8 Psychological reports shall be kept for a maximum of four (4) years or removed earlier in accordance with section 3.2.
- 2.3.9 Educational assessments shall be kept for a minimum of four (4) years.

3. Pertinence of Materials in the Ontario Student Record

- 3.1 The components of the OSR shall be retained in accordance with Section 3 of the OSR Guidelines and section 2 of this administrative procedure. In addition, information in the student's documentation file shall be reviewed:
- 3.1.1 upon referral to an Identification, Placement, and Review Committee (IPRC);
- 3.1.2 at the time of the annual IPRC, with special attention given to the pertinence of behavioural and psychological reports at this time;
- 3.1.3 when a student transfers;
- 3.1.4 upon leaving secondary school; or
- 3.1.5 upon transfer to a place of storage.
- 3.2 The principal or other person designated by the principal shall review the OSR to determine that all parts of the OSR are conducive to the improvement of the

instruction of the student. Any parts deemed not to be conducive shall be removed from the OSR and destroyed.

- 3.3 Personal information that has been collected by the school shall be retained for at least one (1) year after use unless the principal receives written consent to its earlier disposal from the adult student or the parents or guardians of a student who is not an adult.

4. Security and Storage of the Ontario Student Record

- 4.1 The principal is responsible for the storing of the OSR in a locked cabinet in the school office.
- 4.2 The Office Index Card shall be stored in the school in a secure manner, in a different location (i.e. cabinet) from the OSR.
- 4.3 These records must be kept in the designated storage area and teachers and others responsible for the OSR shall use this area when working with the OSR.
- 4.4 If the OSR must be removed from the area, permission must be granted by the principal or designate and must be signed for in order to allow its removal.

5. Storage of the Ontario Student Record

- 5.1 The complete OSR and its components, as stated in Section 8 of the OSR Guidelines, shall be retained at the school until July 31st of the fifth (5th) year following the year in which the student retired from the school.
- 5.2 After the five-year period, the OSR shall be reviewed in accordance with sections 2 and 3 of this administrative procedure and the remaining components of the OSR (OSR Folder, the Ontario Student Transcript) shall be transferred to storage at the James Bay Lowlands Secondary School Board office. The Office Index Card shall be stored at the Board office for a fifty-five (55) year period.
- 5.3 The director of education shall be responsible for designating those persons responsible for the clerical functions with respect to the retired OSRs stored at the Board office.

6. Disposal

- 6.1 In accordance with section 3 of this procedure, the principal shall be responsible for the removal and destruction of those documents in the OSR which are no longer required. Only the remaining components shall be transferred to permanent storage.
- 6.2 Upon the completion of fifty-five (55) years from the retirement of the student, the director of education shall be responsible for the destruction of the OSR.

- 6.3 Destruction of the OSR and its components shall be done in such a manner that the material cannot be recreated (i.e. by shredding or incineration).

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

Ontario Freedom of Information and Protection of Privacy Act

Municipal Freedom of Information and Protection of Privacy Act

Board:

Board Policy GOV-02 The Role of the Corporate Board

Board Policy GOV-03 The Role of the Supervisory Officer

Administrative Procedure 190 Records Retention

Administrative Procedure 302 Student Attendance