

Research Guide 216
School, Student and Teacher Records

Last Updated: March 2023



Student teachers practice teaching kindergarten
at the Toronto Normal School
RG 2-257 Acc. 13522
Ontario teachers' college historical files



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In this guide

This guide has information on Archives of Ontario records about elementary and secondary school students and teachers, and how to access them.

*Please note: this guide contains links to information found in our online Archives Descriptive Database. On our website, this database is found under “Access Our Collections”. If you are using a print copy of this guide, go to page 11 for more information on how to find the online descriptions.

Where do I find these records?

We have:

- Student and administrative records from some schools and school boards, dating from the 1800’s to 1968

- Student and administrative records from “dissolved” school boards (school boards in isolated areas, that ceased to exist when the population left), from 1848 to 1994
- Records from normal and model schools (schools for training teachers), from the 1840’s to the 1970’s.
- Provincial government records about school inspections, student examinations, teacher training and certification, and teacher pensions, from the 1840’s to 1994 (mostly to the 1970’s)

You will need to visit the Archives to view most of them. Please contact us in advance to request them. Some of the records are on microfilm, and you do not need to order them in advance (with some exceptions). Libraries that offer interloan services may also borrow some of the reels for you. [Click here to view our Microfilm Interloan Catalogue](#). On our website, you will find the catalogue under “Access our Collections”.

Most school records on microfilm are also available through Family Search, and local archives, museums or public libraries may have copies. The Family Search website is www.familysearch.org.

School board and school inspection records before 1968 that we do not have may be with the current school board, or with a local archives, museum or public library. For records after the years mentioned in this guide, see below:

- For public and Roman Catholic school records, contact the school board
- For Ontario Student Records (OSR), contact the school board of the last school attended by the student)
- For records of private schools that still operate, contact the school
- For records of closed private schools, contact: Records Management Coordinator, Ministry of Education, Mowat Block, 23th Floor, 900 Bay Street, Toronto, Ontario M7A 1L2, 416-325-5668
- For records of teacher education programs at universities, contact the university
- For teacher certification records and information, contact the Ontario College of Teachers. Contact information is on their website, www.oct.ca.

What do I need to get started?

To find school records or records about schools, you need to know:

- the county or district, and the township, village, city or town where the school is or was located
- the school's name or school section number
- whether the school is or was public or separate (a publicly funded Roman Catholic or Protestant school).

To find records in our collections about a teacher's training and certification, you need to know where and when they studied to be a teacher.

The Records

*Please note: Most of these records are governed by the Freedom of Information and Protection of Privacy Act. You will need to submit a freedom of information request for records 100 years old or less that have personal information (except where noted in this guide or online descriptions). Please contact us for more information.

1. School and Student Records

1.1 Local school records, pre-1969

Until 1968, each public and separate school in rural areas was managed by its own elected board. In towns and cities, one public school board and one separate school board managed all schools. We have records for some schools. They may include:

- daily attendance registers
- general registers (recording passage from one grade to another)
- minute books of boards and ratepayers' meetings
- school regulations
- administrative and financial records
- school censuses
- school histories.

3. For information about school records that are part of our municipal records, go to our website's main page, [click on "Access Our Collections,"](#) and [click on "Archives and Information Management System. In the Archives and Information Management System \(AIMS\), click on "Archives repository \(only\)" button. On the "Welcome to the Archival Collection" search page. Type in the name of the municipality and the school* \(with the asterisk\) in the "keyword search" field.](#) Contact us for information about other school records we have.

1.2 Dissolved School Board Records, 1848 to 1993

In the 1980's and early 1990's, school boards in remote areas of Ontario were dissolved (meaning, the schools were closed and there was no successor board). Records from these school boards may include:

- attendance and general registers
- lists of students
- minute books of boards and ratepayers' meetings
- administrative records

The records are arranged based on the area of the province where the boards were located. See Table 1 below for a list of these records and information on how to view them.

Table 1: Dissolved school board records

Title	Reference Code	Dates
Midnorthern Ontario Dissolved School Board Records	Click here to view the description for RG 2-277	1912 to 1994
Northeastern Ontario Dissolved School Board Records	Click here to view the description for RG 2-275	1908 to 1983, 1987 to 1994
Northwestern Ontario Dissolved School Board Records	Click here to view the description for RG 2-246	1848 to 1997
Ottawa Valley Region Dissolved School Board Records	Click here to view the description for RG 2-248	1871 to 1985

1.3 Reports of academic standing / student records

Ontario students had to take province-wide examinations at various times during their course of studies. We have reports about the students who took those examinations, for the years 1867 to 1949. Information includes the student's name and age, where and when the exam was written and the grades the student received on the exams. For information about these records and how to view them, [click here to view the description for RG 2-133](#).

