<u>Comprehensive List of All Ministry and Board Mandated Components of the OSR</u>

1.   Ministry:

1.1   OSR Folder

1.2   The Provincial Report Card (see S.3.2.1 and S..3.2.2)

1.3   OST (where applicable)

1.4   Documentation File (where applicable)

a)   verification of a custody order (see S.10.2.1)
b)   verification of a change-of-surname order (S.10.1)
c)   identification and/or placement determinations
d)   an individual psychological, health or education assessment report
e)   the report of a SALEP Committee
f)   letter of request for a correction to, or a deletion from, the record where the request has not been granted (see S.9)
g)   a written request to be named by repute (S.10.1.1)
h)   incident reports and mandatory form required by the Violence-Free Schools Policy*.

Note: The following Algonquin and Lakeshore Catholic District School Board forms, as listed below, are included in the Documentation File

a)   attendance counsellor reports
b)   behavioural reports
c)   psycho-educational assessment reports
d)   special education reports
e)   speech and language reports
f)   cooperative education anecdotal monitor reports
g)   cooperative education summative education and references from employers
h)   third party reports as outlined in S.10.3 of the *OSR Guideline.*
i)   record of Sacramental programs

1.5   Office Index Card. (Also, can be kept in separate secure location for access and archival purposes).

1.6   Student Record of Accumulated Instruction in FSL. When student transitions, transfers or is retired from a school.

1.7   Student Record of Accumulated Instruction in NSL (where applicable).

1.8   Prior Learning Assessment & Recognition (PLAR) Challenge for Credit: Cumulative Tracking Record.

2.   Board:

2.1   Appropriate information about the Sacramental program (as long as OSR is current).

2.2   In section H, of the OSR Folder, a record of participation in the Community-Based Program and Articulation Program. The date of entry into the program, the name of the post secondary institution and the course(s) taken at the post secondary institution and the grades obtained in those courses.

2.3   A summary/list of the dates the student was seen by a Guidance Counsellor or other Board Student Services personnel and a brief statement of the purpose (for two years from date of inclusion in the OSR).

2.4   A record of the people who have accessed with appropriate consent, the OSR and/or received copies of the contents of the OSR and the date of access, excluding the educational personnel named in section 4.3 of the *OSR Guideline, (2000)* and section 1 of this Board Policy, (until five years after the OSR becomes inactive).

2.5   Notices of suspension (non-violent suspension notices can be removed after one year; violent incident suspension after three years and expulsions after five years) *.

2.6   Individual contracts (attendance, behavioural), (for one year from date of inclusion in the OSR and for a further one year subject to the direction of the principal).

2.7   Daily attendance information as well as any written correspondence regarding attendance as specified in Section 25 of the Education Act (for two years from date of inclusion in the OSR or for a further two years, subject to the direction of the principal).

2.8   Notices of Intent to be Absent (for one year from date of inclusion in the OSR).

2.9   Written requests for mark transcripts and references by the former student, adult student, or parents/guardians of a student (as outlined in section 5 of the *OSR Guideline, (2000)* (until five years after the OSR becomes inactive, or for five years from date of receipt of the OSR is already inactive).

2.10   The annual Board Student Information Form (for one year from date of inclusion in the OSR).

2.11   Applications for Out-of-Boundary Attendance (for one year from date of inclusion in the OSR).

2.12   Substitution of compulsory credit information (forms and requests) (until five years after OSR becomes inactive).

2.13   Any documentation required by the Violence Free Schools Policy*. This documentation is to be retained as per the Violence Free School Policy* criteria.

2.14   Academic (mark) summary reports/check lists used by schools:

a) to help students plan academic progress and to determine diploma/graduation status
b) to help school access program effectiveness

(for one year from date of inclusion in the OSR or for a longer time period if directed by the principal).

Violence Free Schools Policy (Ministry of Education) 1994