
Student and Teacher Records

216 Research GuideMost Recent Update: March 2011

This research guide provides general information and listings of various Ontario elementary and secondary student and teacher records in the Archives of Ontario's collections.

In researching student and teacher records at the Archives, please note that further to the Freedom of Information and Protection of Privacy Act, 1990, there is restricted access to records 100 years old or less that have personal information (except where noted in this research guide). Please speak with a reference archivist for more information.

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All descriptions for records mentioned in this guide are available in our online Archives Descriptive Database. You will find the database in the "Start Your Research" section of our website.

THE RECORDS

School Board Records

School board records may include:

- administrative records
- daily attendance registers*
- general registers* (recording passage from one grade to another)
- minute books of boards and ratepayers meetings.

*Registers may contain students' names and ages, parents' or guardians' names and information on school attendance, graduation and moves.

Please note that the Archives of Ontario does not have any school records from the former Toronto Public Schools Board and Toronto Roman Catholic School Board.

1968 and Earlier School Board Records

- The Archives of Ontario has pre-1969 records for a **limited number** of local school boards across Ontario. Please speak with a reference archivist for information about accessing these records.
- Check the [Education Collection \(F 1210\)](#) and the [Niagara Historical Society Collection \(F 1138\)](#) for additional records

Please note: If you are unable to find the records you are looking for, they may not have been transferred to the Archives and may be in the custody of the Board or a local archives or museum.

1969 and Later School Board Records

- For public and Roman Catholic school records, contact the school board.
- 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, 13th Flr.
900 Bay Street
Toronto, ON M7A 1L2
416-325-2492

Records of residential schools that First Nations children attended,

Contact: Indian Residential Schools Resolution Canada
90 Sparks Street, Room 341
Ottawa, ON K1A 0H4

OR

The Indian Residential Schools Help Desk, 1-800-816-7293.

Dissolved School Board Records, 1848-1986

In the 1980s, school boards in remote areas of Ontario were dissolved (i.e., there was no successor board). The records from these boards were transferred to the Archives of Ontario. They may include attendance and general registers, lists of students, minute books of boards and ratepayers meetings, and administrative records. The records are arranged into the following series, based on the area of the province where the boards were located:

Reference Code	Title	Dates
RG 2-277	Midnorthern Ontario Dissolved School Board Records	1912-1992
RG 2-275	Northeastern Ontario Dissolved School Board Records	1908-1983, 1987-1993
RG 2-246	Northwestern Ontario Dissolved School Board Records	1848-1993
RG 2-248	Ottawa Valley Region Dissolved School Board Records	1871-1985

Trustees' Records

The [Grammar School Trustees' Half-Yearly Reports \(RG 2-21\), 1854-1871](#) has the names and ages of students and the names of teachers across Ontario.

School Inspection and Examination Records

Reports of Academic Standing / Student Records (RG 2-133)

These records have examination results of students who wrote the various provincial-wide examinations between 1867 and 1917. The reports document the student's name, age, where the exam was written, the date it was written and the grades the student received on the exams. Contact a reference archivist for information about accessing these records.

School Inspector Records

School inspector reports may include student names as well as teacher names and qualifications. The Archives has the following series:

Reference Code	Title	Dates
RG 2-98-1	Algoma Public School Inspectorate School Trustees' Half-Yearly Reports	1862-1885
RG 2-100	Annual Reports of Public School Inspectors	1912-1937
RG 2-105	High School Inspectors' Annual Reports	1872-1883, 1885-1932
RG 2-106	High School and Collegiate Institute Inspectors' Field Notes	1917-1944, 1949-1953
RG 2-255	High School Inspectors' Annual Summary Reports	1888
RG 2-20	County Grammar School Inspectors' Reports	1855-1871
RG 2-102	English-French School Correspondence Files and Inspection Summary Registers	1911-1927
RG 2-17	Education Office Annual Reports of Local Superintendents and Local Boards of Trustees	1850-1870
RG 2-134	Inspectors' Reports Relating to Teacher Supervision	1950-1968
RG 2-108	Continuation School Inspectors' Reports	1906-1913, 1918, 1924
RG 2-144	Public School Inspectors' Reports and Correspondence Files	1870-1908

School Reports

School boards submitted these reports at the start of the academic year. The reports included information on teachers and students. The Archives holds two series:

- [Ministry of Education School September Reports \(RG 2-48\), 1967-1991](#)
- [Secondary School Principals' Statements, Statistical Reports and Inspectors' Reports \(RG 2-127\) 1958-1971.](#)

Information on Teachers

Normal and Model School Student Records

Until the mid-1960s, teachers trained at normal and model schools; normal schools trained high school graduates to become teachers, while model were "practical schools" established in public schools for training purposes. Universities then took over responsibility for teacher training. The Archives has records of model and normal schools. Universities have records from the mid-1960s onward.

