

**Ministry of Education**

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900 Bay Street  
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**Ministère de l'Éducation**

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900 rue Bay  
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**MEMORANDUM TO:** Directors of Education  
Secretaries of School Authorities  
Principals of Elementary/Secondary Schools  
Principals of Provincial and Demonstration Schools  
Principals of Private Schools  
Principal of the Independent Learning Centre  
Managers of Field Services' Regional Offices

**FROM:** Grant Clarke  
Director  
Student Success/Learning to 18  
Strategic Policy Branch

Ginette Plourde  
Director  
French-Language Education  
Policy and Programs Branch

**DATE:** November 6, 2008

**SUBJECT:** *Lowe-Martin Group, New Provider for the Bulk Printing, Manufacturing, Inventory and Distribution of Ontario Student Records and Ontario Student Transcripts for years 2008 - 2011*

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The Ministry of Education is pleased to announce the appointment of a new supplier for Ontario Student Records and Transcripts. The Lowe-Martin Group (LMG), with offices in Mississauga and Ottawa, will be the new provider for the bulk printing, manufacturing, inventory and distribution of the Ontario Student Records and Ontario Student Transcripts.

Data Group, the current vendor, will continue to provide OSR and OST forms and files until November 15, 2008 by fax at 905-793-3621 or 1-888-206-6441. For information contact Data Group at 905-494-4193 or 1-866-211-1718. **You are encouraged to order what you will need from Data Group for the balance of the calendar year before November 15, 2008.**

Beginning today, The Lowe-Martin Group will be accepting pre-registrations for their OSR/OST forms and files online ordering tool, OmniConnex™ (see attached). The District School Board or school contact person responsible for ordering OSR/ OST forms and files should complete the Lowe-Martin client registration form at <http://www.Lmggroup.com/order/omniconnex/registrar.asp>.

A welcome email containing your login ID will follow December 1, 2008 confirming ordering instructions and information including a link to OmniConnex™ online ordering tool. Shortly thereafter, you will receive a follow-up email containing your login password. Authorized users are responsible for maintaining confidentiality for the assigned user name and password and must not share this information with other staff.

*(Note: OSR/OST forms and files are normally ordered by the district school board unless a board has delegated this responsibility to individual schools.)*

Please direct any questions regarding the Ontario Student Records and Ontario Student Transcripts to Toni Mancini, Ministry of Education at (416) 327-1283.

Grant Clarke

Ginette Plourde

Attachment