

# OSR Information Sheet

## OSR Guideline

- The OSR Guideline sets out the policies of the Ministry of Education with regard to the establishment, use, retention, transfer and disposal of the OSR.
- The current Guideline was released in 2000
- The Guideline is now under review with the revised document expected to be released by the fall of 2013.

## More information is available at:

[www.edu.gov.on.ca](http://www.edu.gov.on.ca)  
Administrators

## What is an OSR?

The Ontario Student Record (OSR) is a record of a student's educational progress through schools in Ontario. An OSR is established for every student who enrolls in a school operated by a school board. Each student and parent must be informed of the purpose and content of the OSR at the time of enrolment.

## Retention

Report cards, the documentation file and additional information are retained for 5 years after the student retires (ceases to be enrolled).

The OSR folder, OST and office index card are retained for 55 years after a student retires. Contact your district school board for information on where these items are stored.

## Transfer

When a student transfers to a school in another board in Ontario the principal of the receiving school must send a written request for the OSR. An original OSR may not be transferred outside Ontario: a copy of the OSR may be sent following the receipt of a written request by the receiving principal and a consent signed by the parent or adult student.

## Correction or removal of material

Material that is no longer conducive to the improvement of instruction may be removed from the OSR by the principal. The material may be given to the student/parent or destroyed.

If a parent or adult student is of the opinion that information in the OSR is inaccurate or not conducive to the improvement of instruction they may request, in writing, that the principal make the correction or remove the information. If the principal complies with the request the information will be corrected or removed and returned to the parent or student or destroyed. No record of the request will be retained in the OSR.

## What's in it?

The OSR is made up of

- An OSR folder
- Report cards
- Ontario Student Transcript (OST)
- Documentation file
- Office index card
- Additional information conducive to the instruction of the student

## Who has access?

Every student has access to their OSR.

Parents have access until the student reaches their 18<sup>th</sup> birthday.

Supervisory officers, the principals and teachers of the school have access for the purpose of improving the instruction of the student.

