

<b>Procedure Title</b>	<b>Ontario Education Number (OEN)</b>		
<b>Date of Issue</b>	February 17, 2004	<b>Related Policy</b>	BP 6201-D
<b>Revision Dates</b>	November 7, 2012, August 27, 2013	<b>Related Forms</b>	
<b>Review Date</b>	August 1, 2018	<b>Originator</b>	Administrative Council
<b>References</b>			
Education Act; Ministry of Education Ontario Education Number (OEN) Handbook for Schools and Boards; Ministry of Education User Guide for the Ontario Education Number (OEN) Application; Municipal Freedom of Information and Protection of Privacy Act			

<b>Procedure:</b>
-------------------

## **1.0 RATIONALE**

- 1.1 The Ontario Education Number (OEN) is a student identification number that will be assigned by the Ministry of Education to elementary and secondary students in the province of Ontario. The number, which is unique to every student, will be used as the key identifier on a student's school records, and will follow the student through elementary and secondary school. The number is nine digits long (an eight digit number plus a check digit) and it will be randomly assigned by the Ministry of Education and is tied to stable information linked to the specific student, i.e. name, gender, date of birth.
- 1.2 The OEN will make it possible to keep reliable records on the movement and progress of students through elementary and secondary school. The OEN system has been designed in such a way that personal privacy is protected and complies with the strict privacy laws of Ontario.
- 1.3 The OEN will be used on student records and will appear on the student's Ontario Student Record (OSR) folder and related forms. It will also appear on applications made by the student for enrolment in an education program, school or institution and on assessments, tests, and evaluations of the student's achievement.

## **2.0 PROCEDURE**

### **2.1 System Expectations**

- a) All students who are registered to attend a school in Bluewater District School Board will be assigned an Ontario Education Number.
- b) Ontario Education Numbers will be assigned and used on all student records that are compiled and maintained in accordance with the *Education Act* and all applicable regulations, policies, guidelines or directives issued by the Minister relating to student records. These unique individualized numbers will also be used on applications made by the student for enrolment purposes in any education program, school or institution and on pupil assessments, tests and evaluations of the student.

- c) In compliance with the *Municipal Freedom of Information and Protection of Privacy Act* access to the OEN system will be strictly limited to staff who are responsible for local administration in the school and at the Bluewater DSB Education Centre. These authorized users are responsible for maintaining the confidentiality of the information to which they have access through the OEN system.

## 2.2 Responsibilities

In compliance with the Ministry requirement to establish specific levels of contact the following Bluewater District School Board personnel have been delegated the following responsibilities:

### a) Board

- i. establishes an OEN Board Contact (OEN Board Co-ordinator) - Manager of Information Technology
- ii. establishes an access and Security Board Contact (Local User Authority) - Manager of Information Technology
- iii. designates users of the OEN application – specified board-level individuals

### b) Schools

- School Principal
  - i. responsible for maintaining OSR and obtaining OENs;
  - ii. follows OEN policies and communicates the policies to the parents and students;
  - iii. designates specific school staff (e.g. office professional, guidance counsellor) as users of the OEN application.
- Designated School Staff (e.g., office professional, guidance counsellor)
  - i. main user of the OEN application;
  - ii. follows OEN policies and procedures;
  - iii. obtains OENs.

## 2.3 Use of the OEN

Schools are required to use OEN numbers for all students enrolled in their schools, including exchange students who are on a Bluewater enrolment register and are taking credit courses. It is not required to obtain an OEN number for the following circumstances:

- a) students enrolled in pre-Junior Kindergarten programs;
- b) students receiving home schooling;
- c) students enrolled in First Nations elementary schools (only if they are not on a Bluewater enrollment register);
- d) students/adults taking non-credit courses.

## 2.4 OSR

The OEN must be recorded on the OSR folder. The following information between the OSR folder and the OEN system should be consistent:

- a) names
- b) date of birth
- c) gender

If there are discrepancies, school staff should ensure that appropriate changes are made to the information on the OSR folder and to the data in the OEN system.

**2.5 Confidentiality and the Protection of Privacy**

- 2.5.1 Under section 266.2 of the *Education Act* the Ministry of Education has the authority to collect, directly or indirectly, a person's personal information. This would include the collection of personal information for the purpose of assigning an Ontario Education Number to each student.
- 2.5.2 All authorized users of the OEN application can search or make inquiries on any information in the OEN database and therefore must be cautioned that a student's personal information, whether in print or electronic form, is confidential and must be protected as required by the *Education Act* and relevant privacy laws, the *Freedom of Information and Protection of Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

**2.6 Accuracy and Integrity of OEN Data**

- 2.6.1 The school must ensure that only accurate and up-to-date information (i.e., names, gender, date of birth) is recorded in the OEN database and attached to the number that is assigned.
- 2.6.2 If the accuracy of a student's personal data in the OEN system is questioned, the student or the parent/guardian of a student under the age of 18 has the right to request that a "statement of disagreement" be recorded (by the OEN system user) on the OEN record. This statement would note any correction to data that was requested but not made. This type of situation might occur in cases where legal documentation is not available to confirm the personal information supplied.

