Ministry of Education
User Guide
for the
School Facilities Inventory System Application

Version 3.0
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Purpose of this Guide

This guide has been developed as a resource to help you use the School Facilities Inventory System (SFIS) application. The objective of this guide is to provide all the information you need to access and use the system. It combines step-by-step instructions along with a comprehensive look at each of the functions. The actions are described and are followed by the respective screenshots to provide illustration from the application.

You are strongly encouraged to read this guide in full, to ensure that you are aware of all aspects of the SFIS application.

Note: It is possible that some of the screens you will see online may not be exactly as shown in this guide.

Overview

The School Facilities Inventory System (SFIS) contains key information on the physical inventory of all school facilities in Ontario.

The inventory information allows for the measurement of school capacity and utilization on a consistent basis across the province. The information is utilized, on an annual basis, to determine the:

- Grant for School Operations
- Grant for School Renewal
- Grant for New Pupil Places

The purpose of this Instruction Guide is to provide step-by-step information on how to:

- access and update information in the system
- submit the information required under the Accountability Framework for the Pupil Accommodation Grant.

Connecting to the SFIS Application

- Appropriate access registration forms must be completed before a username and password will be provided – for a new user
- Use the current user name and password – for existing SFIS users
- Logging on will result in:
  - o A secure connection between your computer and the SFIS application via the Internet
  - o Access to specific SFIS modules (and menus) based on the role you have been assigned, e.g., Board level- user, Board read only level –user or Ministry-level user.
- You must change your password after the first log-in and on a regular basis after that (every 90 days or so)

Logging on for the first time in the new SFIS application

Action	Result
Enter the URL: https://sfis.edu.gov.on.ca on your browser's address bar.	Access the bilingual default page for the Ministry of Education's SFIS Application.

SFIS default page

Action	Result
Bookmark this page or create a shortcut on your desktop for easier access in the future.	The method for doing this depends on your browser and operating system. This will save you from having to type in the URL each time you want to access the SFIS.
Select English or Français	You will be taken to the SFIS System's log-in page.

Log-in Screen

Action	Result
Enter the user name and password provided to you (same as the current SFIS user name and password). NOTE: User name and Passwords are case sensitive. They expire during the first log in and must be changed. Click on Submit	You will be prompted to change your password during the first log on into the new SFIS system.
Click on Reset	Information in fields will be erased allowing you to start again.
Click on Français to change working language to French. (if coming from English login from the Home page)	Page will be redisplayed in French.

Click on English to change working language to English. (if coming from Français login from the Home page)	Page will be redisplayed in English.

Change Password Screen
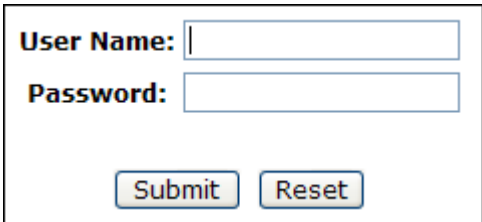
You will need to change your password the very first time you log in. You will be required to do so after that on a regular basis (every 90 days).

Action	Result
Enter the current password you are using for SFIS login.	You will see ********* in the password fields.
Enter your new password twice - once in the "New Password" field and once in the "Confirm New Password" field. Your password must: ▪ not be the same as your old password ▪ not be made up of your name or user name ▪ not contain accented characters like è, á, ô, Ç or É ▪ be at least 8 characters long ▪ contain an upper case letter ▪ contain an lower case letter ▪ contain a number Examples: Duckie41 or 77School	If unsuccessful, make sure that you have included all the necessary components of the password.

Click on Submit.	You will be redirected to the SFIS application home page having access to the menus functions.
Click on Reset.	Erase information in fields and start again.

Logging on after the first time

Action	Result
Enter the URL https://sfis.edu.gov.on.ca into your browser's address bar or access the shortcut or favourite/bookmark that you created.	Access the Log-in screen. **User Name:** [ ] **Password:** [ ] Submit Reset
Enter your User Name and Password. Click on Submit.	Go to the SFIS System's English or French Application Home page and having access to the SFIS functionalities.
Click on Reset.	Information in fields will be erased allowing you to start again.

SFIS Application Home Page
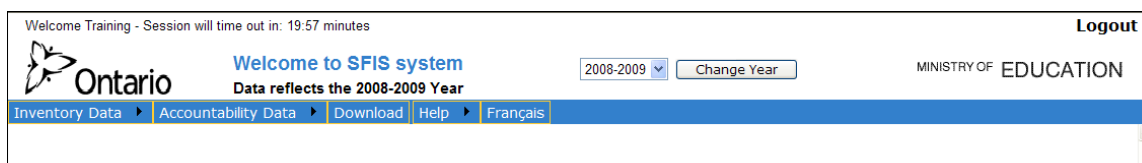
On the main page of the SFIS application, the User Name are displayed on the top left corner of the screen along with the remaining time of current user session.

Every subsequent access to the system will reset the timer's count down timer of the current user session. The session timeout is 20 minutes, in other words if the user opens up the SFIS screen and does not perform any inactivity after 20 minutes he will be automatically logged off. Any trial to access the system after the 20 minutes inactivity time will result in a redirection to the SFIS default page and login screen.

For the logging out of the system the user needs to click on the *Logout* link located on the right top corner of the each screen.

The main menu bar will display only those modules to which the user role has been granted access to and may not appear exactly as shown above.

Access the modules and options from the function menu bar as follows:

Inventory Data

- Allows access to the Facilities and Capital Plan data

This module is available to Board-level users and Ministry-level users. You will only be able to access the data related to your board for board level users.
If the level of permission is setup as read only the data will be presented in a read only format and no data change will be allowed to the user.
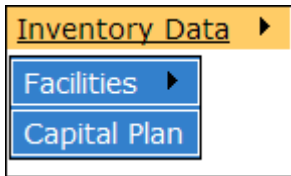
Accountability Data

- Funded Projects
- Capital Priorities Template
- Enrolment Pressures
- Prohibitive to Repair
- Capital Transitional Adjustment
- New Pupil Places
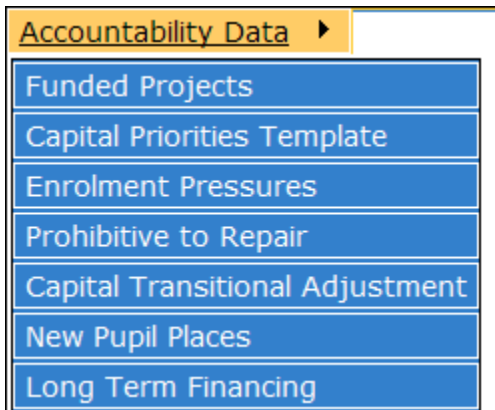- Long Term Financing

This module is available to Board-level users and Ministry-level users. You will only be able to access the data related to your board for board level users.

Download

- Allows access to the SFIS historical "Download" section

This module is available to all system users.

Help

- Allows access to the SFIS instruction guide and online help
- Contains the contacts info for SFIS support, Capital Analysts and Financial Officers

This module is available to all system users.
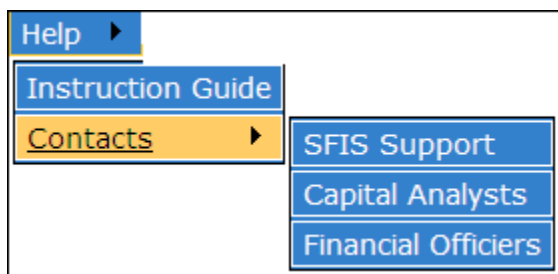
Français / English

- Allows language changes (if English will appear Français, if language if French will appear English)

This option is available to all system users.

Change Year

- Available as part of the top up page
- The year selection should be confirmed by the button "Change Year"
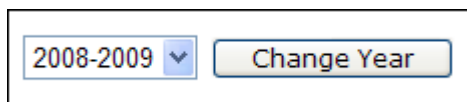
- Allows access to the SFIS instruction guide and online help

Instructions

Action	Result
Point to a menu item on the function menu bar and then select an item from the	The requested page will be opened.

drop-down list	
Click on the *Logout* link located at the top right side of the screen to log out the user and close the current session.	Logs out the user from the SFIS application and the system navigates to the SFIS home page. We strongly recommend the user to use this option every time when she/he finishes to work with the SFIS system.

Inventory Data

The *Inventory Data* module is available to the Board-level users and Ministry-level users.

