

APPENDIX B: ADJUSTMENT OF OSR FOLDER FORM 1 TO FORM 1A

An OSR established on or after September 1, 1985, will use the OSR folder referred to as Form 1A. OSRs established up to and including August 31, 1985, used the OSR folder referred to as Form 1, which is out of date and must be adjusted to match Form 1A if the student is attending school. The following procedure is prescribed for adjusting the OSR folder Form 1 to Form 1A:

- *Part A on Form 1.* Use the student number (MIN or OEN), where applicable.
- *Part B on Form 1.* Use the grade designation instead of the achievement form number. If a student does not have a grade designation, use “U” for “ungraded”.
- *Part C on Form 1.* Insert a current Ontario Student Transcript into each secondary school OSR folder.
- *Part H on Form 1.* Where applicable, include information related to a Supervised Alternative Learning for Excused Pupils (SALEP) program.
- Insert a documentation file, where applicable.