DDSB Ignite Learning

POLICY

Governance (GOV)

P GOV 13

Title: **Ontario Student Record (OSR) Management Policy**
Adopted: November 12, 2026
Effective: November 13, 2026
Amended/Reviewed: N/A

1.0 RATIONALE

1.1 The *Education Act* requires the Durham District School Board (the "Board") to establish and maintain an Ontario Student Record (the "OSR") for each student enrolled in a Board-operated school. The principal is responsible for the establishment, maintenance, amendment, retention, transfer and disposal of the OSR.

1.2 The OSR is an official and privileged record of a student's educational progress, maintained to support the improvement of the student's instruction and other education. Its collection, access, use, disclosure and disposition are governed by legislation, Ministry direction and Board policies and requirements.

1.3 This Policy establishes the Board's governance requirements for OSRs and aligns their management with the Records and Information Management Policy (P GOV 10), Records and Information Management Procedure (PR GOV 10-01) and Records Retention and Classification Schedule (RRCS).

2.0 OBJECTIVE

2.1 The objective of this Policy is to establish Board-wide requirements and clear accountability for the consistent management of Ontario Student Records throughout their lifecycle, including their accuracy, use, access, security, retention, transfer and authorized disposition, in accordance with legislative, Ministry and Board requirements.

3.0 DEFINITIONS

3.1 Ontario Student Record (OSR): The official record of a student's educational progress through Ontario schools, established and maintained under the Education Act and the OSR Guideline. The OSR consists of the components required or authorized by the Ministry and the Board, regardless of the authorized format in which they are maintained.

3.2 Records Retention and Classification Schedule (RRCS): The Board-approved instrument that classifies records, establishes retention triggers and periods, and authorizes disposition.

3.3 Student Information System (SIS): The Board-approved electronic system used to

maintain student information, currently PowerSchool. The SIS contains electronic OSR components and other student records.

4.0 RESPONSIBILITY

4.1 Chief Executive Officer: Shall provide executive oversight and accountability for compliance with this Policy, the Education Act and the Ontario Student Record Guideline.

4.2 Superintendents and Supervisory Officers: Shall ensure implementation of this Policy and its supporting procedure within their portfolios and families of schools.

4.3 Principals: Shall be accountable for the establishment, maintenance, amendment, accuracy, security, use, retention, transfer and disposal of the OSR for each student enrolled at their school. Principals may delegate operational tasks but retain accountability.

4.4 Corporate Records Office: Shall provide direction on OSR classification, retention, disposition and recordkeeping requirements and shall support monitoring and compliance.

4.5 Information Technology Services: Shall maintain the systems, access controls, audit capability and technical safeguards required to protect electronic student records.

4.6 Legal Services, the Privacy Office and Inclusive Student Services: Shall provide specialized advice and manage records and decisions within their respective mandates.

5.0 APPLICATION AND SCOPE

5.1 This Policy applies to OSRs and their components in all authorized formats, including electronic OSR components maintained in the SIS or another Board-approved system. It covers current and former students' OSRs, including those held by alternative, adult and continuing education schools and programs, and records of closed or consolidated schools.

5.2 The SIS also contains student information that is not part of the OSR. Information does not become part of the OSR solely because it is stored in the SIS. Other student records shall be managed under their applicable RRCS series and the Records and Information Management Policy (P GOV 10), Records and Information Management Procedure (PR GOV 10-01), and applicable privacy, information security and program requirements.

5.3 This Policy applies to all persons authorized to create, access, maintain, amend, use, transfer, retain or dispose of records within its scope. It does not independently authorize access to student information.

6.0 POLICY STATEMENT

6.1 The Board is committed to the proper management of Ontario Student Records as

official and privileged records of student educational progress. Accurate, complete and securely maintained OSRs support student learning, continuity of education and accountable decision-making.

6.2 The Board shall ensure that the establishment, maintenance, amendment, access, use, transfer, retention and disposition of OSRs comply with legislative, Ministry and Board requirements. OSRs shall be managed throughout their lifecycle in a manner that upholds student rights, protects personal information and preserves the integrity and confidentiality of the record.

6.3 This Policy must be interpreted, applied and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address discrimination and discriminatory barriers without reinforcing them.

7.0 POLICY DIRECTIVES

The Board shall:

7.1 Ensure that one OSR is established and maintained for each student as required by the *Education Act* and the OSR Guideline.

7.2 Ensure that OSR contents are accurate, current, organized and limited to information required or authorized for inclusion, with regular reviews to identify missing records, correct errors and address inappropriate contents.

7.3 Uphold applicable access and correction rights and provide consistent processes for the maintenance, amendment and authorized removal of OSR information.

7.4 Restrict the collection, access, use, amendment and disclosure of OSR information to authorized persons and purposes, in accordance with legislative, Ministry and Board requirements.

7.5 Safeguard the confidentiality, integrity, security and availability of OSRs throughout their lifecycle, regardless of format or storage location.

7.6 Ensure that electronic OSR components remain identifiable, accessible to authorized users, retrievable and capable of accurate reproduction throughout their retention period.

7.7 Distinguish OSR components from other student information maintained in Board systems and apply the appropriate records classification and retention requirements according to the content and purpose of the information.

7.8 Ensure that OSRs are requested, reviewed on receipt and transferred securely without unnecessary delay; that their location and custody can be accounted for; and that retention and disposition comply with Ministry requirements, the RRCS, authorized correction and removal processes, and applicable preservation requirements.

7.9 Support consistent implementation through clear responsibilities, practical guidance, training and monitoring.

7.10 Ensure that students and parents/guardians are informed of the OSR's purpose and contents and their applicable access and correction rights.

8.0 EVALUATION

8.1 This Policy shall be reviewed at least every four years, or earlier where required by legislative, Ministry, or operational changes.

9.0 COMMUNICATION

9.1 This Policy shall be published on the Board's public website in an accessible format and communicated to affected Board employees and education partners.

10.0 APPENDICES

None.

11.0 REFERENCES

- *Education Act*, R.S.O. 1990, c. E.2.
- Ontario Student Record (OSR) Guideline, 2000, revised 2020.
- Ontario Student Transcript (OST) Manual.
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, R.S.O. 1990, c. M.56, and R.R.O. 1990, Regulation 823.
- *Personal Health Information Protection Act (PHIPA), 2004*.
- *Human Rights Code*.
- *Children's Law Reform Act*.
- *Divorce Act*.
- *Child, Youth and Family Services Act, 2017*.
- *Youth Criminal Justice Act*.
- *Provincial Offences Act*, Part VI.
- *Enhancing Digital Security and Trust Act (EDSTA), 2024* and applicable regulations.

Board Policies and Procedures

- Ontario Student Record (OSR) Management Procedure (PR GOV 13-01).
- Records and Information Management Policy (P GOV 10).
- Records and Information Management Procedure (PR GOV 10-01).
- Records Retention and Classification Schedule (RRCS).
- Retention of Student Identifiers Procedure (PR GOV 10-02).
- Indigenous Education Policy (P IND 01).
- Human Rights, Anti-Discrimination and Anti-Racism Policy (P HRA 01).
- Human Rights Inclusive Design and Accommodation Procedure (PR HRA 01-03).