

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	SCHOOLS AND STUDENTS	
<i>Management Guideline</i>	ONTARIO STUDENT RECORDS	
<i>Applicable Policy</i>	ONTARIO STUDENT RECORDS	502

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February 23, 2016  
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October 5, 2015*

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It is the policy of Superior-Greenstone District School Board to follow the Ontario Student Record (OSR) Guideline 2000 as amended. The Guideline sets out the requirements of the Ministry of Education in regard to the establishment, maintenance, access, retention, transfer and disposal of the OSR. School administrators must be conversant with the OSR guideline.

### **DEFINITIONS**

**OSR** means the Ontario Student Record as defined in the Ontario Student Record (OSR) Guideline issued by the Ontario Minister of Education.

**OSR** means the Ontario Student Transcript is a continuous record of credits achieved by the student in grades 9 through 10, and credits attempted and achieved in grades 11 through 12.

**IPRC** means Identifications, Placement, and Review Committee.

**IEP** means an Individual Education Plan for a student receiving special education programs and services.

### **GUIDELINES**

The OSR will consist of the following and maintenance of the OSR will be in compliance with the Ontario Student Record Management Guideline:

1. The OSR folder, containing biographical and health information, schools attended and parent/guardian information as set out in section 3 of the Guideline.
2. Provincial Report cards.
3. Ontario Student Transcript (OST) for secondary students.
4. The Documentation File
5. The Office Index Card.
6. Accumulated instruction in French.
7. Additional information identified as being conducive to the improvement of the instruction of the student.





#### **4.0 Documentation File**

All schools will maintain a Documentation File in every OSR.

ONTARIO STUDENT RECORD (OSR)

Order of Enclosures

**Please keep the O.S.R. contents in the following order:**

**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Parental Consent To File Information In OSR

Consent Form

Date:  
(mm-dd-yyyy)

Permission is given for the following report to be placed in the OSR of \_\_\_\_\_  
(Student Name)

Agency:

Date:

Type of Report:

\_\_\_\_\_  
Signature of Parent and/or Student

***A completed copy of this form is to be stapled to the top of any report  
and***





*(Use School Letterhead)*

**Request for an OSR by a Private, Federal  
or First Nation School in Ontario**

Please forward the Ontario Student Record for

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Surname

First Name

Middle Name

Who has enrolled in Grade \_\_\_\_ at:

[Click to choose school.](#)

Name of School