1.4 School inspector records

School inspectors visited schools to evaluate and report on the students' proficiency and the quality of the education provided. Reports they submitted to the Department of Education and reports submitted to them by school trustees may include student names as well as teacher names and qualifications. See Table 2 below for information about school inspector reports and related records that we have.

Table 2: School inspector records

Title	Reference Code	Dates
School Trustees' half-yearly reports to the Algoma Public School Inspectorate	Click here to view the description for RG 2-98-1	1862 to 1868 1875 to 1885
Annual Reports of Public School Inspectors	Click here to view the description for RG 2-100	1912 to 1937
Continuation School Inspectors' Reports	Click here to view the description for RG 2-108	1906 to 1913, 1918, 1924
County Grammar School Inspectors' Reports	Click here to view the description for RG 2-20	1855 to 1871

Title	Reference Code	Dates
English-French School Correspondence Files and Inspection Summary Registers	Click here to view the description for RG 2-102	1911 to 1927
High School and Collegiate Institute Inspectors' Field Notes	Click here to view the description for RG 2-106	1917 to 1944, 1949 to 1953
High School Inspectors' Annual Reports	Click here to view the description for RG 2-105	1872 to 1883, 1885 to 1932
High School Inspectors' Annual Summary Reports	Click here to view the description for RG 2-255	1888
Inspectors' Reports Relating to Teacher Supervision	Click here to view the description for RG 2-134	1950 to 1968
Public School Inspectors' Reports and Correspondence Files	Click here to view the description for RG 2-144	1870 to 1908

1.5 School information

Department of Education local school histories and teaching experiences files, 1846 to 1896

These files consist of responses to questionnaires sent to school secretaries in 1894, and superannuated (retired) teachers in 1896. Questionnaires sent to the schools asked for historical information about the school. Questionnaires sent to teachers asked for information about their teaching careers, the condition of the schools, and the equipment and books they used. For information about these records and how to view them, [click here to view the description for RG 2-87](#).

Dr. John George Hodgins, Librarian and Historiographer for the Department of Education, used these questionnaires in writing his *Documentary history of the Department of Education*. For information about this publication and how to view it at the Archives, [click here to access the entry in the Archives' library holdings](#).

Education Office Annual Reports of Local Superintendents and Local Boards of Trustees, 1850 to 1870

These reports contain information about teachers, including their name, qualifications, experience and salary, as well as information on school finance and buildings, and enrolment by subject. For information on these records and how to view them, [click here to view the description for RG 2-17](#).

Grammar school trustees' half-yearly returns and annual reports, 1854 to 1871

Grammar schools were high schools. School trustees' half-yearly returns to the Department of Education include the names and ages of students and the names of teachers. The annual reports consist of financial and statistical information. For

information about these records and how to access them, [click here to view the description for RG 2-21](#).

Lists of High School Principals and Assistants, 1891

These lists contain the following information about high school principals and assistants:

- name
- degree and university attended
- salary
- date of certificate
- date of appointment

For information about these records and how to view them, [click here to view the description for RG 2-184](#).

School reports, 1958 to 1994

These reports include statistical information on teachers and students. For information about these records and how to view them:

- [Click here to view the description for RG 2-127, Secondary School Principals' Statements, Statistical Reports and Inspectors' Reports, 1955, 1958 to 1971](#)
- [Click here to view the description for RG 2-48, Ministry of Education School September Reports, 1967 to 1994](#)

2. Teacher Records

We have records about teachers' training, certification, experience and pensions.

2.1 Normal and model school student records

Until the 1970's, teachers trained at normal and model schools. Normal schools trained high school graduates to become teachers. Model schools were "practical schools" established in public schools for training purposes.

Normal and model school records have information on individuals studying to become teachers in Ontario. Model school records also contain information on children who were taught by student teachers.

The Archives holds records from the following normal and model schools.

- Hamilton Normal School
- Lakeshore Teacher's College
- London Normal School
- Ottawa Model School

- Ottawa Normal School
- Peterborough Normal School
- Stratford Normal School
- Toronto Model School
- Toronto Normal School

[To view information about these schools and their records in our collections, click here](#), or, in the Archives Repository (only), browse “Records Creators.”

