



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES
ONTARIO STUDENT RECORD (O.S.R.) MANAGEMENT

INTRODUCTION

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. 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”. The act also regulates access to an OSR and states that the OSR is “privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction” of the student. Each student and the parent(s)¹ of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.

The following guideline sets out the policies of the Ministry of Education with regard to:

1. Establishment of the OSR;
2. Responsibility of the OSR;
3. Components of the OSR;
4. Access to the OSR;
5. Use and maintenance of the OSR;
6. Transfer of the OSR;
7. Retirement of a student;
8. Retention, storage, and destruction of information in the OSR;
9. Correction or removal of information in the OSR;
10. Change of surname;
11. Continuing education records.

1. ESTABLISHMENT OF THE OSR

An OSR will be established for each student who is enrolled in the Huron Superior Catholic District School Board. Each student and their parent(s) / guardian(s) of a student who is not an adult must be informed of the purpose and content of the OSR at the time of enrolment.

If an OSR folder is lost or inadvertently destroyed, a new OSR folder will be created. Previous information can be obtained from the current office index card and, if applicable, from the card(s) at the previous school(s). A notation will be made in the margin on the front of the new OSR folder that gives the date on which the new folder was created and the reason.

2. RESPONSIBILITY FOR THE OSR

It is the duty of the principal or designate of a school to:

- establish, maintain, retain, transfer, and dispose of a record for each student enrolled in the school in compliance with this guideline and the policies established by the board;
- ensure that the materials in the OSR are collected and stored in accordance with the policies in this guideline and the policies established by the board;
- ensure the security of the OSR;
- ensure that all persons specified by a board to perform clerical functions with respect to the establishment and maintenance of the OSR are aware of the confidentiality provisions in the Education Act and the relevant freedom of information and protection of privacy legislation.

3. COMPONENTS OF THE O.S.R.

An OSR will consist of the following components:

- an OSR folder
- report cards
- an Ontario Student Transcript, where applicable
- a documentation file, where applicable
- an office index card
- additional information identified as being conducive to the improvement of the instruction of the student

The OSR Folder

Principals must establish an OSR folder. The folder will contain the parts set out below:

Biographical data: Part A

The following information will be provided:

- the student's full name and date of birth (The principal will indicate the method of verification on the folder – e.g., birth certificate, baptismal certificate, passport – and will initial and date the folder.)
- a student number assigned by the school or the school board, where applicable
- a Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the ministry, where applicable

Schools attended: Part B

The following information will be provided:

- the name of each school that the student has attended
- the name of the board
- the date of entry and the date of the last day of attendance in each grade
- the name of a teacher contact

Where the student is transferring to a school from an educational institution that was not required to maintain an OSR, Part B may include any information that will complete the record of schools previously attended.

Retirement from an Ontario school

The following information will be provided on retirement:

- the date of retirement
- the student's address at retirement
- the student's destination at retirement with respect to further education or employment

Names of parent(s) / guardian(s)

The following information will be provided:

- the first name of the student's parent(s) or the first name and surname of the student's parent(s) when the surname of the latter differs from that of the student
- if applicable, the date of death of the parent(s) of a student opposite the name of the deceased

Special health information

A summary of a student's special health conditions will be included when such conditions are disclosed to the principal. Entries will be dated and kept current.

Photographs and information on school activities

This information may be inserted if it satisfies the policies on inclusion set out by the board.

Additional information

The following information will be provided, if applicable:

- the date on which the student enters a Supervised Alternative Learning (SAL) program (Regulation 308), as well as the SAL committee report, which is to be inserted in the OSR documentation file.

Report Cards

The Provincial Report Card, Grades 1–8.

Use and completion

A completed Provincial Report Card, Grades 1–8 (all pages), or an exact copy of it, will be

filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:

- at the time of his or her transfer to another school; or
- at the time of his or her retirement from school; or
- at the end of each of three reporting periods, the first to occur during the fall.

The Provincial Report Card, Grades 1–8, or an exact copy of it, will be forwarded to the parent(s) of a student who is not an adult or to the student if he or she is an adult.

Electronic format

School boards may use an electronic format of the Provincial Report Card, Grades 1–8, to facilitate completion and use. However, a completed Provincial Report Card, Grades 1–8, or an exact copy of the report card, must be filed in the OSR as a hard copy.

