



Policy Manual – Students

S.M.07 Ontario Student Records

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

Ontario Student Record (OSR); the record of a student’s educational progress through schools in Ontario. The Ontario 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”.

Purpose

An Ontario Student Record (OSR) will be established for each student who enrolls in a school operated by the Hamilton-Wentworth Catholic District School Board (HWCDSB). The OSR is “privileged for the information and use of supervisory officers and the principal and teachers for the improvement of instruction” (Ontario Education Act).

Responsibility

It is the responsibility of **the Superintendent of Education and** each school principal to:

- (a) Establish, maintain, retain, transfer and dispose of a record for each student enrolled in the school in compliance with the OSR Guidelines (**revised 2020**);
- (b) Ensure that materials in the OSR are collected and stored in accordance with the OSR Guidelines (**Revised 2020**);
- (c) Ensure the security of the OSR; and,
- (d) Ensure that all persons specified 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 relevant freedom of information and protection of privacy legislation.
- (e) Ensure that all OSRs received, stored, and transferred are maintained in accordance with the *HWCDSB OSR Order of Enclosures Procedure*.

Students (over the age of eighteen) and parent(s)/guardian(s) (of students under the age of eighteen) will be made aware of the purpose and content of the OSR at the time of enrolment, and will have access to all of the information contained in the OSR upon request.

Regulations:

Ontario Education Act

Freedom of Information and Protection of Privacy Act (FIPPA, 2012)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA, 2007)

Personal Health Information Protection Act (PHIPA, 2004)

Full text versions of these regulations can be found at <http://www.e-laws.gov.on.ca>

Ontario Student Record (OSR) Guideline, 2000 (**revised 2020**);

(<http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.html>)

H.M.04 Security, Confidentiality and Protection of Personal Information Policy

Related Board Committee: Committee of the Whole

Policy Review Date:

BM Original Policy Approved 05 June 20 07

Revisions: 05 March 2013, 19 June 2018, 01 February 2022

To be reviewed every **five** years