

Research Guide 216  
School, Student and Teacher Records

Last Updated: August 2021

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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](http://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](http://www.oct.ca).

## **Records of Indigenous children who attended residential schools**

For information on searching records of Indigenous children who attended residential schools, visit the Library and Archives Canada resources page, <https://www.bac-lac.gc.ca/eng/discover/aboriginal-heritage/Pages/residential-schools-resource-sheets.aspx>.

## **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 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 area 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.

For information about school records that are part of our municipal records, [click here to view the "Search Groups of Archival Records" page, then enter the name of the municipality in the "keyword in title" field and the word school\\* \(with the asterisk\) in the "keyword" field](#). To find the "Search Groups of Archival Records" page in the Archives Descriptive Database, click on "Advanced Search".

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

<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Midnorthern Ontario Dissolved School Board Records	<a href="#">Click here to view the description for RG 2-277</a>	1912 to 1992
Northeastern Ontario Dissolved School Board Records	<a href="#">Click here to view the description for RG 2-275</a>	1908 to 1983, 1987 to 1993
Northwestern Ontario Dissolved School Board Records	<a href="#">Click here to view the description for RG 2-246</a>	1848 to 1993
Ottawa Valley Region Dissolved School Board Records	<a href="#">Click here to view the description for RG 2-248</a>	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

<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Algoma Public School Inspectorate School Trustees' Half-Yearly Reports	<a href="#">Click here to view the description for RG 2-98-1</a>	1862 to 1885

<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Annual Reports of Public School Inspectors	<a href="#">Click here to view the description for RG 2-100</a>	1912 to 1937
Continuation School Inspectors' Reports	<a href="#">Click here to view the description for RG 2-108</a>	1906 to 1913, 1918, 1924
County Grammar School Inspectors' Reports	<a href="#">Click here to view the description for RG 2-20</a>	1855 to 1871
English-French School Correspondence Files and Inspection Summary Registers	<a href="#">Click here to view the description for RG 2-102</a>	1911 to 1927
High School and Collegiate Institute Inspectors' Field Notes	<a href="#">Click here to view the description for RG 2-106</a>	1917 to 1944, 1949 to 1953
High School Inspectors' Annual Reports	<a href="#">Click here to view the description for RG 2-105</a>	1872 to 1883, 1885 to 1932
High School Inspectors' Annual Summary Reports	<a href="#">Click here to view the description for RG 2-255</a>	1888
Inspectors' Reports Relating to Teacher Supervision	<a href="#">Click here to view the description for RG 2-134</a>	1950 to 1968
Public School Inspectors' Reports and Correspondence Files	<a href="#">Click here to view the description for RG 2-144</a>	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 a 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 BiBLION, the Archives' library database](#). You will find BiBLION in the "Access our Collections" section of our website.

### 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, 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 Descriptive database, click on “Advanced Search” then on “Search 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 BiBLION, our library catalogue, by the name of the school](#). You will find BiBLION in the “Access our Collections” section of the Archives’ website.

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](http://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

<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Departmental Reports of the Final Examinations of Teachers’ in Training	<a href="#">Click here to view the description for RG 2-342</a>	1877, 1897 to 1903, 1908 to 1914, 1960 to 1962
Inspector’s Reports / Inspector of County Model Schools	<a href="#">Click here to view the description for RG 2-327</a>	1894 to 1903
Model Schools Student Teachers’ Registers	<a href="#">Click here to view the description for RG 2-360</a>	1908 to 1914



<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Normal Schools Applications Records	<a href="#">Click here to view the description for RG 2-361</a>	1869 to 1872, 1897 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

<b>Title</b>	<b>Reference Code</b>	<b>Dates</b>
Applications for Admission to the Ontario Library School	<a href="#">Click here to view the description for RG 2-226</a>	1916 to 1927
First Class Teachers' Certificates Examination Applications	<a href="#">Click here to view the description for RG 2-320</a>	1881 to 1884
Head Masters/Principals, Assistant Head Masters/Vice-Principals, and Permanent High School Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-318</a>	1875 to 1969
Inspectors' and Examiners' Certificates Registers	<a href="#">Click here to view the description for RG 2-334</a>	1871 to 1979
Interim and Permanent Kindergarten and Primary School Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-324</a>	1909 to 1968
Interim High School Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-319</a>	1889 to 1969
Kindergarten Teachers' Certificates Examination Registers	<a href="#">Click here to view the description for RG 2-335</a>	1887 to 1918
Letters of Permission Registers	<a href="#">Click here to view the description for RG 2-338</a>	1948 to 1968
Letters of Standing for Elementary and Secondary School Teachers with Out-of-Province Qualifications Registers	<a href="#">Click here to view the description for RG 2-323</a>	1952 to 1967
Manual Training Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-330</a>	1904 to 1971
Ministry of Education Supervisory Officers' certification files	<a href="#">Click here to view the description for RG 2-302</a>	1982 to 1992
Ontario teachers' files	<a href="#">Click here to view the description for RG 2-280</a>	1957 to 1987
Registers of First and Second Class Teachers' Certificates	<a href="#">Click here to view the description for RG 2-301</a>	1853 to 1972

