

## Ontario Student Record (OSR) Retention Quick Reference

OSR RECORDS (must file in OSR)	GRADE	RETENTION PERIOD	FILED IN:
Authorization for Administration of Medication (form HEA-002)	K-12	1 year	DOCUMENTATION
Authorization for Administration of Special Services (form HEA-003)	K-12	5 years post retirement	DOCUMENTATION
Application for a Service Animal	K-12	1 year post end of service	DOCUMENTATION
CASA Application, Candidate Profile (SEOS form 30B) & Program Placement (SEOS form 51) Now discontinued	K-12	End of Service + 1 year	
Change of Legal Surname Order Confirmation	K-12	5 years post retirement	DOCUMENTATION
Change of Surname by Repute Request and Approval	K-12	5 years post retirement	DOCUMENTATION
Communications with Parents	K-12	To end of division	DOCUMENTATION
Community Involvement Log	9-12	5 years post retirement	DOCUMENTATION
Completion of the New Leaf Program (form SS33)	K-12	10 years post date of attendance	DOCUMENTATION
Compulsory Credit Substitution	9-12	5 years post retirement	DOCUMENTATION
Confirmation of CASA Program Placement (SPE form 051)	K-12	End of Service + 1 year	DOCUMENTATION
Confirmation of Pupil Entry from Another Country (form LSS-037)	K-12	5 years post retirement	REMOVED FROM OSR WHEN STUDENT TRANSFERS TO ANOTHER SCHOOL
Confirmation of Pupil Entry from Another Country Fee Paying and Exchange Students (form LSS-038)	K-12	5 years post retirement	DOCUMENTATION
Confirmation of Pupil Eligibility for ESL/Literacy Development Funding	K-12	5 years	
Cooperative Education - Work Education Agreement, any Addendums, Placement Schedule, Learning Plan, Assessment & Evaluation, Union MOA	9-12	Course completion + 1 year	DOCUMENTATION
Concussion forms LSS 33, 34, 35	K-12	5 years post retirement	DOCUMENTATION
Consent for Information Sharing - Students at the Age of Majority	Age 18	5 years post retirement	DOCUMENTATION
Consent for Observation and/or Consultation for Specialized Programs (SEOS form 52) Now discontinued	K-12	End of Service + 1 year	DOCUMENTATION
Consent to Access the OSR	K-12	to end of service	DOCUMENTATION
Consent to Release Information – Settlement Workers (form LSS-022)	K-12	End of service + 1 year	DOCUMENTATION
Consent to Share Personal Information (SPE form 014)	K-12	5 years post retirement	
Consent to Share Student Information with Third Parties	K-12	5 years post retirement	DOCUMENTATION
Course Failure – Recommended Course Replacement	9-12	If approved, until the mark is entered in student information system. If NOT approved, 1 year from date signed.	DOCUMENTATION
Credit Counseling Summary	9-12	1 year	
Credit Deferral	9-12	5 years post retirement	DOCUMENTATION
Credit Recovery Learning Plan	9-12	If approved, retain until mark entered into student information system, if not approved retain 12 months	
Credit Recovery Profile	9-12		DOCUMENTATION
Custody, Access (copy)	K-12	5 years post retirement	DOCUMENTATION
Declaration of Withdrawal from Parental Control: Students Aged 16 & 17 (current)	9-12	5 years post retirement	DOCUMENTATION
Diploma (OSSD, OSSC, Certificate of Accomplishment)	12		ISSUED AT GRADUATION NOT FILED IN OSR
Educational Assessment (SEOS form 46) Now Discontinued	K-12	5 years post retirement	DOCUMENTATION