The Provincial Report Card, Grades 9–12

Use and completion

The board will use the Provincial Report Card, Grades 9–12, for students in all secondary schools.

A completed Provincial Report Card, Grades 9–12 (all pages), or an exact copy of it, will be filed in the OSR folder for each student who has been enrolled in the school for more than six weeks from the commencement of the reporting period:

- at the time of his or her transfer to another school; or
- at the time of his or her retirement from school; or
- two times in each semester for semestered schools, the first to occur during the fall;

The Provincial Report Card, Grades 9–12, or an exact copy of it, will be forwarded to the parent(s) of a student who is not an adult or to the student if he or she is an adult.

The Ontario Student Transcript (OST)

The requirements for the OST are outlined in the “Ontario Student Transcript (OST): Manual, 1999.” The OST is part of the OSR. When it is maintained as a hard copy, it should be filed in the OSR folder. When it is maintained electronically, a hard copy must be produced and maintained in accordance with the Ontario Student Transcript (OST): Manual, 1999.

The Documentation File

When a documentation file is required, it will be kept in the OSR folder. A documentation file will be established when the following information is required:

- verification of a custody order
- verification of a change of surname
- a written request to be named by repute
- the statement of decision of an Identification, Placement, and Review Committee (IPRC); the recommendation of an appeal board and the decision of the school board regarding identification and/or placement, where applicable; and a tribunal's decision regarding identification and/or placement, where applicable

- an Individual Education Plan (IEP) for a student receiving special education programs and services
- educational, psychological, and health assessments
- an Intensive Support Amount (ISA) status form
- the report of a Supervised Alternative Learning (SAL) committee
- letters of request for a correction to, or a deletion from, the record where the request has not been granted
- other reports and/or information identified in accordance with the policies established by the school board
- a Violent Incident Form

When a report is requested from a professional, paraprofessional, or other relevant person, that person should be advised that the report will be filed in the OSR and will be subject to the access provisions governing the OSR.

As with other material included in an OSR, these reports should only be included if, in the principal's opinion, they are conducive to the improvement of the instruction of the student.

The Office Index Card

The office index card provides the school with immediate access to information about a student. It will remain at the school during the period in which the student is enrolled at the school. The card is not filed in the OSR folder and is not transferred with the OSR when the student transfers from the school.

When a student transfers to another school, or to a private, federal, or First Nation school, or retires from school, the office index card will be stored at the sending school or at a central record office provided by the board.

Student Record of Accumulated Instruction in French As a Second Language in elementary school

An individual record of accumulated instruction in French as a second language will be established and maintained for each student enrolled in an elementary school. The record will include all of the information required for each entry. An entry will be made on the record:

- at the end of a school year, semester, or summer course; and
- when a student transfers to another school, including a private, federal, or First Nation school; and
- when a student retires from school.

If a student has had previous instruction in French but no record is available, the entries on the card must be started at least from the date of enrolment in an Ontario school. A note will be made on the first lines of the instruction card indicating what is known about a student's previous instruction in French as a second language and in other subjects taught in French. If the number of accumulated hours must be estimated, an annotation must indicate that the figure is approximate.

Prior Learning Assessment and Recognition (PLAR) Challenge For Credit: Cumulative Tracking Record

If a secondary school student challenges for credit for a Grade 10, 11, or 12 course through the Prior Learning Assessment and Recognition (PLAR) challenge process, a record of all credits earned and attempted will be established and will be maintained in the student's OSR. This record will be kept on the form entitled "PLAR Challenge for Credit: Cumulative Tracking Record." The student's passing percentage grade, failing percentage grade, or withdrawal from the challenge process must be entered on this form. (If it is necessary to use more than one "Cumulative Tracking Record" form to record a student's attempts to challenge for credit, the additional form(s) should be attached to the original form.)

As stated in Policy/Program Memorandum No. 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools", issued July 6, 2001, there are two possible tracking forms – the "Cumulative Tracking Record" and the "Interim Tracking Record". Only the "Cumulative Tracking Record" form will be maintained in the student's OSR. If a student earns a credit through the challenge process in a school outside his or her regular school (the regular school is the school that maintains the student's OSR), the principal of the school outside the student's regular school will use the "Interim Tracking Record" form (provided in the memorandum) to communicate the results of the student's challenges for credit to the school that maintains the OSR. The principal of the student's regular school will enter the information onto the "Cumulative Tracking Record" form in the student's OSR.