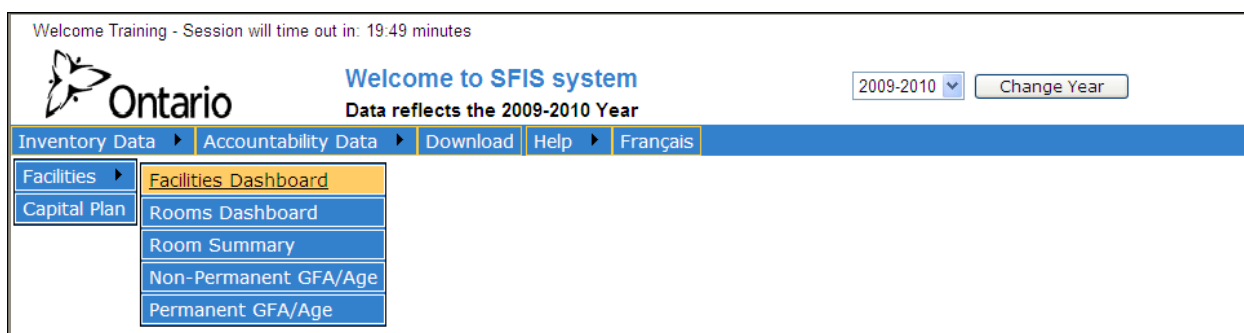This module allows the users to perform the following tasks:

- Facilities access
    - Facilities Dashboard - Query and Filter Facilities
    - Create a new facility
    - Edit an existing facility
    - Create/update rooms for an existing facility
    - Views rooms summary
    - Add/update permanent space to a given facility
    - Add/update non-permanent space to a given facility
    - Export to Excel facilities data at different levels (including rooms/permanent and non-permanent space)
- Capital Plan access
    - All the current Capital Plan functions

Facilities access

To access this module, click on the Main menu item *Inventory Data* on the main menu and select *Facilities* sub-menu item.

The *Facilities* module allows SFIS users to:
- Query and Filter Facilities – Facilities Dashboard
- Create a new facility
- Edit an existing facility

      o   Export to Excel facilities data with various search criteria and filtering applied

Board-level users can only manage facilities of their own boards.

The Ministry-Level users can access the facilities information for all the boards for all the regions in the province. Usual the ministry level users will not be allowed to change the board's facility information. As per board's request, the System administrator user will be allowed to alter the board's facility data.

If the user logged in is a read-only user, the access will be granted at read only level (with no data modification allowed).

Facilities Dashboard

Facilities Dashboard is the default view for the *Facilities* module.

It contains a series of the new enhancements compared to the previous system release:
- New searching and filtering capabilities based on a pre-established set of Facility related info (with applicable filtering values – minimum/maximum range)
- *Favourite views* – provide to the user the option to define up to 50 saved query results criteria
- *Default Facility view* – allows the user to define a default facility view which will be automatically displayed when the user access the *Facilities* module
- Sorting and paging capabilities for the facility datasets elements – allows the user to sort by facility grid columns and specify how many records she/he wants to view per page
- Export to Excel capabilities for the facility datasets at any point, with any search criteria or sorting applied (including the custom queries results, favourite searches or default view)

The pre-established set of Facilities related info available for query and filtering are:

Field Name	System Default Query	Mandatory
SFIS#	Yes	Yes
Name	Yes	Yes
Address	No	No
City	Yes	No
Postal Code	No	No
Panel	Yes	No
Status	Yes	No
Campus ID	No	No
OTG (On The Ground capacity)	Yes	No
Total GFA (m^2)	Yes	No
GFA Over 20 Years Old (m^2)	No	No
GFA Under 20 Years Old (m^2)	No	No

	Yes	No
NPP (New Pupil Places)	Yes	No
ADE (Average Daily Enrolment)	Yes	No
Perm. RCM Units	Yes	No
Non-Perm. GFA (m^2)	Yes	No
OTG Enrolment pressure	No	No
NPP Enrolment pressure	No	No
Portable Units	Yes	No
GFA Portable	No	No
Portapak Units	Yes	No
GFA Portapak	Yes	No
Non-Perm. RCM Units	Yes	No
GFA RCM	No	No
Map	Yes	No

The rest of this section describes the tasks and their respective steps that can be performed using this module.

System Default Query

When the user selects the *Facilities* sub-menu item from the *Inventory Data* main menu, the system will display the user's default view previously saved. If no default view has been already defined, a system default view will be displayed instead. The system default view contains all the facilities data elements from the above table, marked as *System Default Query=Yes*.

Image Toolbar

An image toolbar will be presented on the left top corner screen of the Facilities Dashboard. This will allow navigation to various functions available within the Facilities Dashboard.
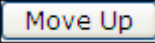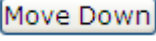
Image	Tool tip	Action
	New Search	Allows the user to perform a new query for the Facilities by selecting from a pre-established set of data elements. Navigates to *Facility – Custom Query* screen
	My Favourite Queries	Allows the user to manage the previously saved favourites queries. Navigates to *My Favourite Queries* screen
	Print	Opens up a new window with the current active (on the screen) facilities dataset in a printer friendly format.
	Export to Excel	Allows the user to export to excel the current active (on the screen) facilities data set.
	Save as default view	Saves the current facilities views as a default one.
	Remove default query	Removes the previously saved default view. If no default view has been already defined, this will be invisible.
	Save as favourite view	Saves the current facilities views as a default one. Navigates to *Save as favourite view* screen.
	Add New Facility	Allows the entitled users to add a new facility. Navigates to *Add New Facility* screen. This icon will be visible only to the users who have permission to create new facilities.
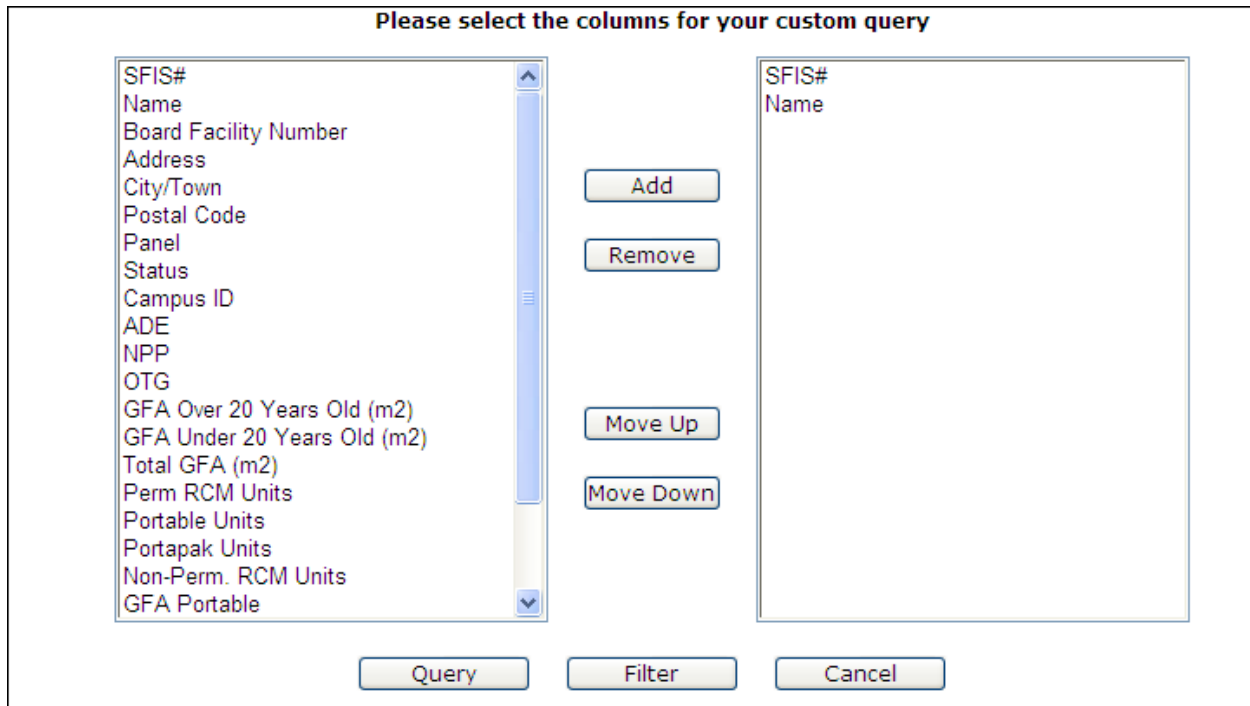
Facility – Custom Query

Click on the image from the images toolbar in the *Facilities Dashboard* screen. You will be presented with the Facility – Custom Query screen and asked to select the fields which will be part of your new custom query. This screen consists of two boxes, left side containing the fields you can select from and the right side the current selections.

There are 2 fields *SFIS#* and *Name* which are mandatory for each new query selection and which already pre-populate the right box selection.

Moving fields from one box into the other can be done by selecting the respective field and using the ⎍ Add ⎍ and ⎍ Remove ⎍ buttons.

Moving the fields up and/or down in the selected list can be done using the [Move Up] and [Move Down] buttons.

