



Elementary Letter of Promotion

This document replaces Term 2
Ontario Provincial Report Card

June 23, 2015

To: Parent/Guardian of <Student Name>
<Home Address (Student)>

Student:		OEN:	Days Absent	
			Term 2:	Year:
Grade:	Teacher:	Total Days Late		
		Term 2:	Year:	
School:		Board: Ottawa-Carleton District School Board		
Address:		Address: 133 Greenbank Rd, Nepean ON Canada K2H 6L3		
Telephone:		Principal:		

This is to confirm that <Student Name> will be placed in grade < > as of September 8, 2015.

This copy of this Letter of Promotion should be retained for reference. The original or an exact copy will be placed in the student's Ontario Student Record (OSR) folder and will be retained for five years after the student leaves school.

For students on an Individual Education Plan (IEP), the IEP will be retained in the school and parents/guardians can review page 4 of the IEP in the fall, should they wish to do so.

Congratulations on the completion of grade < >. I wish you every success in grade < >.

Sincerely,

<Principal>
<Name of School>

c.c. Ontario Student Record