



Ontario Student Records -- Organization

(listed in order to be filed in OSR)

TRANSCRIPT: Secondary schools should print an updated transcript at least annually (June) – either working copy or legal version on plain white paper. Keep only the current copy (i.e. replace with most current copy).

REPORT CARDS: Clipped under a **GREEN** paper entitled “REPORT CARDS”, with most recent on top.

FRENCH CARDS: An individual Record of accumulated instruction in French as a Second Language shall be established and maintained with entries made at the end of each school year, when a student transfers, and when a student retires.

SPECIAL EDUCATION DOCUMENTATION: (To be Maintained in a **RED FILE FOLDER** in the OSR)

1. INDIVIDUAL EDUCATION PLANS (IEP):

Clipped under a **RED** paper entitled “INDIVIDUAL EDUCATION PLANS – most recent on top”

The copy for each term must also have the parent’s signature along with the teacher’s signature.

Keep the current year IEP until the one for Term 2 (or Semester 2) is completed: as long as each term’s goals and expectations are printed on the final one for the year, then that is the **ONLY** IEP that should be kept permanently. Thus, there would be one IEP on file for each previous school year for that student, which would have all of the goals and expectations for each term or semester in that year.

The IEP sign-off sheet is to be kept in this Special Education folder also. This consent is sent home with each IEP, signed by the parent and returned. If the parent does not return this page, you should send another one by registered mail, so a formal record evidences a serious attempt for parent feedback.

2. IDENTIFICATION, PLACEMENT and REVIEW COMMITTEE (IPRC):

(Maintained in a **YELLOW** file folder - most recent on top)

IPRC Conference notes should be kept attached to the IPRC forms in this folder. These notes should be signed by the parents and again every attempt should be made to get their signature so registered mail may be required.

3. BEHAVIOUR MANAGEMENT PLANS: (Clipped under a **PINK** paper – most recent on top)

4. SAFETY PLANS: (Clipped under a **GOLDEN** paper – most recent on top)

5. SPECIAL EDUCATION SIGN-OFF SHEET: (Clipped under a **YELLOW** paper – most recent on top)

This form should be generated every school year, with space for **EVERY** staff member who works with an identified student to sign off and the date, indicating that they have read the contents of the OSR and are aware of the needs/strengths/goals for that student. This form is on docushare.

6. SPECIAL EDUCATION ASSISTIVE TECHNOLOGY (SEA): (Clipped under a **WHITE** paper)

This folder should hold all the paper work required for the SEA equipment. The most recent request and approval should be on top.

NOTE: It is not necessary to keep the speech/language/OT therapists’ progress reports in the OSR. They should be kept by the SERT in a file in a locked filing cabinet in his/her office for that student (after being shared with classroom teachers). BOERMS retention schedule must be followed and secure destruction ensured as required.

DOCUMENTATION FILE: (Cream coloured folder purchased **from the Ministry** printer)

Ministry Guidelines require that the Special Education File, as well as all items outlined in Section 3.4 of the OSR Procedures be placed in the Documentation File.

REGISTRATION FORMS: (Clipped under a **WHITE** paper)

This is the last section in the OSR. It contains all registration forms, each set stapled together, most recent on top, from all schools/boards attended. They include family information, address, self-identification. Copies of all forms completed during the student’s registration are to be included with registration form.