There are three action buttons on this screen:
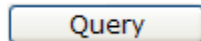
[Query]

Use this button to display the facilities elements returned as a result of the current fields selection with no filtering criteria applied.
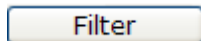
[Filter]

Use this button to apply filter criteria to the current fields selection.

Click on [Cancel] Button to return to the *Facilities Dashboard* screen.

Filtering criteria

Allows the user to specify criteria for a field/all fields/any combination of the current selection.

- For a field which is represented by a number, the criteria can be specified within a given range of numerical values (minimum and maximum range)
- For a field which is represented by an alpha character is enough to specify the few characters from the beginning and the system will match those starting with the criteria value(s).
- For fields represented by dropdown selection, the criteria could be specified as one or multiple values selection (keep CTRL key down for multiple selections).

Action buttons on this screen:

Use this button to display the facilities elements returned as a result of the current fields selection with the specified filtering criteria applied.
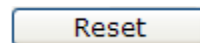
Clears the specified filtering criteria to the current fields selection.

Click on Button to return to the *Facilities Dashboard* screen.

Default View

The user can define a default view (called sometimes default query) at any point from the *Facilities Dashboard* screen using the icon. Once a default view is defined the system will default to that view whenever the user will access the *Facilities* sub-menu item from the *Inventory Data* main menu.

Contrary to the favourite views, where the user can define multiple favourite views - Only one default view can be defined at any point in time.

If a default view is already defined, a subsequent clicking on the icon will replace the existing default view with the new current one.

As well an existing default view can be removed by clicking on the icon.

Favourite Queries

The system allows the user to define up to 50 favourite queries (called sometimes *Favourite Views*). At any point in time the user can access any of the favourite views by clicking on the icon.

Initially when no favourite views have been defined, the system will display the message
No Facility favorities views found

By clicking on the New Query link, the system will navigate to the *Facility – Custom Query* screen, where the user can start defining the parameters and criteria making up the future favourite query.

If the user has already defined Favourite Queries, they will be displayed in the Favourite Queries list:

My Favorite Queries

	Name	Created On	Created By
✂	City/GFA Query Sample	Aug 24,2009	Training
✂	Facilities Panel Campus	Aug 24,2009	Training
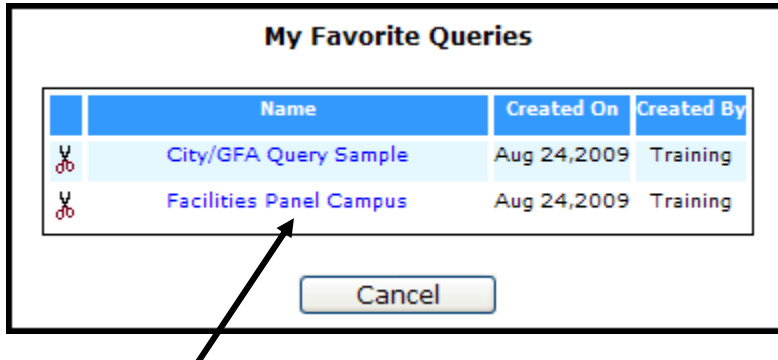
Cancel

By selecting the query name the user navigates to the details of the respective query.

Click on Cancel button to cancel the request and return to the *Facilities Dashboard*.

Remove Favourite Query

If the user wants to remove a favourite query, she/he can do that by clicking on the ✂ icon in the *Favourite Queries* list for the respective entry.
The system will ask a confirmation for the removal process

Microsoft Internet Explorer

❓ Are you sure you want to remove the favorite query:City/GFA Query Sample?
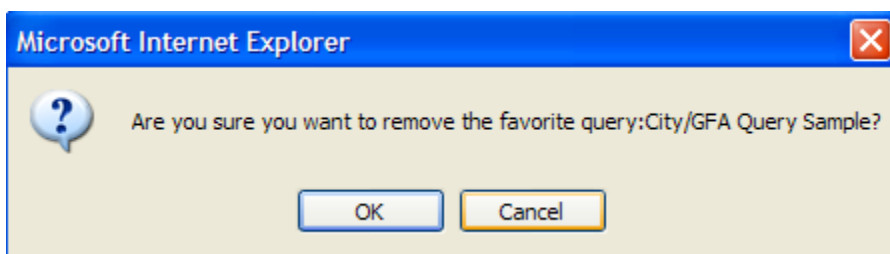
OK   Cancel

Clicking on the OK button will proceed with then favourite query removal.
The Cancel button will result in a cancellation of the removal request and the favourite query will continue to be available to the user.

Add New Favourite Query

From the Facilities Dashboard, click on the 💾 icon.
The system will display the Add New Favourite Query screen

Input the name of the favourite query (give something which will remind you of what you intended this query to be used for) and click [Save] .
The system will add the query to your query favourites list.

Click on [Cancel] button to cancel the request and return to the *Facilities Dashboard*.

Facilities grid – Sorting and Paging

The user has the option to sort the facilities lists at any point by clicking on the column header name.
The fields that the user can sort by are distinctively marked in the list header with an underlined line and coloured differently.
The sorting direction will flip between ascending and descending ones.

In the bellow screen capture the blue fields are marked as having the sorting enabled

The default sorting is a combination *Facility Name* and *Panel*, default sorting direction being ascending.

The facilities list is presented to the user in a paged grid format, having the default page size setup to 220 records.

If the user wishes, she/he can change this value by entering the new value in the textbox and clicking on the [Confirm] button. The system will refresh the facilities list with the grid page setup to the new value and the total number of pages will be recalculated. At any point the user can navigate to any page by clicking on the page number presented at the bottom of the grid [1 2 3 4] (if multiple pages are in place, this depends on the total number of the facilities for a given board and the user's specified number of records per page).

Facilities Dashboard list – Navigation links

From the *Facilities Dashboard* list of facilities the user has the options to navigate to other screens and access the respective functionalities.
The list of facilities allows navigation to the following:
- Facility Update screen by clicking on the *SFIS ID* or *Facility Name*

- Room Dashboard screen – click on the *OTG* list field value
- Room Summary screen – click on the *NPP* list field value
- Non-Permanent GFA/Age screen – click on one of the following:
  - *Portable Units*
  - *Portapak Units*
  - *Non-Perm. RCM Units*
  - *GFA Portable*
  - *GFA Portapak*
  - *GFA RCM*
- Permanent GFA/Age screen – click on *Total GFA (m2)* list field value

Confirm and Update School Location

This option becomes available in the case you have selected the "Map" field as part of your query (custom query/favourite query/default query).
Automatically the "Map" field is included in the System Default Query definition.

Using the address update button verify, update or change your schools' location information. Boards are able to improve the geo-location of a school facility as reflected in a mapping environment via a link to the Ministry's internet mapping tool (IMS).

 Please note that if the Map button is blue in colour, than the school location has not

been updated. However, if the Map button is yellow in colour than the school location has been updated.

Step 1 – Linking from the Facilities page to the Internet Mapping Browser (IMS)

Clicking on the Map icon in the facilities page will automatically open another internet browser and link the user directly to a mapped location of where the facility is currently located as illustrated below:

Step 2 – Confirm or Relocate School Location

If the location of the school as detailed in a mapping environment appears correct,

please click on Confirm and the location of the facility will remain as where it appears

on the map. However, if the location appears incorrect click on the Relocate button and a

school symbol Relocation Placement will become available for placement of the facility in the proper location. Place the icon in the appropriate position on the map as illustrated below:

Once the school is moved and placed in the correct location, click on the [Confirm] button. The latitude/longitude coordinates will be recorded within the SFIS system which will inform the user via a pop-up window. The recorded coordinates will then be populated in the Ministry's GIS.

Please note that additional tools are available in the menu of the IMS browser to provide functionality aimed at ensuring the school location is located properly.

Print Facilities

To print facilities list originated from either one: System Default view, User default view, one of the favourite view or custom query – click on the 🖨 icon.

A new window will open with the facilities list in a printer friendly format.
The user can print the facilities list in the printer friendly format by using the browser's print capabilities.
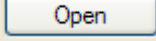
Export to Excel

To export to excel, click on the 📑 icon from the image toolbar in the *Facilities Dashboard* screen.

The export to excel functions allow the current facilities dataset to be exported to excel (either System Default view, User default view , one of the favourite view or custom queries with any filtering criteria applied to them).

