

APPENDIX E: OFFICE INDEX CARD

Office Index Card



Ministry of Education

The collection and maintenance of this information are authorized under the Education Act, R.S.O. 1990, c. E.2. Users of this information are supervisory officers and the principal and teachers of the school.

This card is used to obtain access to vital information in the OSR and, in the case of an emergency, to assist in locating the student or parent(s)/guardian(s).

The contact person regarding the collection of this information is the principal of the school.

| | | | | | |
|-------------------------------|--|------------------------|--------------------------|----------------------------|---------------|
| Surname and Given Name(s) | | Gender | Student Number (MIN/OEN) | School | |
| Current Address | | Telephone | | Address | |
| | | Date of Birth Y M D | | Date Enrolled Y M D | |
| | | Source of Verification | | School Previously Attended | |
| Name of Parent(s)/Guardian(s) | | Telephone (Business) | Telephone (Home) | Address | |
| Mother | | | | Date of Retirement Y M D | |
| Father | | | | Destination | |
| Guardian(s) | | | | Date of Transfer Y M D | |
| Custody Status | | | | Receiving School | |
| Other Information | | | | Address | |
| | | | | Status of OSR | |
| | | | | Date of Request | Date Received |
| EMERGENCY CONTACT | | Telephone (Business) | Telephone (Home) | | |
| Name | | | | | |
| Relationship | | | | | |