**2.7 Matching Records**

- 2.7.1 It is necessary to ensure that only one OEN is assigned to a student and it is crucial that school-level users take the time to review matching records found in the OEN database.
- 2.7.2 A number of comparisons may be done between the personal data submitted and the data that already exists in the OEN database, such as:
- a) Last name, first name and date of birth
  - b) Last name, gender and date of birth
  - c) Last name, date of birth and Ministry Identification Number (MIN)
  - d) Last name, first name and middle name

**2.8 Names**

The student's legal names and preferred names may be recorded on the OEN record. Include preferred names when they will assist in uniquely identifying a student. Do not repeat the legal names in the preferred names fields. Multiple names that belong together should be recorded together in the same field as required (e.g. Smith-Jones, Mary Anne).

**2.9 Date of Birth**

The student's date of birth must be provided. Where a date of birth may not be available, a note can be made on the student's OEN record. Use this notation only when necessary and with caution, making sure that you update the student's record when the correct date of birth becomes available.

**2.10 Source Document**

When completing the OEN application you must indicate what source document was used to confirm the student's personal information. When registering a student you are required to indicate on form AF 6201 "School Registration Form" what document was used to confirm information required for registration. The registration form is to be retained in the OSR folder.

## **2.11 Requesting Ontario Education Numbers (OEN)**

Schools will request Ontario Education Numbers for their students using one of the following methods:

### **a) On-line and in Real Time**

Use this method to request an OEN for an individual or a small group of students. The request is made on-line, directly over the internet to the OEN application, and are returned in real-time, within a few seconds.

#### **Steps**

1. Determine if the student already has an OEN.

Refer to the student's OSR folder or other source (e.g. report card) to look for the student's OEN. If the OSR or other documents such as a report card are not available, perform an on-line inquiry of the OEN application to see if there is a number for the student.

If the student has already been assigned an OEN, proceed to Step 4

2. If the student does not have an OEN assigned, make a request to obtain one.

If you are confident that the student does not have an OEN (e.g., born abroad, first year in an Ontario school), you may proceed to use the OEN application.

Complete and submit the on-line "Assignment Form" in the OEN application

3. Review any matching records that may be returned by the OEN application

If your submitted data matches any data that is already in the database, these matching records will be returned for review.

If you find that this student already has an OEN, proceed to Step 4.

If you find that none of the matching records belong to the student, request that an OEN be issued.

4. Record the OEN in your records (e.g., database, OSR folder, etc.)

Use the OEN as the key to collecting and storing data for this student.

### **b) Batch Process**

Use this method when you have to obtain OENs for a large number of students and when using the on-line method (above) would not be practical. This method allows you to submit a file to the OEN application to be processed overnight.

#### **Steps**

1. Create batch request file containing information on students who do not have OENs.
2. Upload batch request file to OEN application.
3. OEN application creates batch results file.
4. Requester notified by e-mail when the batch results are ready for review.
5. Resolve any matches and address cases of invalid data.

6. Record the OENs in your records (e.g., database, OSR folder, etc.)

Use the OEN as the key to collecting and storing data for this student.

**c) Paper Form**

If you do not have access to the internet, use the paper method to request an OEN for an individual or small group of students.

**Steps**

1. Determine if the student has already been assigned an OEN

Refer to the student's OSR folder or other source (e.g., report card) to look for the student's OEN. If the OSR or other documents such as a report card are not available, you may contact the ministry to determine if this student already has a number. Ministry staff will perform an inquiry (on-line) of the OEN application on your behalf.

2. If the student does not already have an OEN, make a request to obtain one.

If you are confident that the student does not have an OEN (e.g., born abroad, first year in an Ontario school), you may proceed to complete the paper form for this student, along with any other students, to request an OEN. Send the completed form to the ministry:

Ontario Education Number (OEN) Coordination Group  
Information Management Branch  
Ministry of Education  
12th floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2  
Telephone: 1-888-275-5934; Fax (416) 212-2763

Ministry staff will process your request.

3. Work with the ministry to review any matching records that may be returned by the OEN application. If the data submitted by the ministry to the OEN application matches data that is already in the database, ministry staff will contact you so that you can review these matching records together.

In reviewing it may be found that the student already has an OEN, and you will be provided with the number.

If it is found that none of the matching records belongs to the student, ministry staff will request, on your behalf, that an OEN be issued.

4. Record the OEN in your records (e.g., database, OSR folder, etc.)

Use the OEN as the key to collecting and storing data for this student.