4. ACCESS TO THE OSR

The following personnel have the right to examine the contents of the O.S.R.:

- every student;
- the student's parent (s) or guardian (s) if the student is under 18;
- Supervisory Officers, the Principal, and Teachers of the school for the purpose of improving the instruction of the student;
- Board Psychometrists;
- Teacher-Diagnosticians;
- Curriculum Coordinator - Special Education;
- Special Education Consultant.

Request for access to the Ontario Student Record will be granted to other individuals only when permission, in writing, is given by the adult student or by the parent(s) or guardian(s) of a student that is not an adult (*age 18*)

- a) Unless there is a court order to the contrary, both parents have rights of access to their child's O.S.R.. This right includes the right to make inquiries and to be given information concerning the child's health, education and welfare (*O.S.R. Guideline 2000, Section 4.2*).
- b) Students and the parents/guardians of students who are under 18 have the right to receive a copy of O.S.R. contents (*O.S.R. Guideline, Section 4.1*).
- c) Other than those specified in (1) above, no individual shall have access to the O.S.R. without the written consent of the adult student or of the parent (s) or guardian (s) of a student who is not an adult (*age 18*). Such consent will be placed in the O.S.R..
- d) Follow the O.S.R. procedures related to being presented with a court order, subpoena or search warrant.
- e) Students and parents must be made aware of their rights of access. The rights of access and an explanation of the purpose of the O.S.R. are printed on each registration form

Ministry and School Boards

The Education Act permits the compiling and delivery of information contained in an OSR if it is required by the Minister of Education or the school board. In instances where ministry staff members are seeking to collect information from OSRs, students who are adults and parents of students who are not adults will be notified.

Courts and Law Enforcement Agencies

Subsection 266(2) of the Education Act states that the OSR will not be produced in the course of any legal proceedings. There may be occasions, however, when access to the OSR of current students or former students will be sought. In such cases, boards should obtain legal advice from their lawyers in order to deal with such issues as the following:

- whether the Education Act in fact prevents the production of the OSR
- whether the OSR in question is relevant to the proceedings
- if the OSR is relevant to the proceedings, whether a copy, rather than the original, may be submitted to the court

All of these issues are relevant in both civil and criminal cases.

Both the municipal and provincial freedom of information acts permit disclosure of personal information for the purposes of law enforcement. The conditions for disclosure and the definition of “law enforcement” are contained in the legislation. School boards should consult with their freedom of information coordinators and their legal counsel to determine whether they should develop policies on the disclosure of personal information in an OSR to courts and law enforcement agencies.

In court proceedings, subject to an appeal, the judge's order must be followed. If a principal receives a court order requiring the release of an OSR, the principal should contact the board's legal counsel. Although court orders must be followed, the principal should obtain legal advice about the issues listed above.

Decisions regarding the release of information should be made by the principal of the principal's designate.

5. USE AND MAINTENANCE OF THE ONTARIO STUDENT RECORD

Information from an OSR may be used to assist in the preparation of a report required under the Education Act or the regulations made under it. Information from an OSR may also be used in the preparation of a report for an application for further education or an application for employment, if a written request for such a report is made by an adult student, a former student, or the parent(s) of a student.

The freedom of information legislation sets out criteria for the use of personal information. The purposes for which personal information in a student's OSR is being used must be consistent with the policies in this guideline and with school board policies. Students who are adults and parents of students who are not adults should be informed of the uses of personal information at the time that that information is collected for inclusion in an OSR.

The contents of the OSR should be reviewed by the principal when a student is completing Grade 4 and again when the student is completing Grade 8 to ensure that they remain conducive to the improvement of the instruction of the student.

6. TRANSFER OF THE ONTARIO STUDENT RECORD

GENERAL:

- The transfer of the OSR means the transfer of all parts of the OSR as outlined below other than the office index card. Complete Part B of the Ontario Student Record Folder.
- A record of the transfer is noted in the Trillium computing system.
- Information that is micro recorded or in computer files, may be sent in this form following the Ontario Student Record procedures.
- A completed Provincial Report Card (all 3 pages) will be filed in the O.S.R. at the time of student transfer, if the student was enrolled at the school for at least six (6) weeks.