The Archives also holds publications from some of these schools (including histories and yearbooks). These publications are *not subject to access restrictions*. For information about these publications, [click here to search our library holdings by the name of the school](#).

Records of the University of Ottawa Normal School (training of French-speaking teachers) are with the University of Ottawa Records and Archives Management. Contact information is on their website, www.uottawa.ca/archives/en.

See table 3 below for Department of Education records about normal and model school students.

Table 3: Records about normal and model school students

Title	Reference Code	Dates
Departmental Reports of the Final Examinations of Teachers in Training	Click here to view the description for RG 2-342	1877 to 1962
County model school inspectors reports	Click here to view the description for RG 2-327	1877 to 1903
Model Schools Student Teachers Registers	Click here to view the description for RG 2-360	1908 to 1914
Normal Schools Applications Records	Click here to view the description for RG 2-361	1869 to 1921

2.2 Teacher and principal training and certification records

We have registers about people who received teacher or school principal certificates. The registers include the person’s name, qualification and type of certificate they possessed. We also have records about teachers and who took professional development courses. See table 4 below for a list of these records.

Table 4: Teacher and principal training and certification records

Title	Reference Code	Dates
Applications for Admission to the Ontario Library School	Click here to view the description for RG 2-226	1916 to 1927
First Class Teachers' Certificates Examination Applications	Click here to view the description for RG 2-320	1881 to 1884
Head Masters/Principals, Assistant Head Masters/Vice-Principals, and Permanent High School Teachers' Certificates Registers	Click here to view the description for RG 2-318	1875 to 1969
Inspectors' and Examiners' Certificates Registers	Click here to view the description for RG 2-334	1871 to 1979
Interim and Permanent Kindergarten and Primary School Teachers' Certificates Registers	Click here to view the description for RG 2-324	1909 to 1968
Interim High School Teachers' Certificates Registers	Click here to view the description for RG 2-319	1889 to 1969
Kindergarten Teachers' Certificates Examination Registers	Click here to view the description for RG 2-335	1887 to 1918
Letters of Permission Registers	Click here to view the description for RG 2-338	1948 to 1968
Letters of Standing for Elementary and Secondary School Teachers with Out-of-Province Qualifications Registers	Click here to view the description for RG 2-323	1952 to 1967
Manual Training Teachers' Certificates Registers	Click here to view the description for RG 2-330	1904 to 1971
Ministry of Education Supervisory Officers' certification files	Click here to view the description for RG 2-302	1982 to 1992
Ontario teachers' files	Click here to view the description for RG 2-280	1957 to 1987
Registers of First and Second Class Teachers' Certificates	Click here to view the description for RG 2-301	1853 to 1972
Registers of Third Class Teachers' Certificates	Click here to view the description for RG 2-317	1877 to 1948
Special Subjects Teachers' Certificates Registers	Click here to view the description for RG 2-326	1883 to 1965
Summer course files of the Physical and Health Education Branch	Click here to view the description for RG 2-94	1952 to 1964
Teacher-Librarians' Certificates Registers	Click here to view the description for RG 2-332	1929 to 1962
Teachers of Religious and Educational Communities Registers	Click here to view the description for RG 2-333	1907 to 1909

Title	Reference Code	Dates
Teachers' Summer Course Marks Sheets	Click here to view the description for RG 2-130	1959 to 1962, 1974
Teachers' Winter Course Mark Sheets	Click here to view the description for RG 2-233	1974
Temporary Teachers' Certificates Registers	Click here to view the description for RG 2-325	1885 to 1962
Vocational Education Teachers' and Principals' Certificates Registers	Click here to view the description for RG 2-331	1920 to 1968

2.3 Teacher pension and superannuation records

The Department of Education superannuation files, 1820 to 1919, include information that retired teachers and school inspectors submitted about their career in education. For information on these records and how to access them, [click here to view the description for sub-series RG 2-114-1](#).

The Teacher superannuation financial records, 1854 to 1948, include information about contributions to, and payment from, the superannuation fund for retired Ontario teachers. For information on these records and how to view them, [click here to view the description for RG 2-110](#).

3. Schools and Teachers in the Province of Ontario

The Ontario Department of Education published *Schools and Teachers in the Province of Ontario*, an annual listing of all schools and teachers, between 1911 and 1966, except for 1933. Information about teachers may include their certification, area of specialty (for high schools) and salary.

Access to this publication is not restricted. You can view it on microfilm in our reading room, and libraries that offer interloan services can borrow it for you. For more information, [click here to access the interloan catalogue](#) (you will find the catalogue in the "Access Our Collection" section on our Website).

