

PROCEDURE

Ontario Student Records

It is the procedure of the Keewatin-Patricia District School Board 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 Protection of Personal Privacy Act.

Rationale

Procedures for the maintenance, storage and transfer of Ontario Student Records is required by the Education Act.

Guidelines

1. The Board will follow Ministry Guidelines for OSR'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 OSR and the regular review of the OSR'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 OSR and the procedures that ensure the security of the information contained in the OSR during both the period of use and the period of retention and storage;
 - g) the storage of OSR for the period specified in the retention schedule; and
 - h) the complete and confidential disposal of the OSR.

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 OSR comply with the guidelines and the criteria established by the Director of Education or designate;
 - c) ensure the security of the OSR;
 - d) ensure that all persons specified by the Board to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions of the Education Act and the Freedom of Information and Protection of Privacy Act.