The O.S.R. folder and its contents should be reviewed by the Principal before transferring.

Subject to the conditions outlined below, the original OSR is transferable only to schools in Ontario.

Within the board:

- Requires a letter of request from the principal of the receiving school. Parent(s)/guardian(s)/adult student's signature is not required.
- Ontario Student Record Folder must be sent by Priority Post or Board courier.

To another board or provincial or Demonstration School:

- Requires a letter of request from principal of receiving school.
- Ontario Student Record Folder is to be sent by Priority Post or other Bonded courier service.

To a Private School or Federal or First Nation School:

- Requires a letter of request using form in the O.S.R. Guideline 2000 together with a written statement indicating consent to transfer the Ontario Student Record, signed by the adult student or the parent(s) or guardian(s) of a student who is not an adult (age 18).
- Ontario Student Record is to be sent by Priority Post or other Bonded courier service.

To an Educational Institution Outside Ontario

- Only send an exact copy—***not the original***.
- Requires a letter of request from principal of receiving school together with a written statement indicating consent to the transfer of the Ontario Student Record Folder, signed by the adult student or the parent(s) or guardian(s) of a student who is not an adult.

7. Retirement of an O.S.R.

A student retires from school when he or she ceases to be enrolled in school. A student is not considered to have retired if he or she (a) withdraws for a temporary period with the written consent of the principal, or (b) transfers to another school in Ontario.

When a student retires from the school that maintained an OSR for the student, the principal will give the following to the parent(s) of the student if he or she is not an adult, or to the student if he or she is an adult:

- an up-to-date copy of the student's OST, if applicable
- the information and materials stored in the OSR folder that are not required to be retained under the retention schedule provided in section 8

The O.S.R. Folder of a retired student is to be kept at the school in a secure place.

8. RETENTION, STORAGE, AND DESTRUCTION OF INFORMATION IN THE OSR

Regulations under freedom of information legislation require that personal information that has been used by an institution be retained by the institution for at least one year after use, unless the individual to whom the information relates consents in writing to its earlier disposal. Therefore, any personal information placed in an OSR should be retained by the school for at least one year after use, unless the principal receives written consent to its earlier disposal.

The following components of the OSR will be retained for five years after a student retires from school:

- report cards
- the documentation file, where applicable
- additional information that is identified by the school board as appropriate for retention

The following components of the OSR will be retained for fifty-five years after a student retires from school:

- the OSR folder
- the OST
- the office index card

The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be effected under conditions that ensure the complete and confidential disposal of the record.

9. CORRECTION OF REMOVAL OF INFORMATION IN THE OSR

If certain information or material in an OSR folder is determined, according to the board's policies, to be no longer conducive to the improvement of the instruction of the student, the principal will have the information or material removed from the OSR folder. Such information will be given to the parent(s) of a student who is not an adult or to the student if the student is an adult, or it will be destroyed.

If the parent(s) or adult student is (are) of the opinion that the information contained in the student's OSR is inaccurately recorded or that it is not conducive to the improvement of the instruction of the student, the parent(s) or adult student may request in writing that the principal correct the alleged inaccuracy or remove the information from the record. If the principal complies with the request, the material will be corrected or will be removed from

the file and destroyed or returned to the parent(s) or the adult student, and no record of the request will be retained in the OSR.

If the principal refuses to comply with the request, the parent(s) or the adult student may request in writing that the principal refer the request to the appropriate supervisory officer. The supervisory officer will either (a) require that the principal comply with the request, or (b) submit the OSR and the request to a person designated by the Minister of Education. If the supervisory officer requires that the principal comply with the request, no record of the request will be retained in the OSR. If the supervisory officer submits the request to a person designated by the Minister, that person will hold a hearing, which the principal and the person(s) who made the request will attend. After the hearing, the person designated by the Minister will make a decision on the matter. This decision will be final and binding. If the person designated by the Minister requires that the principal comply with the request, no record of the request will be retained in the OSR. If the person designated by the Minister denies the request, the original request, including the date on which it was made, and the statement of this final decision will be retained in the documentation file.

Freedom of information legislation also permits persons to request that recorded personal information be corrected.

