



Procedure Section: **School Administration**

**900**

Procedure Name: **Ontario Student Records**

**902**

## **PROCEDURE**

# Ontario Student Records

## **Procedure**

It is the procedure of the Keewatin-Patricia District School Board (KPDSB) that schools must establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care according to the Guidelines of Ontario Student Records (OSR) 2000 and the Municipal Freedom of Information and Privacy Act.

## **Rationale**

Procedures for the maintenance, storage, and transfer of Ontario Student Records (O.S.R.) is required by the Education Act.

## **Guidelines**

1. The KPDSB will follow Ministry Guidelines for O.S.R.s considering the following:
  - a) The types of information beyond those specified in this guideline that could be considered to be conducive to the improvement of the instruction of the student;
  - b) The uses of the documentation file beyond those specified in this guideline;
  - c) The pertinence of the materials in the O.S.R. and the regular review of the O.S.R.s with a view to removing those no longer considered to be conducive to the improvement of the instruction of the student;
  - d) The times, other than those specified in this guideline, at which it could be considered appropriate to issue report cards;
  - e) The types of information beyond those required by this guideline that could be added to the student data management system;
  - f) The clerical function with respect to the establishment and maintenance of the O.S.R. and the procedures that ensure the security of the information contained in the O.S.R. during both the period of use and the period of retention and storage;

- g) The storage of O.S.R. for the period specified in the retention schedule; and
  - h) The complete and confidential disposal of the O.S.R..
2. It is the duty of the Principal of a school to:
- a) Establish, maintain, retain, transfer, and dispose of a record for each student enrolled in the school in compliance with the criteria established by the Director of Education, or Designate, in the resource document entitled Ontario Student Record Criteria;
  - b) Ensure that the materials in the O.S.R. comply with the guidelines and the criteria established by the Director of Education or Designate;
  - c) Ensure the security of the O.S.R.; and
  - d) Ensure that all persons specified by the KPDSB to perform clerical functions with respect to the establishment and maintenance of the O.S.R. are aware of the confidentiality provisions of the Education Act, and the Freedom of Information and Privacy Act.