

This policy outlines the establishment, maintenance, use, retention, transfer, and disposal of the Ontario Student Record (OSR) at Royal Ontario Academy, in accordance with the Ontario Student Record Guideline, 2000.

Establishment

An OSR is created only for students whose designated day school is Royal Ontario Academy. If a student is enrolled in another Ontario high school that serves as their designated day school, that school maintains responsibility for the OSR. The OSR includes the student's identification information, academic records, and any other relevant documents required by the Ontario Student Record Guideline, including report cards, the Ontario Student Transcript (OST), Ontario Secondary School Literacy Test (OSSLT) results, community involvement records, and any special education documentation.

Maintenance

The OSR is updated regularly to reflect the student's current academic progress, attendance records, and other relevant information, with any changes documented promptly and accurately. The OSR is kept in a secure location, and access is restricted to authorized personnel only.

Use

Access to the OSR is restricted to the student, their parents/guardians (if the student is under 18), and authorized school personnel. Requests for access must be made in writing and are granted in accordance with the Ontario Student Record Guideline. The OSR is used to support the student's educational progress and development, for guidance, assessment, and administrative purposes as required.

Retention

The OSR is retained for the period specified by the Ontario Student Record Guideline, until the student reaches the age of 26. Certain documents within the OSR, such as the OST, are retained permanently, and the OSR is stored in a secure, organized manner to protect it from damage or loss.

Transfer

When a student transfers to another school, the OSR is transferred upon receipt of a written request from the receiving school. A copy is retained by ROA until confirmation of receipt is received from the new school, and parents/guardians (or students 18 or older) are notified of the transfer.

Disposal

The OSR is disposed of when it is no longer required to be retained under the Ontario Student Record Guideline, generally after the student reaches the age of 26 or as otherwise specified, using shredding or other secure destruction methods that protect the confidentiality and security of the student's information.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.