Every principal will ensure that no OSR discloses (a) the contravention or alleged contravention by a student of any statute or regulation to which the Young Offenders Act or Part V- A of the Provincial Offences Act applies, or (b) the disposition of any proceedings brought under those statutes or regulations. If an entry in an OSR does disclose such information, the principal of the school in which the student is enrolled will ensure that the entry is altered appropriately or deleted from the OSR.

10. CHANGE OF SURNAME

Change by Repute

When a principal receives a written request from an adult student or the parent(s) of a student who is not an adult that the student be identified by a surname other than the legal surname of the student and when (a) the student is known by a surname other than his or her legal surname, (b) the surname is a name obtained by repute, and (c) the use of the surname is in the student's best interests, the principal will record the requested surname in Part A of the OSR folder in addition to the legal surname of the student, and the requested surname will be used henceforth. In this case, the legal surname will be enclosed in brackets. The written request will be stored in the documentation file.

Change by Marriage

When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed by marriage, the principal will file the document, a copy of the document, or a verification of his or her knowledge of the document in the documentation file, and will change the surname of the student on all current and future components of the OSR.

Change by Law

When a principal receives a document that establishes that a student for whom the principal maintains an OSR has had his or her surname changed in accordance with the law of the province, state, or country in which the document was made, the principal will file the document, a copy of the document, or a verification of his or her knowledge of the document in the documentation file, and, on request, will change the surname of the student on all components of the OSR so that the record will appear as if originally established in the new surname.

11. CONTINUING EDUCATION RECORDS

For each student enrolled in a school board continuing education course or program for the purpose of achieving an Ontario secondary school credit or credits, the principal of the continuing education course or program will establish an office index card, which will contain the following information:

- the full name of the student
- the number assigned to the student by the school or school board, where applicable
- a Ministry Identification Number (MIN) or Ontario Education Number (OEN) assigned by the ministry, where applicable
- the gender of the student
- the student's date of birth (year, month, day) and the source used to verify the date
- if applicable, the name(s) of the individual(s) who has (have) custody of the student and for whom verification of the custody order is included in the documentation file
- the student's current address and home telephone number, as well as an emergency number if one has been provided
- the dates (year, month, day) on which the student enrolls in the program, transfers from the program, and/or retires from the program
- the name and address of the school to which the student transfers and the date
- the student's address on the date of transfer or retirement

- the name and address or some other means of identification of the continuing education program from which the student is transferring or retiring
- other information that is identified in accordance with the policies established by the school board (see section 2)

The OST will be maintained by the principal of the continuing education program. If, however, the student is also enrolled in a day school program, the principal of the continuing education program will forward information on credits earned to the principal of the day school program for inclusion in the student's OST.

APPENDICES

- Appendix A: Student Registration Form
- Appendix B: Student Health Information
- Appendix C: Violent Incident Reporting
- Appendix D: Special Education Department/Programs and Services Parent/Legal Guardian Consent Form
- Appendix E: Release of Information: Permission to/from the Huron Superior Catholic District School Board Form
- Appendix F: Permission for Inclusion of Professional Report(s) from Provincial Ministry Agency in Ontario Student Record (OSR)
- Appendix G: Notification of Student Transfer Within Ontario
- Appendix H: Access to the Ontario Student Record (OSR) Consent Form
- Appendix I: Student Record of Accumulated Instruction in French as a Second Language_and/or Native as a Second Language

Appendix A

Huron-Superior Catholic District School Board



Student Registration Form

Office Use Only: OEN: This Year's Grade:

School: Date:

Student Legal Name: Surname First Name: Middle Name:

Preferred Name: Surname First Name: Middle Name:

Gender: Religion of Student: Restraining/Custody Order: Yes No

Date of Birth: Parish:

Previous School Attended: Previous Grade:

Health Card Number: Immunization Record Provided: (Yes/No)

Student Identified through IPRC: (Yes/No) Student has IEP: (Yes/No)

Siblings in this school: Surname First Name: MiddleName:

Surname First Name: MiddleName:

Student Address Information

Home Address: Postal Code

Mailing Address: Postal Code

Phone(Home): Phone(Cell):

Student Busing Information

Pick Up Address: Postal Code

Drop Off Address: Postal Code

Indigenous identification: First Nation Métis Inuit

Baptism Parish: Date:

Reconciliation Parish: Date:

First Communion Parish: Date:

Confirmation Parish: Date:

Complete this section only if the student was not born or has not lived in Canada.

