

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 197

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**SUBJECT:       STUDENT INFORMATION STANDARDIZATION  
(USING MAPLEWOOD FOR WINDOWS)**

Legal References:     *Education Act Section 266 Pupil Records; Section 286 Duties of Supervisory Officers: Report to Minister; Municipal Freedom of Information and Protection of Privacy Act: Information Banks, Access to Records, Retention; Immunization of School Pupils Act; Health Cards and Numbers Control Act*

Related References:  *Administrative Procedure 140 Computers: Acceptable Use and Security; AP 195 Freedom of Information and Protection of Privacy; AP 196 Records Management; AP 250 Home/Hospital Instruction; AP 255 Supervised Alternative Learning; AP 302 Student Enrolment; AP 305 School Attendance Areas; AP 306 Kindergarten Registration; AP 307 Safe Arrival: Elementary Schools; AP 353 Student Suspension; AP 354 Student Expulsion; AP 370 Ontario Student Record; AP 378 Report Cards: Student*

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## 1.    **Standardized Procedures**

This administrative procedure has been developed:

- 1.1    To standardize procedures for input, maintenance, use and retention of all student information;
- 1.2    To benefit all school administration and secretarial staff, education centre staff and other staff who from time to time may require use of information which will be available through these standardization applications;
- 1.3    To ensure school administration and education centre staff are making sound decisions on accurate data; and
- 1.4    To ensure maximum revenue for the board.

## 2.    **Administrative Procedures**

- 2.1    Student Information Standardization
  - 2.1.1    The Ministry of Education, in the *Education Act*, Ontario regulations and Ministry guidelines, provides stringent direction to school boards for establishing and maintaining student information.
  - 2.1.2    Student information is Avon Maitland District School Board's largest personal information bank.
  - 2.1.3    A student's information is collected at the school when the student registers and is maintained at the school while the student remains an active student and is retained at the Education Centre for fifty-five years after the student retires.
  - 2.1.4    A standard for collection, use, maintenance, security and retention of all student information is crucial to ensure the integrity of the information in paper and electronic format during the life-cycle of the record.

## 2.2 Legislative Requirements

### 2.2.1 *Education Act*

- a) The *Education Act* provides legislation for school boards in the province of Ontario.
- b) The *Act* sets out specific and direct requirements for record keeping of student information.
- c) These specific requirements relate to various aspects of pupil records, student enrolment, student attendance, special education, and report and audit requirements.
- d) *The Ontario Student Record (OSR) Guideline, 2000* sets out the policies of the Ministry of Education for the establishment, maintenance, use, retention, transfer and disposal of the OSR.

### 2.2.2 *Municipal Freedom of Information and Protection of Privacy Act*

- a) The Municipal Freedom of Information and Protection of Privacy Act requires “institutions” as defined by the Act to provide a right of access to information under the control of the institution and to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.
- b) This Act requires strict compliance with collection, use, maintenance and retention of information held by the board.
- c) Avon Maitland District School Board’s standardization of student information is essential for legislative compliance.

### 2.2.3 Other Legislation

Other legislation, specifically related to health services, requires sharing of student information under special circumstances.

## 2.3 Roles in Maintaining Student Information

### 2.3.1 School Management Responsibility:

- a) to establish and maintain student information in the school in compliance with the *Education Act*, *The Ontario Student Record (OSR) Guideline, 2000*, and administrative procedures established by the director of education or designate(s);
- b) to ensure the integrity of the information in paper and electronic format in compliance with legislation and district procedures; and
- c) to ensure the security of the student information and regulate access to the student information in compliance with Ministry and district direction.

### 2.3.2 Administrative Management Responsibility:

#### 2.3.2.1 Enrolment

- a) The director or designate(s) will monitor and provide direction to schools related to enrolment issues and compliance with Ministry requirements for managing student information and enrolment reporting.
- b) The director or designate(s) will remain up-to-date with changes to legislative requirements related to enrolment issues.

#### 2.3.2.2 Information Services

- a) The director or designate(s) will monitor integration of information administration, information technology and business processes to achieve organizational objectives and to provide an enterprise-wide perspective.
- b) The director or designate(s) will remain up-to-date with changes to legislative requirements related to administration of student information.

- c) The director or designate(s) will ensure that required legislative changes for maintaining the student information database are communicated in a regular and consistent manner.

#### 2.3.2.3 Information Technology

The director or designate(s) will provide:

- a) system direction related to software upgrades for Student Information Standardization;
- b) determination of staffing requirements;
- c) ongoing system training and support;
- d) direction to the schools related to technological updates and strategies to assist with the maintenance of an accurate and complete electronic student information database, in compliance with district procedures;
- e) direction and ongoing monitoring to schools related to *Maplewood* queries;
- f) up-to-date information regarding *Maplewood* updates and upgrades; and
- g) communication about required *Maplewood* updates and upgrades in a regular and consistent manner.

## 2.4 Forms Requirements

2.4.1 Avon Maitland District School Board forms have been developed to comply with legislated requirements and have been approved by the director and superintendents.