The user will have the option to open up in browser the facilities exported data or save it on the local computer:
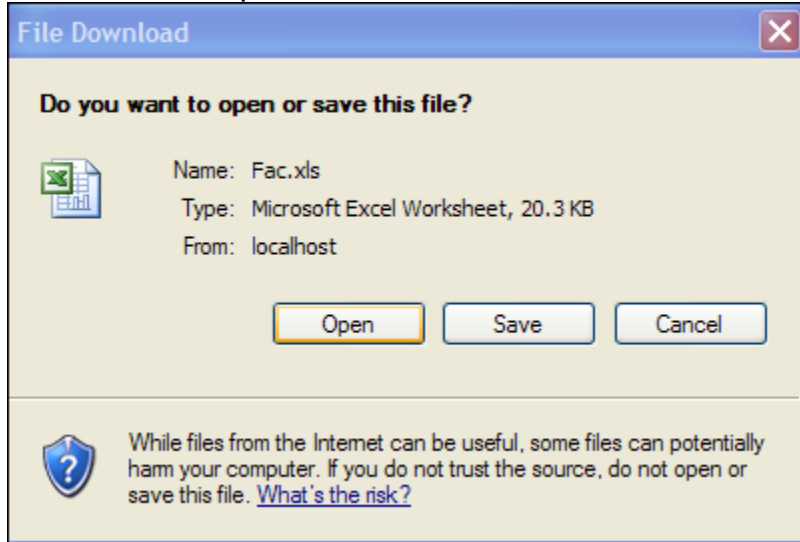
Click on [Open] button to open the facilities data in the Excel file format and print it using the native application.

The facilities dataset can also be saved by clicking on the [Save] Button.

Click on [Cancel] button to cancel the request.

Add a new facility

This functionality is restricted only to the users with permission to add new facilities records.
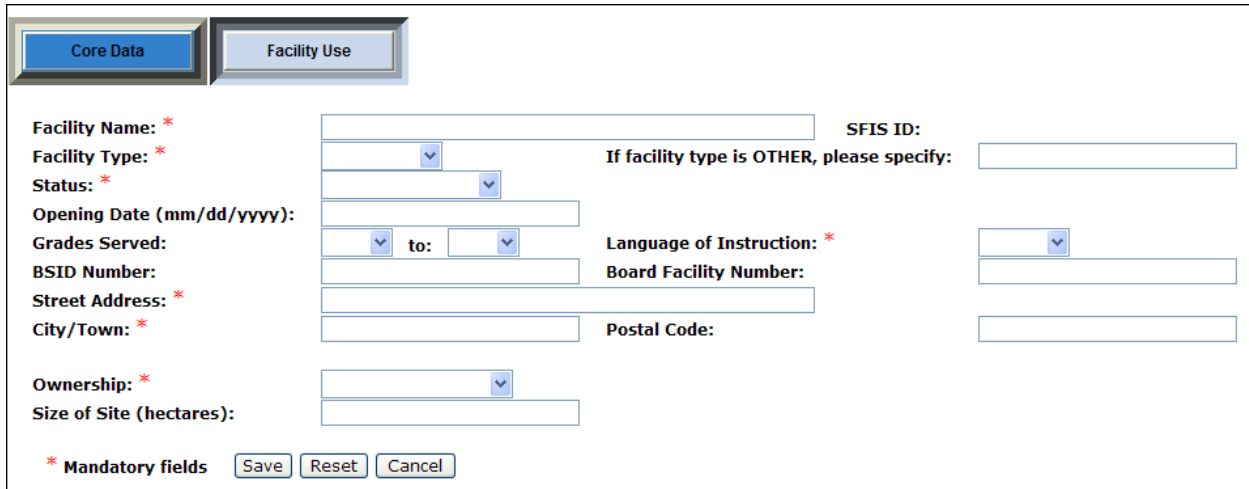
Click on the 🔴 image from the images toolbar in the *Facilities Dashboard*.
The requested page will be opened.

The screen is divided into 2 tabs: *Core Data* and *Facility Use*.
The *Core Data* tab contains the mandatory information for a facility, however the *Facility Use* screen should be reviewed as well and fill in the appropriate information as they are used in various statistics/reports.

Input the details to create the new facility. All required fields should have the appropriate information entered (marked with an ＊ icon besides the field name).

Core Data tab
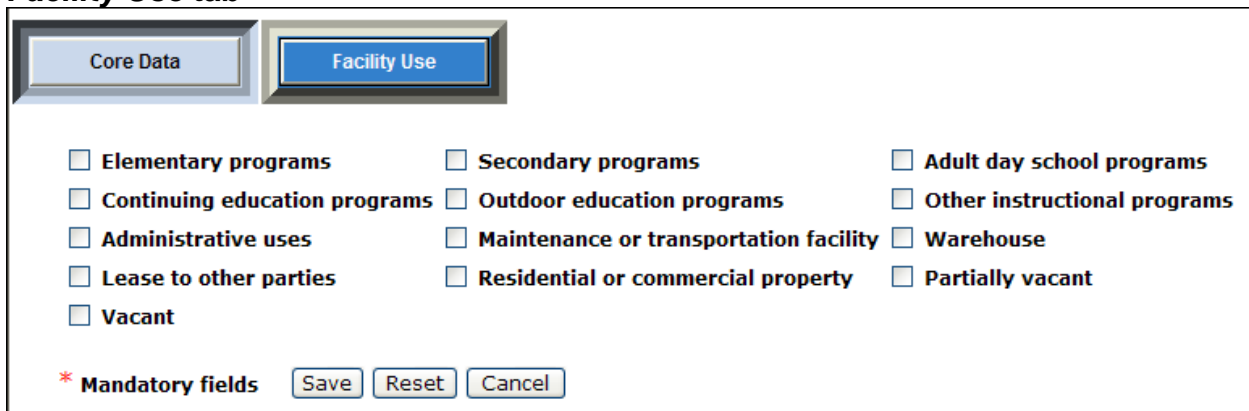
| Core Data | Facility Use |

Facility Name: ＊	**SFIS ID:**
Facility Type: ＊	**If facility type is OTHER, please specify:**
Status: ＊	
Opening Date (mm/dd/yyyy):	
Grades Served: ＊ to ＊	**Language of Instruction:** ＊
BSID Number:	**Board Facility Number:**
Street Address: ＊	
City/Town: ＊	**Postal Code:**
Ownership: ＊	
Size of Site (hectares):	

＊ **Mandatory fields**   Save   Reset   Cancel

Facility Use tab

| Core Data | Facility Use |

- ☐ Elementary programs
- ☐ Secondary programs
- ☐ Adult day school programs
- ☐ Continuing education programs
- ☐ Outdoor education programs
- ☐ Other instructional programs
- ☐ Administrative uses
- ☐ Maintenance or transportation facility
- ☐ Warehouse
- ☐ Lease to other parties
- ☐ Residential or commercial property
- ☐ Partially vacant
- ☐ Vacant

＊ **Mandatory fields**   Save   Reset   Cancel

Click on Save button. If there is an error with any of the entries, the application will display an error message and the focus will move to the field with the problem.

Correct the problems(s) and again click on Save button. The facility gets added to the facility list and the screen will be refreshed and will show the *Facility Update* for the added facility. The save process will save the information from both tabs: *Core Data* and *Facility Use*.

If you want to cancel the changes made and not to add the facility record, click on the Cancel button. This will navigate the screen to the *Facilities Dashboard* (default view if defined or System default view if no user default view has been already defined).

Reset button will clear the screen fields and remove any values entered by the user in the current view (prior of data being saved).

Note:
A new facility can be added as one of the following statuses:
- New
- Planned
- Under Construction

Select the appropriate status according to the current facility stage.

Once a facility record is created a board user cannot remove it. If any issues related to a created facility record, the board should contact the SFIS support team.

After successfully creation of the facility record, the system will refresh the screen for the facility in the Facility Update view. Here the user can review the entered facility information and change something if necessary or can navigate to enter the OTG and Space related information (*Facility Update* screen and navigation options from there are explained in the bellow section)

Facility Update

An existing facility can be modified by clicking on the *SFIS ID* or *Facility Name* links in the Facilities list grid.
The system will navigate to the Facility Update screen, where the user can make the appropriate changes to the facility.
The information on the screen will be accessible according to the user role.
The school board users will not be able to make changes to the facility status, only the System Administrators will be able to make changes to a facility status after the facility record has been created.

Similar to *Add New Facility*, the information from the *Facility Update* screen is divided into 2 tabs: *Core Data* and *Facility Use*.

In addition we have on the top of the screen a dropdown for the school selection, where the user can select the new facility to view/update and click $\boxed{\text{Confirm}}$ to navigate to the respective facility.

Select School | 11414 - Training Demo test ▾ | Confirm

An image toolbar 🎨 📑 ⚙ 🏠 to access various facilities sub-entities is available.