Country of Birth: Country of Last Residence:

Country of Citizenship: Arrival Date: Expiry Date:

Status in Canada: Notes:

Huron-Superior Catholic District School Board

Student Registration Form



Student:

First Parent/Guardian	Second Parent/Guardian
Surname: <input type="text"/> First Name: <input type="text"/>	Surname: <input type="text"/> First Name: <input type="text"/>
Gender: <input type="text"/> Relationship to Student: <input type="text"/>	Gender: <input type="text"/> Relationship to Student: <input type="text"/>
Phone(Home): <input type="text"/> Phone(Cell): <input type="text"/>	Phone(Home): <input type="text"/> Phone(Cell): <input type="text"/>
Address: <input type="text"/> <small>(if different from student)</small>	Address: <input type="text"/> <small>(if different from student)</small>
Place of Employment: <input type="text"/>	Place of Employment: <input type="text"/>
Phone Number: <input type="text"/> Email: <input type="text"/>	Phone Number: <input type="text"/> Email: <input type="text"/>
Religion of Parent/Guardian: <input type="text"/>	Religion of Parent/Guardian: <input type="text"/>
<input type="checkbox"/> Guardian <input type="checkbox"/> Custody <input type="checkbox"/> Lives with Student	<input type="checkbox"/> Guardian <input type="checkbox"/> Custody <input type="checkbox"/> Lives with Student
<input type="checkbox"/> Receives Mail <input type="checkbox"/> Access to Records <input type="checkbox"/> Speaks School Language	<input type="checkbox"/> Receives Mail <input type="checkbox"/> Access to Records <input type="checkbox"/> Speaks School Language
Emergency/School Closure Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Emergency/School Closure Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Emergency Contact Information

Surname: First Name: Female Male

Relationship to Student: Place of Employment:

Phone(Home): Phone(Cell): Phone(Business):

Emergency/School Closure Priority 1 2 3

The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Huron-Superior Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2 ss. 58.5, 265 and 266 as amended). The information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the school Principal.

Date:

Signature

Save and print all registration forms and bring to your child's school.

NOTE: During July and August forms should be dropped off at the:
Catholic Education Centre
90 Ontario Avenue, Sault Ste. Marie

OR email to: frontdesk@hscdsb.on.ca

Please also complete: Student Health Information Form
Identification of Students for School-related Activities Form
Usage of the Board Computer Network, Internet and Email Form

Appendix B

Huron-Superior Catholic District School Board



Student Health Information

In the best interests of your child in relation to safety and program planning, the following health information is requested:

Date []

Signature of Principal

Name of Child: [] Birth Date: []

Name(s) of Parent(s)/Guardian(s): []

Name of Family Doctor []

Please check those that apply and comment as necessary (i.e. medications). More detailed comments may be attached or written on the back.

[] SEVERE ALLERGIES (i.e. insect stings, medication, food, etc.)
[] Life Threatening [] Non-Life Threatening

Comments: []

[] ASTHMA [] DIABETES [] EPILEPSY [] HEART PROBLEMS

Comments: []

[] SPEECH/LANGUAGE PROBLEMS: _____

[] FREQUENT EAR INFECTIONS: _____

[] HEARING PROBLEMS: _____ [] HEARING AID(S)

[] VISION PROBLEMS: _____ [] GLASSES/CONTACT LENSES

[] PHYSICAL DISABILITY: _____

[] OTHER MEDICAL OR DENTAL CONCERNS: _____

[] NO HEALTH PROBLEMS: _____

This information is gathered for the purpose of safety and program under the authority of the Education Act OSR 1980 C1 29 or 554. This information will be kept CONFIDENTIAL and stored in your child's OSR file. This information may be shared with the Algoma Health Unit Personnel. We are requesting that health information collected by the Algoma Health Unit be shared with school personnel when it is pertinent to you child's educational program. In addition, my child can be seen by a school nurse.

Date []

Signature of Parent(s)/Guardians(s)

This form and others pertaining to registration can be emailed to: frontdesk@hscdsb.on.ca

OR

dropped off at the school your child will be attending. During July and August this form can be dropped off at, or mailed to, the Catholic Education Centre 90 Ontario Avenue Sault Ste. Marie P6B 6G7

Appendix C



RECORD KEEPING OF VIOLENT INCIDENT REPORTS

Violent Incidents by students to employees:

For recording and tracking purposes, acts of violence initiated by students towards employees must be submitted online using the Violent Incident Reporting Form and be printed and placed in the student's OSR.

