

This policy ensures compliance with the Ontario Student Transcript Manual, 2013, and maintains accurate, up-to-date records for every student through the maintenance, issuance, and storage of Ontario Student Transcripts (OST).

Maintenance

If a student is enrolled full-time with Royal Ontario Academy, the academy maintains and updates their OST as the official record of academic achievement, starting from Grade 9 onward, including successful and unsuccessful attempts, credits earned, repeated courses, and withdrawals. Authorized personnel enter course data and marks promptly at the end of each semester or term, and the Principal or a designated staff member regularly verifies the accuracy of OST entries, correcting discrepancies immediately upon discovery.

Issuance

Students or their guardians can request an OST by submitting a written request to the Principal, including the student's full name, date of birth, Ontario Education Number (OEN), and the purpose of the request. The administrative office prepares the OST within 10 business days, printed on official transcript paper and signed by the Principal or designated authority, and provided to the student or guardian in a sealed envelope. If requested, the OST can be mailed directly to educational institutions, employers, or other relevant parties.

Part-Time Students

If a student is not full-time with Royal Ontario Academy, ROA provides detailed records of the student's achievements (final grades and credits earned) to their day school, which is responsible for maintaining and updating the student's OST. Students who are not full-time at ROA must request their OST directly from their day school, which acts as the central authority for their academic records.

Storage

Physical copies of the OST are stored securely in the school's administrative office, with access restricted to authorized personnel only. Digital copies are stored in a secure, password-protected student information system, with regular backups to prevent data loss. Transcripts are retained for a minimum of 55 years from the date the student leaves the school, in accordance with the Ontario Student Transcript Manual, 2013, and ROA's record retention policy.

Compliance

ROA complies with all guidelines and regulations in the Ontario Student Transcript Manual, 2013, and conducts regular audits to ensure compliance with OST maintenance, issuance, and storage procedures.

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.