ELL Initial Assessment	K-12	Retain until Achievement Report is filed	DOCUMENTATION
ELL Achievement Report	K-12	5 years post retirement	OSR
Emergency Response Procedures for Medical Conditions (form HEA-005)	K-12	Update annually	DOCUMENTATION
English Language Learner Records (forms LSS-019, LSS-017)	K-12	5 years post retirement	DOCUMENTATION
EQAO Assessment – Individual Student Report	3, 6, 9, 10	5 years post retirement	DOCUMENTATION
Exemption and Accommodation Letters, Current (E.g. French, EQAO)	K-12	1 year	DOCUMENTATION
Experiential Learning	9-12	5 years post retirement	DOCUMENTATION
Expulsion Hearing: Notice to Parents (Form SS44)	K-12	1 year post completion of suspension.	DOCUMENTATION
Expulsion Letter	K-12	Non-violent – 3 years post another suspension/expulsion Violent – 5 years post another suspension/expulsion	DOCUMENTATION
Expulsion: Readmission Request Notice (form SS34)	K-12	5 years	DOCUMENTATION
External Agencies Correspondence	K-12	5 years post retirement	DOCUMENTATION
Failure Analysis–Recommended Course Placement SEE: Credit Recovery Learning Plan	9-12	Not approved; 1 yr. Otherwise retain until final mark entered into edsembli	DOCUMENTATION
French Language Card	K-8	5 years post retirement	DOCUMENTATION
Guide/Service Dog Records	K-12	5 years post use	DOCUMENTATION
Home Schooling forms LSS 22, 23, 24	K-12	5 years post retirement	DOCUMENTATION
Incident Reporting (form SS20)	K-12	1 to 5 years See OSR Content Directory	DOCUMENTATION
Individual Education Plan	K-12	1 year post activity	DOCUMENTATION
Informed Consent for Student Participation & Acknowledgement of Risks	K-12	1 year post activity	DOCUMENTATION
In-school Team Record	K-12	5 years post retirement	DOCUMENTATION
IPRC: Notification of IPRC (SPE 016)	K-12	5 years post retirement	DOCUMENTATION
IPRC: Minutes of IPRC meeting (SPE 020)	K-12	5 years post retirement	DOCUMENTATION
IPRC: Parental Notification of decision of IPRC (SPE 021)	K-12	5 years post retirement	DOCUMENTATION
IPRC: Annual Review of IPRC (Waiver) (SPE 023)	K-12	5 years post retirement	DOCUMENTATION
Kindergarten Communication of Learning & Initial Observations	K yr 1 & 2	5 years post retirement	DOCUMENTATION
Linkage Program (Includes SWTO and Ontario Youth Apprenticeship Program)	9-12	5 years post retirement	DOCUMENTATION
Legal Correspondence	K-12	5 years post retirement	DOCUMENTATION
Letter of Concern regarding Equipment Use (SEOS form 45) (Now Discontinued)	K-12	5 years	DOCUMENTATION
Letters of Reference from Educators	9-12		NOT FILED IN OSR
Mature Credit Assessment	9-12	5 years post retirement	
Medical Documentation in the case of a medical absence (form Health 6)	K-12	3 years	DOCUMENTATION
Modified School Day Approval (SPE 038)	K-12	1 year from date signed	
Native Language Card	K-8	5 years post retirement	DOCUMENTATION
New Leaf Program – Record of Academic Achievement & Teacher Report (forms 37, 38)	K-12	5 years	DOCUMENTATION
Notice of Long Term Illness	K-12	Term of Illness + 1 year	DOCUMENTATION
Notice of Threat Assessment	K-12	5 years post retirement	DOCUMENTATION
Ontario Secondary School Literacy Test OSSLT	9-12	5 years post retirement	DOCUMENTATION
Ontario Student Transcript	9-12	55 years post retirement	OSR
Ontario Youth Apprenticeship Program (OYAP)	9-12	5 years post retirement	DOCUMENTATION
OSR Content Copy Tracking Log (form OSR-6)	K-12	5 years post retirement	OSR
OSR Documentation Summary (SEOS form 05) (Now Discontinued)	K-12	5 years post retirement	DOCUMENTATION
OSR Folder	K-12	55 years post retirement	