Violent Incidents by students to students leading to suspension / expulsion and report to the Police:

The following sections of the Education Act govern the establishment of the Ontario Pupil Record (OSR):

- Clause 265(d) states that it is the duty of a principal/vice-principal:
in accordance with this act, the regulations and the guidelines issued by the Minister, to 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.
- Subsection 266(2) states in part:
a record is privileged for the information and use of supervisory officers and the principal/vice-principal and teachers of the school for the improvement of the instruction of the pupil...

In addition, the contents of the OSR are described in the guideline *Ontario Pupil Record (OSR), 2000*.

The information relating to serious violent incidents leading to reports to the police, as well as the information relating to serious violent incidents leading to suspension or expulsion, must be maintained in the OSR. This information is to be recorded on the Violent Incident Form (see Appendix).

A. INSERTION OF INFORMATION IN THE OSR

The following information will be included in the OSR:

- a Violent Incident Form, containing:
 - 1) a description of the serious violent incident leading to a suspension or expulsion or a call to the police
 - 2) a reference to the call to the police, if applicable
 - 3) reference to the school/board disciplinary response to the incident, if applicable
- a copy of the school board's letter(s) to the pupil and/or parent(s) or guardian(s) regarding the suspension or expulsion for violent behaviour

B. REMOVAL OF INFORMATION FROM THE OSR

- The information relating to suspension for violent behaviour shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place.
- The information relating to expulsion shall be removed five years after the date on which the school board expelled the pupil.
- Where an expelled pupil has been readmitted to school by a school board, and is expelled again, the information relating to the expulsions shall not be removed from the OSR until five consecutive years have passed without any further expulsion.
- Where the pupil has not been suspended or expelled, the Violent Incident Form shall be removed after three years if no further serious violent incident is reported to the police during that time.

C. TRANSFER OF THE OSR

If the pupil transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR unless removed under (A) or (B) above. The transfer will occur in accordance with section 6 of the guideline *Ontario Pupil Record (OSR), 2000*.

Appendix D



SPECIAL EDUCATION DEPARTMENT/PROGRAMS AND SERVICES
PARENT/LEGAL GUARDIAN CONSENT FORM

NAME OF STUDENT: _____

SCHOOL: _____

The purpose of this educational/psychological assessment is to obtain information about your son/daughter's capabilities and his/her difficulties at school so that appropriate educational plans can be made. The assessment will be conducted by a Psychometrist or Teacher Diagnostician employed by the Huron-Superior Catholic District School Board. IT;; may also include a review of pre-school and school history, observation in the classroom, interviews with parents/teachers and communication with other relevant Board staff members. Relevant information gathered in this process may be used in the assessment report. A Psychologist under contract with the Huron-Superior Catholic District School Board may be involved in the assessment process, and if so, will have access to all school records.

A copy of the assessment report will be sent to the school and will be placed in the student's Ontario Student Record. The report will be available for your examination and will be explained in detail upon request.

Test materials, notes and the assessment report will be kept in the confidential files of the Special Education Department. Specific professionals within the Huron-Superior Catholic District School Board will be permitted access to the report if they are directly concerned with your son/daughter, for the purpose of improving his/her instruction. A copy of the report and other information will be sent to persons outside the Board only upon your written authorization or if required by law.

To begin this formal educational/psychological assessment process, your written permission is required. Please note that you should have met with school personnel to discuss the purpose of the assessment, and that you should have an understanding of the implications of the assessment process.

I UNDERSTAND the assessment process and its implications as indicated, and GRANT PERMISSION for the educational/psychological assessment as outlined. I ALSO GRANT PERMISSION for the assessment personnel and other specific professionals within the Special Education Department of the Huron-Superior Catholic District School Board (e.g. Student and Family Counsellors) who are directly concerned with my son/daughter, for the purpose of improving his/her instruction, to have access to my child's Ontario Student Record.

Date

Signature of Parent/Legal Guardian

Date

Signature of Witness



I DO NOT GIVE PERMISSION to the Huron-Superior Catholic District School Board Special Education Department to carry out an educational/psychological assessment.