Image	Tool tip	Action
🎨	Rooms Dashboard	Allows the user to access the functionalities available for the room details. Navigates to *Rooms Dashboard* screen.
📑	Rooms Summary	Allows access to the *Permanent Space Room Summary* and *Non-Permanent Space Room Summary.* Navigates the screen to the *Rooms Summary.*
⚙	Non-Permanent GFA/Age	Allows user access to the Non-Permanent space information. Navigates the screen to the *Non-Permanent GFA/Age.*
🏠	Permanent GFA/Age	Allows user access to the Permanent space information. Navigates the screen to the *Permanent GFA/Age.*

Core Data tab

Core Data	Facility Use

Facility Name: *	Training Demo test	**SFIS ID:** 11414
Facility Type: *	Elementary ▾	**If facility type is OTHER, please specify:**
Status: *	New	
Opening Date (mm/dd/yyyy):		
Grades Served:	▾ **to:** ▾	**Language of Instruction:** * English ▾
BSID Number:		**Board Facility Number:**
Street Address: *	Streeet tessssss	
City/Town: *	Orangeville	**Postal Code:**
Campus ID		**School Foundation ID**
Ownership: *	Leased ▾	
Size of Permanent Facility (m2) :	6125.0	**Size of Non Permanent Facility (m2):** 350.0
Size of Site (hectares):		**Total GFA (m2) :** 6475.0

* **Mandatory fields**   Save   Reset   Cancel

Facility Use **tab**

After making the changes, click on the Save button to save the required changes

If you want to cancel the changes made click on the Cancel button. This will navigate the screen to the *Facilities Dashboard* (default view if defined or System default view if no user default view has been already defined).

Reset button will put back the screen fields to theirs initial values by removing any values entered by the user in the current view (prior of data being saved, after data is saved the previous values cannot be brought back).

Rooms Dashboard

To access this functionality the user has the option of direct menu access or navigation from others screen(s).

Direct menu access

If the user wishes to direct access the *Rooms Dashboard* functionalities and not going through *Facilities Dashboard* or others screens, the she/he can click on the submenu-item *Rooms Dashboard* from the *Inventory Data – Facility*
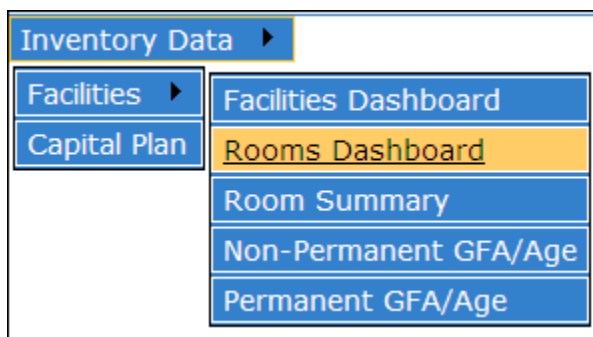
As a result, the system will navigate to the Rooms Dashboard screen, where the user is presented with a School Selection dropdown option:
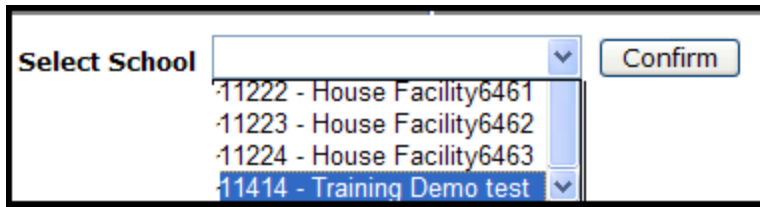
After school selection and hit on Confirm button the *Rooms Dashboard* data for the selected school will be loaded.

Navigation Links

The user has the possibility to access the *Rooms Dashboard* function from the following others screens:

- *Facility Dashboard* list – by clicking on the
  - OTG list field value
  - *Perm RCM Units* list field value
- *Facility Update* – click on the 🧑 icon
- *Rooms Summary* - click on the 🧑 icon
- *Non-Permanent GFA/Age* - click on the 🧑 icon
- *Permanent GFA/Age* - click on the 🧑 icon

From either one of the above entry points the *Rooms Dashboard* data for the current school will be loaded.

Rooms Dashboard Details

Regardless of the access entry point, the *Rooms Dashboard* screen will present the same set of information to the user.

On the left top corner the user will have the option to change the school selection by selecting the appropriate school from the dropdown menu and clicking on the Confirm button. The appropriate *Rooms Dashboard* information for the selected school will be displayed on the screen.

An image toolbar to navigate to others screens is available to the user.

Image	Tool tip	Action
	Facility Detail	Allows the user to access the facility detail information. Navigates to *Facility Update* screen.
	Rooms Summary	Allows access to the *Permanent Space Room Summary* and *Non-Permanent Space Room Summary.* Navigates the screen to the *Rooms Summary.*
	Non-Permanent GFA/Age	Allows user access to the Non-Permanent space information. Navigates the screen to the *Non-Permanent GFA/Age.*
	Permanent GFA/Age	Allows user access to the Permanent space information. Navigates the screen to the *Permanent GFA/Age.*
	Print	Opens up a new window with the room details dataset for the facility in a printer friendly format.
	Export to Excel	Allows the user to export to excel the room details dataset for the facility.
	Export to Excel rooms detail for all facilities	Allows the user to export to excel the room details data for all the facilities within the board.

Rooms Dashboard screen is presenting to the user the rooms details information in a grid format with various options available to the user, plus a top option to enter new room data:

If the facility is a new one with no current rooms entered, then the screen will not have any room details data.

Print Rooms Details

To print rooms details list click on the ⏚ icon.
A new window will open with the rooms detail list in a printer friendly format.
Further, the user can print the list in the printer friendly format by using the browser's print capabilities.

11414 Training Demo test				
Room Number	Space Type *	Current Use *	Comments	Loading
☐ 104	Art Room ⌄	Art ⌄		23.0
☐	Cafeteria ⌄	Cafeteria ⌄		0.0
☐	Commercial Room ⌄	Commercial ⌄		23.0
☐ 101	Classroom ⌄	Classroom ⌄	classroom 1	23.0
☐ 102	Classroom ⌄	Classroom ⌄	classroom 2	23.0
☐ 103	Classroom ⌄	Classroom ⌄	classroom 3	23.0
☐	Gymnasium ⌄	Gymnasium ⌄		0.0
☐ 105	Music Room (Vocal) ⌄	Music (Vocal) ⌄		23.0

Export to Excel
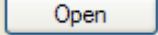
To export to excel data for a specific facility, click on the 🗎 icon from the image toolbar in the *Rooms Dashboard* screen.
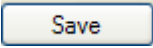
Clicking on the 🗎 icon will allow the user to export to Excel the room details data for all the facilities within the board.

Regardless of the type of the export requested, the user interaction with the system will be the same.

The user will have the option to open up in browser the exported data or save it on the local computer:

File Download

Do you want to open or save this file?

Name: OTG11414.xls
Type: Microsoft Excel Worksheet, 1.10 KB
From: localhost

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
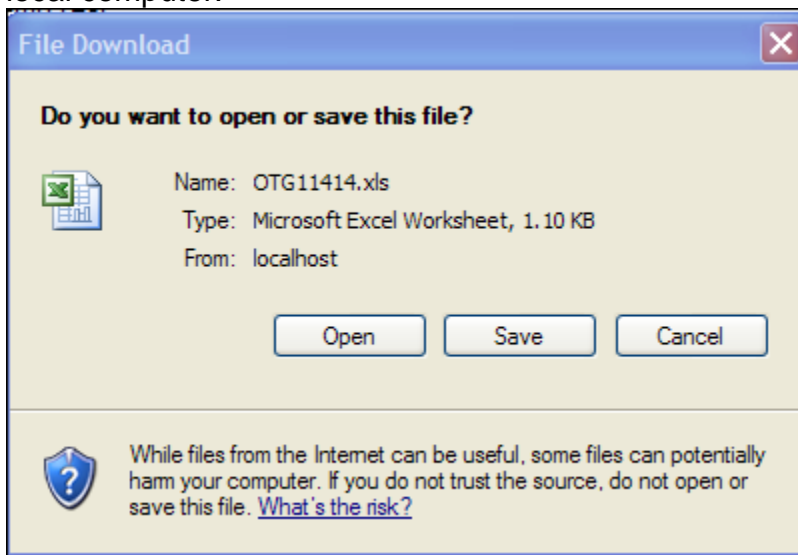
Click on [Open] button to open the rooms data in the Excel file format and print it using the native application.

The rooms dataset can also be saved by clicking on the [Save] Button.

Click on [Cancel] button to cancel the request.

Add new rooms
The entitled users will have the option to enter new rooms for the facility:

Action	Room Number	Space Type *	Current Use *	Comments	Loading
[Add] [Reset]		▼	▼		

The adding new room data detail is not available to the read only users.

For adding new room data, the user needs to enter:
- Room number
- Space Type – mandatory
- Current Use – mandatory
- Comments

Although *Room number* is optional information, we recommend to have it completed as this helps the board to keep an accurate inventory of theirs rooms info in SFIS.