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 following series contain student records from the normal and model schools:

Reference Code	Title	Dates
RG 2-342	Departmental Reports of the Final Examinations of Teachers' in Training	1877, 1897-1903, 1908-1914, 1960-1962
RG 2-360	Model Schools Student Teachers' Registers	1908-1914
RG 2-361	Normal Schools Applications Records	1869-1872, 1897-1921

Also, search the [Archives Descriptive Database](#) (use the "Search Records Creator" option) for a description and a list of records series for the following 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

Publications from some of these schools (including histories and yearbooks) are available in the Archives' Reading Room. These publications are not subject to access restrictions. Search [BIBLION](#), our online library catalogue, by the name of the school (you will find this database in the "Start Your Research" section of our website).

Teacher and Principal Training and Certification Registers

These registers have information on individuals who obtained certificates allowing them to teach or to become principals in Ontario. The registers include the individual's name, qualification and type of certificate he or she possessed.

Reference Code	Title	Dates
<u>RG 2-226</u>	Applications for Admission to the Ontario Library School	1916-1927
<u>RG 2-20</u>	County Grammar School Inspectors' Reports	1855-1871
<u>RG 2-87</u>	Department of Education Local School Histories and Teaching Experiences Files	1846-1896
<u>RG 2-320</u>	First Class Teachers' Certificates Examination Applications	1881-1884
<u>RG 2-318</u>	Head Masters/Principals, Assistant Head Masters/Vice-Principals, and Permanent High School Teachers' Certificates Registers	1875-1969
<u>RG 2-327</u>	Inspector's Reports / Inspector of County Model Schools	1894-1903
<u>RG 2-334</u>	Inspectors' and Examiners' Certificates Registers	1871-1979
<u>RG 2-324</u>	Interim and Permanent Kindergarten and Primary School Teachers' Certificates Registers	1909-1968
<u>RG 2-319</u>	Interim High School Teachers' Certificates Registers	1889-1969
<u>RG 2-335</u>	Kindergarten Teachers' Certificates Examination Registers	1887-1918
<u>RG 2-338</u>	Letters of Permission Registers	1948-1968
<u>RG 2-323</u>	Letters of Standing for Elementary and Secondary School Teachers with Out-of-Province Qualifications Registers	1952-1967
<u>RG 2-184</u>	Lists of High School Principals and Assistants	1891
<u>RG 2-330</u>	Manual Training Teachers' Certificates Registers	1904-1971
<u>RG 2-369</u>	Municipal Recreation Directors' Certificates, Technical Institutes Assistants Certificates, and Arena Managers' Certificates Register	1954-1971
<u>RG 2-301</u>	Registers of First and Second Class Teachers' Certificates	1853-1972
<u>RG 2-317</u>	Registers of Third Class Teachers' Certificates,	1877-1948
<u>RG 2-326</u>	Special Subjects Teachers' Certificates Registers	1883-1965
<u>RG 2-94</u>	Summer Courses Files	1954-1964
<u>RG 2-332</u>	Teacher-Librarians' Certificates Registers	1929-1962
<u>RG 2-333</u>	Teachers of Religious and Educational Communities Registers	1907-1909
<u>RG 2-130</u>	Teachers' Summer Course Marks Sheets	1959-1962, 1974
<u>RG 2-233</u>	Teachers' Winter Course Mark Sheets	1974
<u>RG 2-325</u>	Temporary Teachers' Certificates Registers	1885-1962

Reference Code	Title	Dates
<u>RG 2-331</u>	Vocational Education Teachers' and Principals' Certificates Registers	1920-1968

Schools and Teachers in the Province of Ontario

The Ontario Department of Education published *Schools and Teachers in the Province of Ontario* annually between 1911 and 1966, except for 1933 . It lists all teachers in Ontario by the school at which they taught in the fall school term of each year.

Access to this publication is not restricted. Copies of this publication and manuscript for the unpublished 1933 edition are available on microfilm in the Archives' Reading Room and through-interlibrary loan. See the [online microfilm list](#) for more information (you will find this list in our online Microfilm Interloan Catalogue, located in the "How to Access Your Records" section of our website)..

Teacher Pension Applications

The Archives has the following records:

- [Department of Education Superannuation Applications Files \(RG 2-114-1\), 1820-1919](#): The records include information that retired teachers and school inspectors submitted on their career in education.
- [Teachers' Superannuation Financial Records \(RG 2-110\), 1854-1948](#): The records include information on contributions to, and payments from, the superannuation fund for Ontario teachers.

MAKING CONTACT

Ready and Willing

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

Contact us

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

Fax: 416-327-1999

Email: reference@ontario.ca

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

Website

For information about the Archives' holdings, as well as access to research guides and other customer service materials available through the Archives of Ontario, please visit our website www.ontario.ca/archives.

Customer Service and Research Guides

The Archives of Ontario has published a series of in-depth research guides on a variety of specific topics. For more information, please see “Research Guides and Tools” under “Start Your Research” on the home page of the Archives website.

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This document may contain references to electronic links that can be activated only by using the HTML version found on the Archives of Ontario website.

This information is provided as a public service. Although we endeavour to ensure that the information is as current and accurate as possible, errors do occasionally occur. Therefore, we cannot guarantee the accuracy of the information. Readers should where possible verify the information before acting on it.