Date

Signature of Parent/Legal Guardian

Signature of Witness

Appendix E



RELEASE OF INFORMATION

PERMISSION TO/FROM THE HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD

STUDENT: _____ **DATE OF BIRTH:** _____
Year/Month/Day
SCHOOL: _____ **GRADE:** _____

(a) I AUTHORIZE _____ to contact
(Department/School)

_____ for pertinent information concerning the above-named student or myself.

(b) I AUTHORIZE _____ to release pertinent
(Department/School)
information to _____

This release of information is valid for the school year

September, _____ to June, _____ .
(Yr.) (Yr.)

PARENT / GUARDIAN / STUDENT 18 YEARS OF AGE OR OLDER:

Name: _____

Address: _____

Phone: _____

Witness Name: _____

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____
(Year/Month/Day) (Year/Month/Day)

COPY: OSR

Appendix F



**PERMISSION FOR INCLUSION OF PROFESSIONAL REPORT(S) FROM
PROVINCIAL MINISTRY AGENCY IN ONTARIO STUDENT RECORD (OSR)**

If, in the Principal's opinion, such reports indicated below that are released to the school are deemed to be conducive to the improvement of instruction of the student, the parent, guardian or adult student grants permission to have the report(s) included in the student's OSR/Special Education File.

The OSR is maintained by school staff and is mandated by the Ministry of Education. Only qualified professionals, employed by the Ministry of Education and the Huron-Superior Catholic District School Board, and designated by them for this responsibility, have access to the OSR. The parent, guardian or adult student may give written permission for another agency or professional to view the contents of the OSR.

RE: Report(s) Released by the Children's Rehabilitation Centre-Algoma to the Huron-Superior Catholic District School Board

I, _____, agree to the inclusion of
(Name of parent, guardian, or adult student)

all reports authorized for release in the Ontario Student Record/Special Education

**File of _____, a student of the Huron-Superior Catholic
(Name of Student) District School Board.**

(Signature of parent or person legally authorized to consent)

(Date)

(Signature of Witness)

(Date)

Copy: OSR



**PERMISSION FOR INCLUSION OF PROFESSIONAL REPORT(S)
FROM
PROVINCIAL MINISTRY AGENCY IN ONTARIO STUDENT RECORD (OSR)**

If, in the Principal's opinion, the attached report(s) are deemed to be conducive to the improvement of instruction of a student, the parent grants permission to have the report(s) included in the student's Ontario Student Record/Special Education File. The OSR is maintained by school staff and is mandated by the Ministry of Education. Only qualified professionals, employed by the Ministry of Education and the Huron-Superior Catholic District School Board, and designated by them for this responsibility, have access to the OSR. The parent, guardian or adult student may give written permission for another agency or professional to view the contents of the OSR.

Title of Document (s)

Dates of Documents

I, _____ agree to the inclusion of the above
(Name of parent, guardian, or adult student)

report(s) in the Ontario Student Record/Special Education File of

_____, a student of the Huron-Superior
(Name of Student)

Catholic District School Board

(Signature of parent or person legally authorized to consent)

(Date)

(Signature of Witness)

(Date)

Copy: OSR



NOTIFICATION OF STUDENT TRANSFER FORM WITHIN ONTARIO

This is to certify that

_____ of grade

_____ of grade

_____ of grade _____

_____ of grade _____

was/were enrolled at our school.

The last attendance date was _____.

The Ontario Student Record(s) will be forwarded to you upon receipt of an official request.

(School)

(Address)

(Phone)

(Fax)

(Principal)

(Date)

Appendix H



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

Access to the Ontario Student Record (OSR) Consent Form

Student _____	Student Number _____
(Surname/Given Name)	
Date of Birth _____	Parent/Guardian Name _____
dd/mm/yy	
Telephone () _____	Work () _____
School _____	Principal _____
School Telephone _____	

The Education Act permits the compiling and delivery of information contained in an OSR, if it is required by the Ministry of Education or the school board.

You, _____, parent/guardian of _____, are advised that information contained in the OSR of your son/daughter will be presented to Ministry of Education officials for purposes of confirming a school board request for funding for students with special needs.

(Signature of Principal)

(day/month/year)

May, 2020

