



# Northeastern Catholic District School Board

## ONTARIO STUDENT RECORD

Policy Number: E-8

Authority: 99-106/16-27/19-05/22-04

### POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing an inclusive and equitable Catholic learning environment for its students. The NCDSB acknowledges the need to establish and maintain accurate records conducive to the improvement of instruction for the individual students in its care. In keeping with ministry requirements and the

the NCDSB is committed to the creation, maintenance, retention, and use of Ontario

- 2.0 The parent/guardian of a student who is not an adult or the student, must be informed of the purpose and content of the OSR at the time of enrolment. A consent form shall be signed and retained in the OSR. The \_\_\_\_\_ will be completed by the parent/guardian and/or student who is over the age of 18 years old and reviewed and initialed by the Principal.
- 3.0 The legislative requirements outlined in the \_\_\_\_\_, or any updated version released by the Ministry of Education, as well as related NCDSB policies and procedures, shall be adhered to as they relate to the establishment, maintenance, use, access, retention, transfer and disposal of the Ontario Student Record.
- 4.0 All Ontario Student Records shall be retained and stored in a secure location within the central office of the school.
- 5.0 The School Principal is ultimately responsible for each Ontario Student Record but shall delegate tasks accordingly to ensure the accuracy of information held within.
- 6.0 There shall be no photocopies of any identifiable information such as, birth certificate, health cards, birth registration, kept in the student's folder.
- 7.0 Administrative procedures and guidelines will be developed and revised as necessary to ensure standards of practices are established in all matters relating to the Ontario Student Record.