2.4.2 Only forms in the approved format are to be used for collection and/or maintenance of student information.

2.4.3 The approved forms for the collection of student information are as follows:

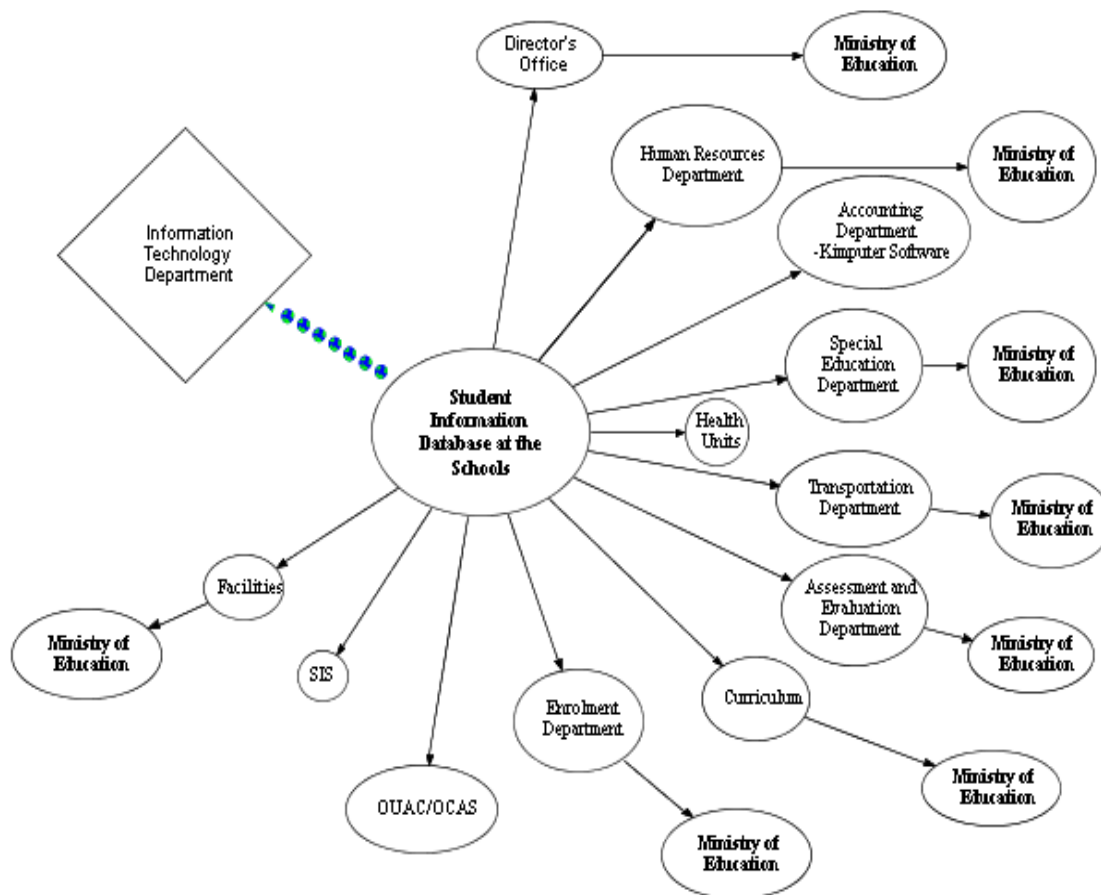
- a) Avon Maitland District School Board Student Registration Form  
This form is located within Information and Resources | Forms and Templates | School Operations. Administrative Procedure 302 Student Enrolment refers to Form 302 Student Registration.
- b) Avon Maitland District School Board Student Confirmation of Emergency Contact Information Form  
This form is located within Information and Resources | Forms and Templates | School Operations and Sec Data Enrolment and Elem Data Enrolment conferences in FirstClass.

## 2.5 Appendices

Appendix A: Student Information Flowchart

Appendix B: Index for Maplewood for Windows Standardization

# Student Information Flowchart



**Index for Maplewood for Windows Standardization**

Biographical Information

Name Entry  
Grade Level  
Home Room Designation  
Gender

Family Information

Custody  
Telephone Numbers  
Address  
    First Line of Mailing  
    Street/Road Name  
    Rural Routes  
    City/Town  
    Lot & Concession  
    Postal Code  
    County  
    Province  
    Country  
    911 Addressing  
    Township/Municipalities  
Student/Mother/Father

Emergency

Health Card Number  
Doctor Name  
Emergency Note (4<sup>th</sup> line of emergency)

Enrolment

Reporting Routines for Admin and Audit Purposes

Attendance

Attendance Codes  
"How To"

Custom Fields

Achievement (Secondary Schools Only)

Special Education

Special Education Tables  
"How To"

Staff Records

Code/Courses File (Secondary Schools Only)

Code, Title and Department

Principal

Backups/Updates

Scheduling Overview.

OSR Student Data Verification

Ontario Report Card Details

Monthly Maplewood “To-Do” Checklist