The *Space Type* field is the one which drives the loading capacity for the room and we have introduced the *Loading* field which dynamically changes according to the current selection of the *Space Type*.

Click on [Add] button to save the new room data in the system.

Click on [Reset] button to clear the data input and leave the *Add New Room* data screen empty.

Rooms Information Updates
You can update the rooms information in the Rooms Dashboard screen by changing anything related to the:
- Room number
- Space Type – mandatory
- Current Use – mandatory
- Comments

The system allows to the user to perform single or multiple updates in one single step.
You need to modify all the required data and then click on [Update] button only once
and all your changes will be saved.
Prior of updating the room data, the system will ask the user to confirm the update
requests:

Clicking on [OK] will update the current highlighted records(every time the user
changes something into a field the respective row will be highlighted).
[Cancel] will cancel the current update request (still the rows will remain highlighted) .

Screen with multiple update requests – rows are highlighted:

☐	314	Exercise Room ▾	Classroom ▾		0.0
☐	313	Classroom ▾	Classroom ▾		23.0
☐	212	Gymnasium ▾	Gymnasium ▾		0.0
☐	205	Kindergarten ▾	Junior / Senior Kinderg. ▾		20.0
☐	206	Kindergarten ▾	Junior / Senior Kinderg. ▾	new comment	20.0
☐	207	Kindergarten ▾	Junior / Senior Kinderg. ▾		20.0
☐	209	Kindergarten ▾	Junior / Senior Kinderg. ▾		20.0
☐	210e	Kindergarten ▾	Junior / Senior Kinderg. ▾		20.0
☐	213	Kindergarten ▾	Senior Kindergarten ▾		20.0
☐	306	Library Resource Centre ▾	Library Resource ▾		0.0
☐	223	Resource Room ▾	French ▾	Lit/Num	12.0
☐	309	Theatre/Dramatic Arts ▾	Special Education ▾		
☐	218	Theatre/Dramatic Arts ▾	Staff Work/Lounge ▾		
☐	222	Other ▾	Administration ▾		0.0
☐	203	Other ▾	Administration ▾		0.0

y fields   [Update] [Remove] [Merge] [Split] [Reset]

Click on [Reset] button will put back the screen fields to theirs initial values by removing any values entered by the user in the current view (prior of data being saved, after data is saved the previous values cannot be brought back).

Prior of saving the data, when clicking on the [Update] button, the system performs a series of data input validation.

Mandatory data input validation
If not all the mandatory data are supplied (fields marked with * icon), the system warns the user that mandatory field information is missing and moves the focus to the respective field.

Data changed validation
Prior of saving the data, the system checks if the data has been changed. If no changes were done to the data, the system will warn the user and will cancel the data saving request. A 'Nothing to save' warning message will be displayed to the user in this scenario:

Microsoft Internet Explorer ☒

⚠ Nothing to Save

[OK]

To help the user visualize which would be the new loading when a Space Type field gets changed, we have introduced the Loading field which dynamically changes with the Space Type selection.

Only the entitled user will have the option to update the rooms information.
This functionality will not be available to the read only users. Still the read only users will be able to see the rooms detail information, but they cannot alter the data.

Rooms Deletion

The entitled user has the option to delete a single or multiple room(s).
In order to perform one or more rooms deletion, the respective rooms need to be selected by clicking on the ☐ checkbox.

When you are ready with the room(s) selection for deletion, click on the Remove button. If no room has been selected, the system will display an error message:

The system will ask the user for a confirmation prior of proceeding with the deletion request:
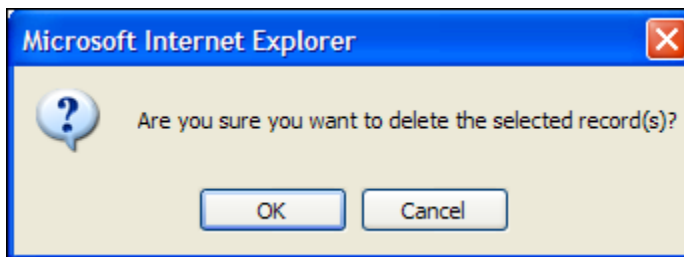
Click on OK button to continue with the removal request.

Click on Cancel button to cancel the request.

The room deletion functionality is not available to the read only users.

Merge Rooms

The entitled users have the option to merge two or more rooms into one single room.
The rooms to be merged need to be selected by clicking on the ☐ checkbox.

If no room has been selected and the user clicks the [Merge] button, the system will display an error message:
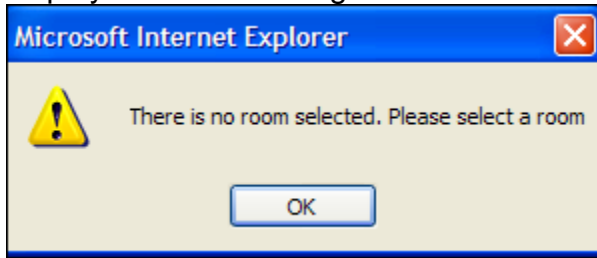
If only one room has been selected and the user clicks the [Merge] button, the system will display an error message:
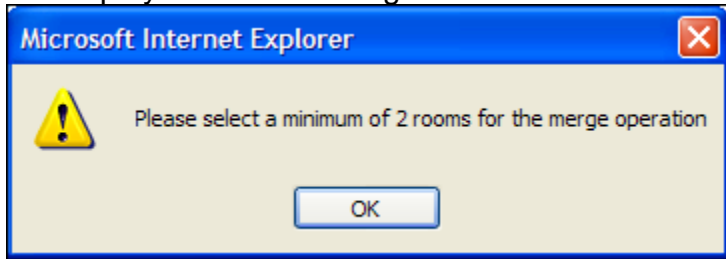
If the appropriated rooms have been selected, click on the [Merge] button will present the user with the next screen where she/he can see once again the details of the rooms to be merged and enter the new merged into room information.

Click on [Cancel] button to cancel the current *Merge* request and navigate back to the *Rooms Dashboard* screen.

Enter for the new merged into room the following information:
- Room number
- Space Type – mandatory
- Current Use – mandatory
- Comments

Although *Room number* is optional information, we recommend to have it completed as this helps the board to keep an accurate inventory of theirs rooms info in SFIS.

Click on **Merge Into** button to save the new merged into room data in the system.

Click on **Reset** button to clear the new merged into data input and leave the *Merge Into* data screen empty.

Split Room

The entitled users have the option to split a room into multiple rooms.
The room to be split needs to be selected by clicking on the ☐ checkbox.

If no room has been selected and the user clicks the **Split** button, the system will display an error message:
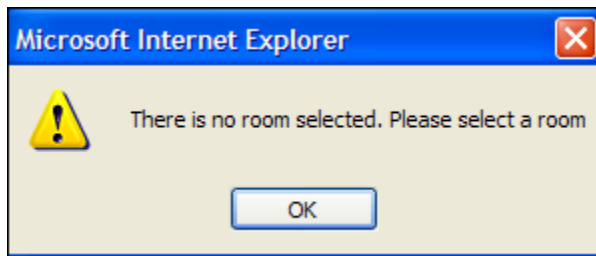
If the appropriated room has been selected, click on the **Split** button will present the user with the next screen where she/he can see once again the detail of the room to be split and specify the numbers of rooms the selected one is going to be split into:

You need to select the number of rooms the current room is going to be split into – system defaults to 2.

Click on **Cancel** button to cancel the current *Split* request and navigate back to the *Rooms Dashboard* screen.

Click on the **Split** button will present the user with the next screen where she/he can review the room detail to be split and enter the new rooms information.

SFIS ID: 11414 **Facility Name:** Training Demo test

Room(s) to be split

Room Number	Space Type	Current Use	Comments
104	Art Room	Art	

Split Into

Room Number	Space Type *	Current Use *	Comments

Submit   Reset   Cancel

For each of the new rooms the current one needs to be split into, enter the following information:

- Room number
- Space Type – mandatory
- Current Use – mandatory
- Comments

Click on Submit button to save the new rooms data in the system.

The system will validate if all the mandatory data is provided(marked with * icon) and if not, a warning error message is displayed to the user and the focus is moved to the field missing the data input.
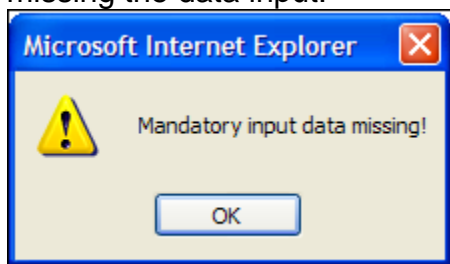
Click on Reset button to clear the new rooms data input and leave the *Split Into* data screen empty.

