

OBTAINING DOCUMENTATION

Report Cards/Ontario Student Transcripts

Your parents may have kept these documents in a safe place. If you are not able to obtain them from your family, it may be possible to obtain copies from your **ONTARIO SCHOOL RECORD (OSR)**. (see below).

What is the Ontario School record? The OSR is the ongoing, confidential record of a student's educational progress through schools in Ontario. The collection of this information is authorized by the Education Act and the Freedom of Information and Privacy Act. An OSR is established for each student who enrolls in an elementary or secondary school that is operated by a public or separate school board in Ontario. School boards are responsible for ensuring compliance with Ministry of Education and Training policies regarding OSR.

Where is the OSR kept? A student's OSR is filed in the office at the last school attended in Ontario. Report cards and other documentation are retained in the OSR for 5 years after the student ceases to be enrolled.

Who has access to the OSR? All adult students (and the parents of students under the age of 18) have the right to examine the OSR and to receive a copy of its contents if they desire.

What does the OSR contain? An OSR consists of the OSR folder, various supporting documentation and other information. In the OSR the following information is included:

- report cards (Kindergarden to Grade 12; the OSR will be located at the **last school** you attended)
- educational or psychoeducational assessment report
- the Ontario Student Transcript

If any part of this documentation file has been removed from the OSR and stored in another location, for whatever reason, the Principal must direct the parent or adult student requesting the report to the originator. In the case of a psycho-educational assessment report, it may be stored at the Psychological Services Department within that school board.

Unofficial Summary of Academic Record

A copy of your Academic Record is sent to you from the college or university each semester. If you do not have a copy, one can be obtained from the Records Office at your institution. If you have not yet completed your first semester, this record will not be available to you.

Non-Ontario Residents

Please check the process for obtaining academic documentation through your Province or home jurisdiction.