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Out of Boundary Permission/Denial	K-12	5 years post retirement	DOCUMENTATION
Parent Consent for French Exemption (SEOS form 29b) (Now Discontinued)	k-12	5 years post retirement	DOCUMENTATION
Parent Consent for Psychological Assessment (linked to SPE form 116)	K-12	5 years post retirement	DOCUMENTATION
Parent Consent for Release of Equipment (SPE 048)	K-12	spec ed	
Parent Consent for Resource Assistance (SPE form 02)	K-12	5 years post retirement	DOCUMENTATION
Parent Consent for Social Work Services (linked to SPE 118)	K-12	5 years post retirement	DOCUMENTATION
Parent Consent for Speech-Language Services (linked to SPE 114)	K-12	5 years post retirement	DOCUMENTATION
Parent Notification of Computer Arrival (SPE 040)	K-12	5 years post retirement	DOCUMENTATION
Parent Permission for Snoezelen Room (SEOS form 12) (Now Discontinued)	K-12	End of Service + 1 year	DOCUMENTATION
Personalized Placement Learning Plan	9-12	5 years post retirement	DOCUMENTATION
Physician's Correspondence	K-12	5 years post retirement	DOCUMENTATION
Physical Intervention Report (SPE 032c)	K-12	1 year	DOCUMENTATION
Police Notification – Violent Incident (form SS17)	K-12	3 years if suspended, 5 years if expelled, 1 year if withdrawn	DOCUMENTATION
Positive Behaviour Support Plan (current) (SEOS form 32) (Now Discontinued)	K-12	1 year	DOCUMENTATION
Post Investigation Revised Suspension (forms SS10, SS11, SS12)	K-12	1 year	DOCUMENTATION
Post Investigation Referral to Expulsion Hearing (form SS13)	K-12	1 year	DOCUMENTATION
Principal's Report – Decision to Expel (form SS7)	K-12	5 years from expulsion; shred if expulsion does not occur	DOCUMENTATION
Pre-school Progress Reports/Profiles	Preschool	End of grade 1	DOCUMENTATION
Prerequisite Waiver	9-12	5 years post retirement	DOCUMENTATION
Prior Learning Assessment & Recognition (PLAR) Cumulative Tracking Record	10-12	5 years post retirement	DOCUMENTATION
Prolonged Absence (form ATT-01)	K-12	1 year post return	DOCUMENTATION
Psychological Assessment Report	K-12	5 years post retirement	DOCUMENTATION
Record of Documentation Review (SPE 015)	K-12	5 years post retirement	DOCUMENTATION
Re-entry Plan for Students from New Leaf Program (form SS16)	K-12	5 years post retirement	DOCUMENTATION
Report Cards & Progress Reports	K-12	5 years post retirement	OSR
Report of Case Conference (SPE 004)	K-12	student success	DOCUMENTATION
Request for Readmission (form SS32)	K-12	1 year from date of request	DOCUMENTATION
Request for Special Transportation (SPE 036)	K-12	1 year	DOCUMENTATION
Request to Alter an OSR Record (form OSR-5)	K-12	5 years post retirement	OSR
Retirement of a Student (Form ATT-003)	K-12	1 year post exit	DOCUMENTATION
Safety Plan (SPE 032a)	K-12	1 year	DOCUMENTATION
SAL Records Application and Approval (copies)	9-12	5 years post demission from program	DOCUMENTATION
School Entry (SPE 037)	K-12	1 year post entry	DOCUMENTATION
School Resource Team Report (SPE 001)	K-12	5 years post retirement	DOCUMENTATION
Schools Within A College (SWAC) Program	9-12	5 years post demission from program	DOCUMENTATION
Screener Acadience	K-12	1 year	DOCUMENTATION
SEA Computer Application (SPE 039)	K-12	spec ed	DOCUMENTATION
Self-Administration of Medication (form HEA-004)	K-12	5 years post retirement	DOCUMENTATION
Social Work Summary (Part of SPE 118)	K-12	5 years post retirement	DOCUMENTATION
Special Education:Academic screeners Front Page 2 documents	K-12	5 years post retirement	DOCUMENTATION
Specialist High Skills Major (SHSM)	11-12	5 years post retirement	OSR
Speech/Language Pathology Assessment Report	K-12	5 years post retirement	DOCUMENTATION
Student Acceptable Use of Technology Agreement	K-12	5 years post retirement	OSR
Student Action Plan – New Leaf Program (form 14)	K-12	5 years	DOCUMENTATION
Student Medication Log (form HEA 004)	K-12	spec ed	DOCUMENTATION

Student Observation Report (SEOS form 108) (Now Discontinued)	K-12	5 years post retirement	DOCUMENTATION
Student Success Transition Profile / Transition Interview	8-9	spec ed	DOCUMENTATION
Student Withdrawal Form	K-12	5 years post retirement	DOCUMENTATION
Suspension Letter (forms SS2, SS3, SS4)	K-12	1 year post completion of suspension / shred if withdrawn.	DOCUMENTATION
Suspension Letter 20 Day (form SS5)	K-12	5 years	DOCUMENTATION
Temporary Excusal (form ATT-02)	K-12	5 years post retirement	DOCUMENTATION
Third Party External Report Storage (SEOS form 03) (Now Discontinued)	K-12	Attached to External Report and retained for its retention period	DOCUMENTATION
Wardship Confirmation	K-12	5 years post retirement	DOCUMENTATION