Click on Cancel button to cancel the current *Split* request and navigate back to the *Rooms Dashboard* screen.

Rooms Summary

The Rooms Summary screen can be accessed as a result of navigation from other screen where provided or direct menu access from the submenu-item *Room Summary* from the *Inventory Data – Facility* submenu-item.
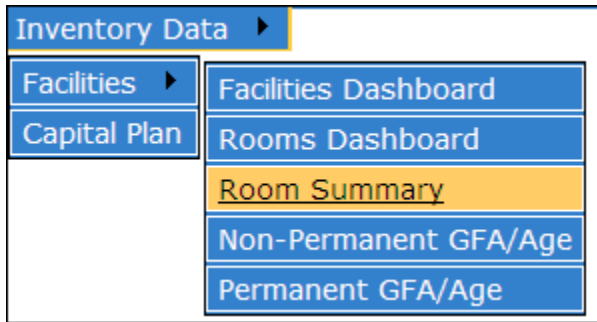
As a result of the above selection, the system will navigate to the *Room Summary* screen, where the user is presented with a School Selection dropdown option:
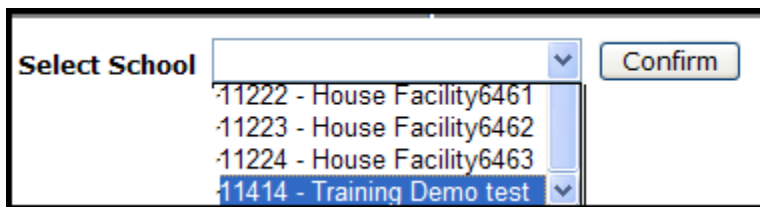
After school selection and hit on Confirm button the *Room Summary* data for the selected school will be loaded.

As well the user has the option to access the *Room Summary* function from the following others screens:

- *Facility Update* – click on the 📑 icon
- *Rooms Dasboard* - click on the 📑 icon

From either one of the above entry points the *Room Summary* data for the current school will be loaded.

Room Summary Details

Regardless of the access entry point, the *Rooms Dashboard* screen will present the same set of information to the user.

On the left top corner the user will have the option to change the school selection by selecting the appropriate school from the dropdown menu and clicking on the Confirm button. The appropriate *Room Summary* information for the selected school will be displayed on the screen.
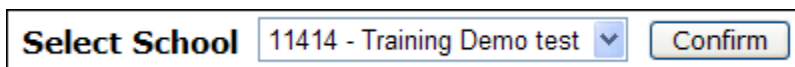
An image toolbar 📊 👤 ⚙ 🏠 🖨 to navigate to others screens is available to the user at this point.

Image	Tool tip	Action
⛁	Facility Detail	Allows the user to access the facility detail information. Navigates to *Facility Update* screen.
👤	Rooms Dashboard	Allows the user to access the functionalities available for the room details. Navigates to *Rooms Dashboard* screen.
⚙	Non-Permanent GFA/Age	Allows user access to the Non-Permanent space information. Navigates the screen to the *Non-Permanent GFA/Age.*
⌂	Permanent GFA/Age	Allows user access to the Permanent space information. Navigates the screen to the *Permanent GFA/Age.*
🖨	Print	Opens up a new window with the room summary data for the facility in a printer friendly format.

Room Summary function present to the user the *Permanent Space Room Summary* details and where applicable the *Non-Permanent Space Room Summary* details.

SFIS ID: 11414 Facility Name: Training Demo test

Permanent Space Room Summary							
2008-2009 OTG				2008-2009 NPP		Change Year	
Room Number	Space Type	Current Use	Loading	Room Number	Space Type	Current Use	Loading
104	Art Room	Art	23.0				
	Cafeteria	Cafeteria	0.0				
	Commercial Room	Commercial	23.0				
101	Classroom	Classroom	23.0				
102	Classroom	Classroom	23.0				
103	Classroom	Classroom	23.0				
	Gymnasium	Gymnasium	0.0				
105	Music Room (Vocal)	Music (Vocal)	23.0				
	2008 OTG	**138**				**2008 NPP**	**0**
Non-Permanent Space Room Summary							
Type	Number of Units	Number	Current Use	Type	Number of Units	Number	Current Use
Portable	1	RCf56	Classroom				
Portapak	2	RT567	Adult Education				
Portapak	1	RT562	Auditorium				
RCM Non-Permanent	1	345	Classroom				

The user can change the year she/he wants to view the data for by using the dropdown selection for years and can select if the displayed data should reflect the OTG or NPP.

2008-2009 OTG
2007-2008 OTG
2008-2009 NPP
2008-2009 OTG
2009-2010 NPP
2009-2010 OTG
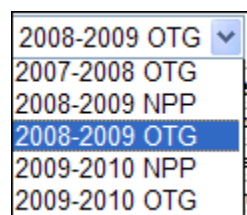
Click on the [Change Year] button will confirm the current year selection(s) and the screen is reloaded to the data according to the new years selection.

The system defaults to the current school year for OTG data in the left side of the screen and the current school year for NPP data in the right side of the screen.

If any non-permanent space data is found in the system for the selected year(s), this will be displayed as well.

This screen is accessible to all user types: Board-level user and Ministry-level user, including read only users.

Print Room Summary

To print room summary details list click on the 🖨 icon.
A new window will open with the room summary data in a printer friendly format.
Further, the user can print the list in the printer friendly format by using the browser's print capabilities.

11414 Training Demo test

Permanent Space Room Summary

2008-2009 OTG				2008-2009 NPP			Change Year
Room Number	Space Type	Current Use	Loading	Room Number	Space Type	Current Use	Loading
104	Art Room	Art	23.0				
	Cafeteria	Cafeteria	0.0				
	Commercial Room	Commercial	23.0				
101	Classroom	Classroom	23.0				
102	Classroom	Classroom	23.0				
103	Classroom	Classroom	23.0				
	Gymnasium	Gymnasium	0.0				
105	Music Room (Vocal)	Music (Vocal)	23.0				
		2008 OTG	138			2008 NPP	0

Non-Permanent Space Room Summary

Type	Number of Units	Number	Current Use	Type	Number of Units	Number	Current Use
Portable	1	RCf56	Classroom				
Portapak	2	RT567	Adult Education				
Portapak	1	RT562	Auditorium				
RCM Non-Permanent	1	345	Classroom				

Non-Permanent Space GFA/Age Dashboard

To access this functionality the user has the option of direct menu access or navigation from others screen(s).

Direct menu access

If the user wishes to direct access the *Non-Permanent Space Dashboard* functionalities and not going through *Facilities Dashboard* or others screens, the she/he can click on the submenu-item *Non-Permanent GFA/Age* from the *Inventory Data – Facility.*
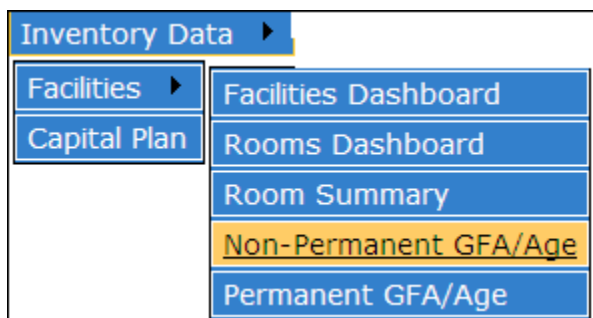
As a result, the system will navigate to the *Non-Permanent GFA/Age Dashboard* screen, where the user is presented with a School Selection dropdown option:
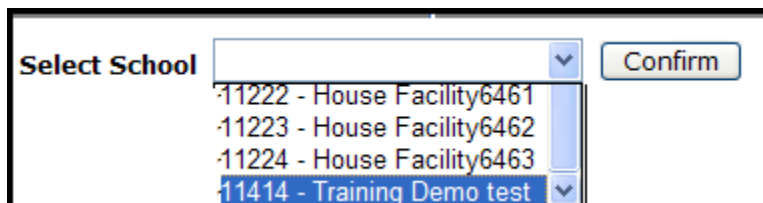
After school selection and hit on Confirm button the *Non-Permanent GFA/Age Dashboard* data for the selected school will be loaded.

Navigation Links

The user has the possibility to access the *Non-Permanent GFA/Age Dashboard* function from the following others screens:

- *Facility Dashboard* list – by clicking on one of the following list of fields values:
  - *Portable Units*
  - *Portapak Units*
  - *Non-Perm. RCM Units*
  - *GFA Portable*
  - *GFA Portapak*
  - *GFA RCM*
- *Facility Update* – click on the ✿ icon
- *Rooms Summary* - click on the ✿ icon

- *Rooms Dashboard* - click on the ✿ icon
- *Permanent GFA/Age* - click on the ✿ icon

From either one of the above entry points the *Non-Permanent GFA/Age Dashboard* data for the current school will be loaded.

