

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

OSR REQUIREMENTS

Program B – 9

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POLICY STATEMENT

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP) and Burkevale Protestant Separate School to carry out duties regarding the OSR, as required under the Education Act, s.265(1)(d) and as described in the OSR Guideline 2000.

PURPOSE

To provide clarification and direction for the school and the board, regarding the responsibility for the establishment, maintaining, retaining, transfer and disposal of the OSR.

ADMINISTRATIVE PROCEDURES

1. The OSR provides information about the student's educational progress that is accessible to the Supervisory Officer of the PSSBP, the principal, vice-principal, and teachers of Burkevale School for the improvement of instruction of the student.
2. Each student and parent(s)/guardian(s) of a student must be made aware of the content and purpose of, and have access to, all of the information contained in the OSR.
3. The OSR Guideline 2000 sets out the policies of the Ministry of Education with regard to the establishment, maintenance, use, retention, transfer, and disposal of the OSR.
4. The OSR Guideline 2000, is revised as needed. Each page of the Guideline is dated, and replacement pages are provided with a revision date.

The OSR Guideline may be accessed at:

<https://www.ontario.ca/page/ontario-student-record-osr-guideline>