Title	Reference Code	Dates
Registers of Third Class Teachers' Certificates	<a href="#">Click here to view the description for RG 2-317</a>	1877 to 1948
Special Subjects Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-326</a>	1883 to 1965
Summer Courses Files	<a href="#">Click here to view the description for RG 2-94</a>	1954 to 1964
Teacher-Librarians' Certificates Registers	<a href="#">Click here to view the description for RG 2-332</a>	1929 to 1962
Teachers of Religious and Educational Communities Registers	<a href="#">Click here to view the description for RG 2-333</a>	1907 to 1909
Teachers' Summer Course Marks Sheets	<a href="#">Click here to view the description for RG 2-130</a>	1959 to 1962, 1974
Teachers' Winter Course Mark Sheets	<a href="#">Click here to view the description for RG 2-233</a>	1974
Temporary Teachers' Certificates Registers	<a href="#">Click here to view the description for RG 2-325</a>	1885 to 1962
Vocational Education Teachers' and Principals' Certificates Registers	<a href="#">Click here to view the description for RG 2-331</a>	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](http://www.internet.org).

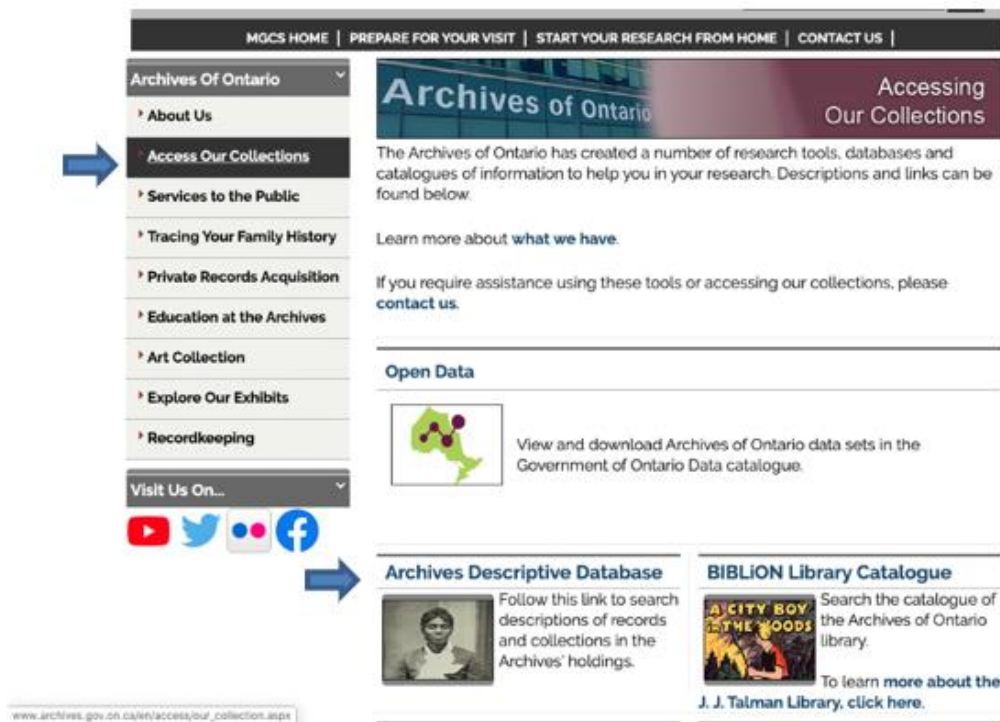
## Are there related records?

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' Archives Descriptive database, click on "Advanced Search" then on "Search 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 Descriptive Database", as shown in the image below:



2. In the Database, click on "Advanced Search":

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# Archives Descriptive Database

The Archives Descriptive Database is the online guide to the archival holdings of the Archives of Ontario.

**New in the Archives Descriptive Database**  
To begin, choose one of the three search options below.

**Option 1: Keyword Search** HELP

Your search returned no results. Please try another search strategy.

Enter a search term or terms:

All these keywords  
  Any of these keywords  
  Exact Phrase

SEARCH

**Sources of Family History**

**Ontario Vital Statistics Records**

If you are researching your **family history** or looking for **historic birth, marriage or death** records, click one of the links above.

**Option 2: Browse Record Creators**

**Browse Record Creators**

Browse an alphabetical list of the government of Ontario agencies, people, and private sector organizations that have created archival records. Descriptions of record creators link to descriptions of records that the person or agency created.


**Option 3: Advanced Search**

**Advanced Search**

For more advanced search options choose advanced search.

3. On the “Advanced Search” page, click on “Search Groups of Archival Records”:

This image shows the "Advanced Search" page in the Archives Descriptive Database, with an arrow pointing to the "Search Groups of Archival Records" button.

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## Advanced Search Options

HELP

[Return to Main Search Page](#)

For advanced search features, choose one of the search options provided below:

**Search Files and Items**

Form Part of

Consist of

**Search Groups of Archival Records**

Are Created by

Create

**Search Record Creators**

**Search descriptions of files and items** (such as letters, maps, or audio recordings) in the Archives' holdings. Included are links to the larger group of records to which a file or item belongs.

**Search descriptions of the groups of archival records** that make up our holdings. These include records created by both the Government of Ontario and the private sector. Where available, links are provided to lists of related files and items.

**Search descriptions of Ontario government agencies, families, persons, and private sector organizations that have created archival records** in our holdings. Included are links to information about the archival records created by each person, organization or agency.

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4. On the “Search Groups of Archival Records” page, enter the reference code (that’s the number starting with C, F or RG).

## 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](mailto: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](#). The website is [www.ontario.ca/archives](http://www.ontario.ca/archives).

## 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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