The Ontario Institute for Studies in Education/University of Toronto has digitized their copy of this publication. [Click here to view the digital copy of Schools and Teachers in the Province of Ontario on the Internet Archives website](#). The Internet Archives website is www.internet.org.

Are there related records?

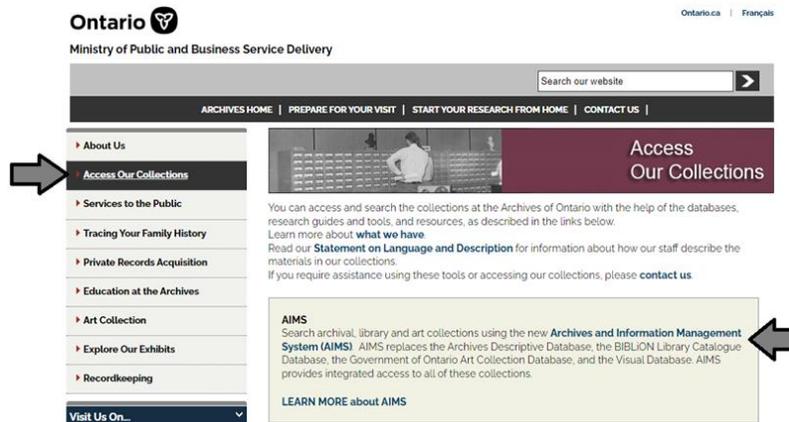
Other records from the Ministry of Education and its predecessors may include information about individual students, teachers and schools. [To view information about](#)

[the Ministry, its predecessors and their records at the Archives, click here](#), or, in the Archives Repository (only) browse “Records Creators.”

Records from the Ontario Registered Music Teachers’ Association contain information about music teachers who were members of that organization. For information on these records and how to view them, [click here to view the description for F 1223](#)

How do I get to the online descriptions?

1. On our website’s main page, click on “Access Our Collections”, and click on “Archives and Information Management System”, as shown in the image below::



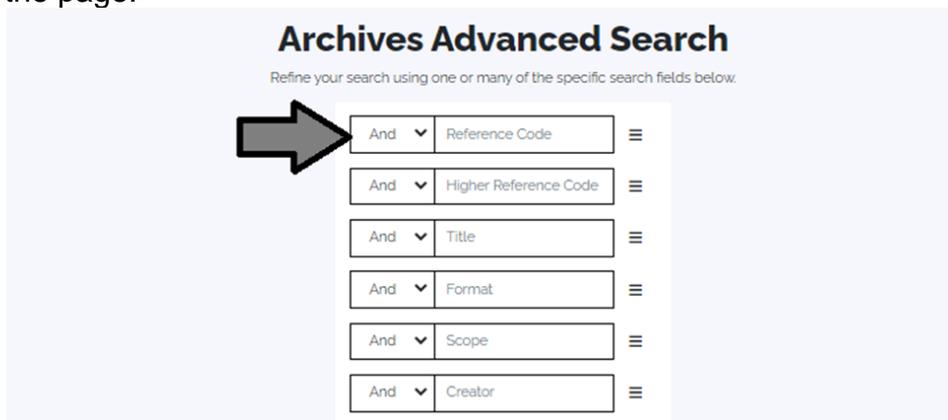
2. In the Archives and Information Management System (AIMS), click on “Archives repository (only)” button:



3. On the “Welcome to the Archival Collection” search page, click “Advanced Search.”



4. On the “Archives Advanced Search” page enter the reference code (that’s the number starting with C, F or RG) in the Reference Code field and click “Search” (at the bottom of the page).



Contact us

Although unable to do your research for you, our reference archivists are waiting to assist you. You may call or write to them by mail or email or — best of all — visit the Archives of Ontario.

Telephone: 416-327-1600 Toll free (Ontario): 1-800-668-9933

Email: [Click here to email the Archives of Ontario](mailto:reference@ontario.ca). The e-mail address is reference@ontario.ca

Address: Archives of Ontario, 134 Ian Macdonald Blvd., Toronto, ON M7A 2C5

Website

Visit our website for information about our collections and our services, our online exhibits and education programs, and links to our social media accounts. [Click here to visit our website](http://www.archives.gov.on.ca/). The website is www.archives.gov.on.ca/.

Customer Service and Research Guides

Our guides contain information about our services, freelance researchers available to do research for you, and some of most popular records. [Click here to view our guides](#). To find the “Research Guides and Tools” on our website, click on “Access our Collections.”

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