

Toronto eLearning School's policies reflect the expectations of the Ontario Ministry of Education and their current publications. In keeping with these expectations, here are a number of Toronto eLearning School's overarching principles:

At Toronto eLearning School an OSR (Ontario Student Record) is the official school record for every student. It's created when a student first enrolls and follows them through their secondary school education. The OSR documentation file is one of the folders inside the OSR. It contains supporting documents that do not belong in the main OSR folder but still needs to be kept as part of the student's record.

Here's what is usually kept inside the OSR documentation file:

- Suspension letters (or expulsion letters, if applicable)
- Special education documentation (e.g., IPRC [Identification, Placement, and Review Committee] statements, IEPs.)
- Custody or legal documents (court orders related to guardianship or access)
- Health information relevant to school programming (e.g., medical notes if they affect learning or safety)
- Other significant documents that don't fit elsewhere in the OSR (e.g., immigration status papers, change-of-name documents, serious incident reports, or any correspondence with parents/legal guardians concerning the student's education and wellbeing).

**⚠ Important:** The documentation file does not normally include routine notes, teacher comments, or temporary information. Only documents with ongoing legal, health, or educational significance are kept.

## **OSR Management Guideline**

This guideline sets out the policies in regards to the establishment, maintenance, use, retention, transfer, and disposal of the OSR. This guideline will be revised as needed.

### **1. Student Enrollment**

- Create a new OSR. The Principal ensures an OSR is opened and an Ontario Education Number (OEN) is assigned.

Contents added at creation:

- OSR folder with student's legal documents (birth certificate, proof of residency, custody documents if applicable)
- Ontario Student Transcript (OST) if in secondary school
- Office Index Card (for administrative reference, kept separately)

### **2. Maintenance & Updating**

Responsibility: The principal (delegated to office staff) Ongoing updates include:

- Report cards, credit summaries, IEPs, PLAR records
- Records of promotion, transfers, or special programs
- Signed consent forms or correspondence relevant to student's progress

Office Index Card: Updated regularly with school, grade, and program information

### **3. Transfer**

When student moves to another Ontario school:

- Receiving school sends an OSR request form.
- Sending school prepares OSR (removes duplicate or temporary notes, ensures neatness).
- OSR is mailed or couriered directly to the receiving principal (never given to the student/parent).
- A copy of the Office Index Card is kept at the sending school as a permanent record.

#### 4. Access & Use

Who may access:

- Principal, guidance, and other authorized school staff for educational purposes only.
- Confidentiality: Parents (for students under 18) and adult students may review OSR contents upon request.

#### 5. Storage & Security

- OSRs must be stored in a secure, locked cabinet in the main office.
- Only authorized staff can access them.
- Office Index Cards are filed separately, usually alphabetically in a master index.

#### 6. Retention & Disposal

When student graduates or permanently leaves Ontario school system:

- OSR is retained at the last school of attendance.
- Retention period: minimum 55 years for the Ontario Student Transcript; other OSR contents may be retained for shorter periods (e.g., 5 years after student leaves).
- Disposal: Records are shredded or securely destroyed to protect confidentiality.

### **The Office Index Card Management Procedure**

#### 1. Student Enrollment

- Create a new Office Index Card.
- Record: student's full legal name, date of birth, OEN, admission date, grade, program (e.g., ESL/Spec. Ed if applicable).
- File the card alphabetically in the Office Index Card file.

#### 2. During Enrollment

- Update the card if the student changes grade, program, or has a change in legal information (name, status, etc.).

### 3. Student Transfer to Another School

- Send the complete OSR to the receiving school.
- Update the Office Index Card with: withdrawal date and destination school.
- Keep the card in the school's permanent Index Card file (do not transfer).

### 4. Student Graduation

- Record the graduation date on the Office Index Card.
- Keep the card filed permanently at the school.

### 5. Student Withdrawal (leaves Ontario system)

- Record withdrawal date and note "withdrew from Ontario school system."
- Retain the card permanently.

### 6. Ongoing Maintenance

- File cards alphabetically by last name.
- Review periodically for accuracy and completeness.

### 7. Confidentiality

- Store in a secure cabinet accessible only to authorized school staff.
- Do not photocopy or share outside of official OSR procedures.

### 8. Storage Location

- The Office Index Card must not be stored inside the student's OSR folder.
- When a student transfers, the complete OSR is sent to the receiving school, but the Office Index Card remains at the school as a permanent record.
- Schools usually keep them in a separate filing cabinet or binder, organized alphabetically by student name.

### 9. What It Records

- Student's basic information (name, date of birth, OEN number, etc.).
- Dates of admission and withdrawal.
- Grade levels and programs (e.g., ESL, Special Education).
- Graduation or transfer details.
- Any important updates regarding student enrollment status.

#### 10. Retention Period

- The Office Index Card is a permanent record.
- It must be kept at the school indefinitely, even after the OSR has been transferred or the student has graduated.

#### 11. Usage

- Used to quickly reference a student's history, graduation, or transfer details.
- Functions as an indexing tool to locate the complete OSR at the appropriate school.

#### 12. Confidentiality

- The card is part of the OSR system and must follow the OSR Guidelines and FIPPA (Freedom of Information and Protection of Privacy Act).
- Only authorized school personnel may access it.
- It must never be copied or loaned out casually.