

Requests for Release of Ontario Student Record ("OSR)

CHECKLIST

NAME OF STUDENT/FORMER STUDENT: _____

NAME OF SCHOOL: _____

NAME OF PRINCIPAL/VICE-PRINCIPAL: _____

NAME OF LAW FIRM/ORGANIZATION/REQUESTOR: _____

DATE(S) OF REQUEST: _____

DATE OF AUTHORIZATION, CONSENT, or DIRECTION FORM: _____

An original authorization, consent, or direction for release of the OSR **must** include the following:

- 1. Signed by the adult student (*18 years of age or over*) **OR** by the parent/guardian of the student (*the parent/guardian listed in Trillium has the authority to direct the school to release a copy of the OSR*);
- 2. The student's identity is properly verified (*i.e. date of birth or student number*); and
- 3. Includes the full name of the school, followed by "Toronto District School Board", and the specific type of record that is being authorized for release.

If any of the numbered items above is missing/incomplete, please contact the requestor and request a new authorization, consent, or direction, which contains the 3 numbered items above. In the alternative, you may provide the requestor with the attached "TDSB Consent to Release OSR" form.

If all of the numbered items above appear on the authorization, consent, or direction form, the school should photocopy and release the OSR. Please include your account for "photocopying" addressed to the law firm, organization, or requestor (*the recommended board-wide fee is \$20.00 minimum for the initial copy and 0.20¢ for each additional page if the OSR is more than 100 pages*).

Send the copied OSR by courier. Proof of delivery is **required** and should be filed along with this "checklist", the requesting correspondence, and the original authorization, consent, or direction.

If you have any questions please contact Legal Services' General Advice at legalservices@tdsb.on.ca or call 8-4LAW (416-338-4529).

Processed by: Name/Title/School _____

Date of Release: _____