

# Maintaining, Issuing, and Storing Ontario Student Transcripts (OST)

To ensure compliance with the Ontario Student Transcript Manual, 2013, and maintain accurate and up-to-date records for every student, Royal Ontario Academy established the following procedure for the maintenance, issuance, and storage of Ontario Student Transcripts (OST).

## 1. Maintenance of Ontario Student Transcripts (OST)

### 1.1 Record Keeping

- If the student is enrolled full-time with Royal Ontario Academy, the academy will maintain and update their Ontario Student Transcript (OST) as the official record of their academic achievements, starting from Grade 9 onwards
- The OST will be updated to reflect the student's achievement in each course, including successful and unsuccessful attempts.
- All courses taken, including credits earned, repeated courses, and withdrawals, will be recorded.

### 1.2 Data Entry

- Authorized personnel will enter course data and marks into the student information system promptly at the end of each semester or term.
- Course codes, titles, final grades, and the date of completion will be recorded accurately.

### 1.3 Verification

- The principal or designated staff member will verify the accuracy of the OST entries regularly to ensure they reflect the student's achievements accurately.
- Discrepancies or errors will be corrected immediately upon discovery.

## 2. Issuance of Ontario Student Transcripts (OST)

### 2.1 Request Process

- Students or their guardians can request an OST by submitting a written request to the school's administrative office.
- Requests should include the student's full name, date of birth, Ontario Education Number (OEN), and the specific purpose of the transcript request.

## 2.2 Preparation and Issuance

- Upon receiving a request, the administrative office will prepare the OST within 10 business days.
- The OST will be printed on official transcript paper, signed by the principal or designated authority.

## 2.3 Distribution

- The OST will be provided to the student or guardian in a sealed envelope to ensure its integrity.
- If requested, the OST can be mailed directly to educational institutions, employers, or other relevant parties.

### **Part-Time Students:**

- Royal Ontario Academy will provide detailed records of the student's achievements (e.g., final grades and credits earned) to their day school.
- The day school is responsible for maintaining and updating the student's OST.

### **Requesting an OST from the Day School:**

- Students who are not full-time at Royal Ontario Academy must request their OST directly from their day school, which acts as the central authority for their academic records

## 3. Storage of Ontario Student Transcripts (OST)

### 3.1 Physical Storage

- Physical copies of the OST will be stored securely in the school's administrative office.

- Access to the OST storage area will be restricted to authorized personnel only.

### 3.2 Digital Storage

- Digital copies of the OST will be stored in a secure, password-protected student information system.
- Regular backups of digital records will be conducted to prevent data loss.

### 3.3 Retention Period

- The OST will be retained in accordance with the Ontario Student Transcript Manual, 2013, and the school's record retention policy.
- Transcripts will be stored for a minimum of 55 years from the date the student leaves the school.

## 4. Compliance and Review

### 4.1 Compliance

- Royal Ontario Academy will comply with all guidelines and regulations outlined in the Ontario Student Transcript Manual, 2013.
- Regular audits will be conducted to ensure compliance with OST maintenance, issuance, and storage procedures.

By adhering to this procedure, Royal Ontario Academy ensures the accurate and secure management of Ontario Student Transcripts, supporting students' educational and professional endeavors.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at [info@royalontarioacademy.com](mailto:info@royalontarioacademy.com).