Non-Permanent GFA/Age Dashboard Details

Regardless of the access entry point, the *Non-Permanent GFA/Age Dashboard* screen will present the same set of information to the user.

On the left top corner the user will have the option to change the school selection by selecting the appropriate school from the dropdown menu and clicking on the `Confirm` button. The appropriate *Non-Permanent GFA/Age* information for the selected school will be displayed on the screen.

Select School `11414 - Training Demo test ▾` `Confirm`

An image toolbar 🏢 🖨 📋 🖼 🏠 to navigate to others screens is available to the user.

Image	Tool tip	Action
🏢	Facility Detail	Allows the user to access the facility detail information. Navigates to *Facility Update* screen.
🖨	Print	Opens up a new window with the non-permanent space dataset for the facility in a printer friendly format.
📋	Export to Excel	Allows the user to export to excel the non-permanent space details dataset for the facility.
🖼	Export to Excel non-permanent space for all facilities	Allows the user to export to excel the non-permanent space details dataset for all the facilities within the board.
✉	Export to Excel non-permanent space for all boards	Allows the user to export to excel the non-permanent space details dataset for all the facilities for all the boards. Functionality available only to the Ministry-Level user.
🏠	Permanent GFA/Age	Allows user access to the Permanent space information. Navigates the screen to the *Permanent GFA/Age.*

Non-Permanent GFA/Age Dashboard screen is presenting to the user the non permanent space details information in a grid format with various options available to the user, plus a top option to enter new space data.

Export to Excel

To export to Excel the Non-Permanent Space data for the current facility, click on the
📑 icon from the image toolbar in the *Non-Permanent Space Dashboard* screen.
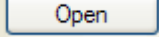
Clicking on the 📊 icon will allow the user to export to Excel the Non-Permanent Space data for all the facilities within the board.
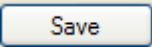
The Ministry-Level user has the option to export to Excel the Non-Permanent Space data for all the facilities for all boards by clicking on the 📧 icon.

Regardless of the type of the export requested, the user interaction with the system will be the same.

The user will have the option to open up in browser the exported data or save it on the local computer:
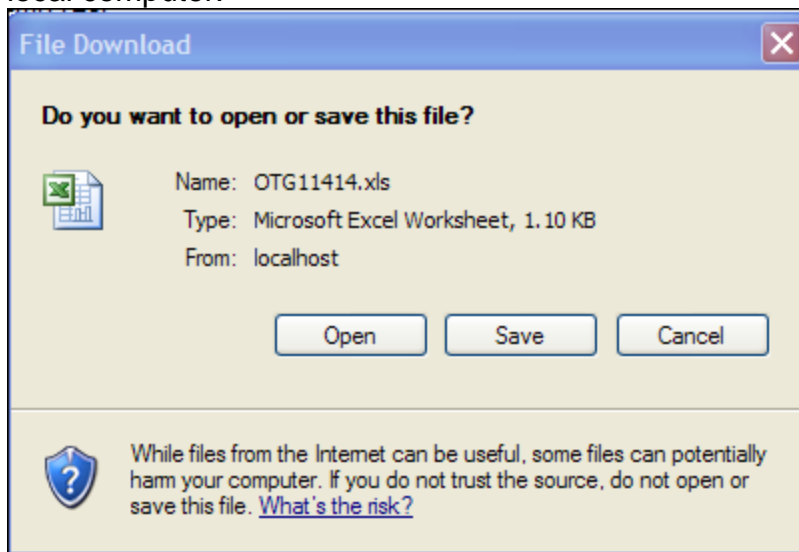
Click on [Open] button to open the Non-Permanent Space data in the Excel file format and print it using the native application.

The Non-Permanent Space dataset can also be saved by clicking on the
[Save] Button.

Click on [Cancel] button to cancel the request.

Print Non-Permanent Space Details

To print the Non-Permanent Space details list click on the 🖨 icon.
A new window will open with the Non-Permanent Space detail list in a printer friendly format.

Further, the user can print the list in the printer friendly format by using the browser's print capabilities.

	11414 Training Demo test					
Number	Type	Number of Units * Year *		GFA(m²) *	Current Use	Comments
☐ 345	RCM Non-Permanent	1	2003	70.0	Classroom ⌄	
☐ RT567	Portapak	2	2004	140.0	Adult Education ⌄	
☐ RCf56	Portable	1	2006	70.0	Classroom ⌄	
☐ RT562	Portapak	1	2008	70.0	Auditorium ⌄	

Add non-permanent space data

The entitled users will have the option to enter new portables, portapak or RCM non-permanent units for the facility:

Action	Type *	Number of Units *	Year *	GFA(m²) *	Number	Current Use *	Comments
[Add] [Reset]	⌄	1				⌄	

The addition of the non-permanent space data detail is not available to the read only users.

For adding new room data, the user needs to provide:
- Type - mandatory, by selecting one of the:
  - o Portable
  - o Portapak
  - o RCM Non-permanent
- Number of Units – mandatory, system defaults to "1"
- Year - mandatory
- GFA m^2 – mandatory
- Number (unit serial number)
- Current Use – mandatory
- Comments

Although *Number* (unit serial number) is optional information, we recommend to have it completed as this helps the board to keep an accurate inventory in SFIS.

Click on [Add] button to save the new portable, portapak or RCM non-permanent data in the system.
Prior of saving the data the system will verify that all the mandatory information has been provided. If anything missing is found, a warning message will be displayed to the user and the focus will point to the field missing the data.
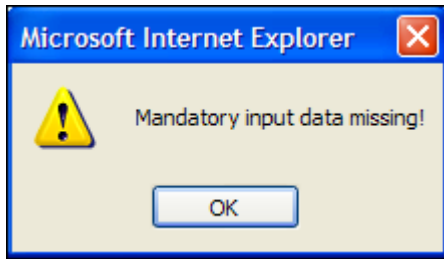
As well the system will validate if the *GFA* is greater than the *Number of Units**70.
If not, an error message GFA must be at least 70 (or 70* *Number of Units*) will be
displayed and the user will be prompted to correct the data:

Action	Type *	Number of Units *	Year *	GFA(m²) *	Number	Current Use *	Comments
Add Reset	Portable	1	2003	35		Adult Education	

Click on button to clear the data input and leave the *Add Non-Permanent Space*
data screen empty.

Non-Permanent Space Updates

You can update the *Non-Permanent Space* information in the *Non-Permanent Space
Dashboard* screen by changing anything related to the:

- Serial number(*Number* field in the list)
- Number of Units – mandatory, system defaults to "1"
- Year - mandatory
- GFA m^2 – mandatory
- Number (unit serial number)
- Current Use – mandatory
- Comments

	Number	Type	Number of Units *	Year *	GFA(m²) *	Current Use	Comments
☐	345	RCM Non-Permanent	1	2003	70.0	Classroom	
☐	RT567	Portapak	2	2004	140.0	Adult Education	
☐	RCf56	Portable	1	2006	70.0	Classroom	
☐	RT562	Portapak	1	2008	70.0	Auditorium	

* **Mandatory fields**   Update   Remove   Reset

The system allows to the user to perform single or multiple updates in one single step.
You need to modify all the required data and then click on Update button only once
and all your changes will be saved.

Prior of updating the non-permanent space data, the system will ask the user to confirm
the update requests:
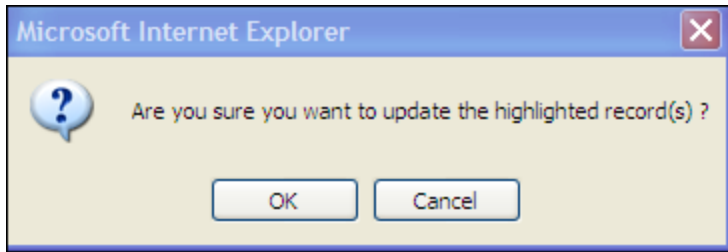
Clicking on [OK] will update the current highlighted records(every time the user changes something into a field the respective row will be highlighted).
[Cancel] will cancel the current update request (still the rows will remain highlighted) .

Screen with multiple update requests – rows are highlighted:

	Number	Type	Number of Units *	Year *	GFA(m²) *	Current Use	Comments
☐	P5	Portable	1	1980	70.0	Classroom	
☐	P61	Portable	1	1980	70.0	Classroom	
☐	P88	Portable	1	2008	70.0	Classroom	CSDCCS-0882

* **Mandatory fields**   [Update] [Remove] [Reset]

Click on [Reset] button will put back the screen fields to theirs initial values by removing any values entered by the user in the current view (prior of data being saved, after data is saved the previous values cannot be brought back).

Prior of saving the data, when clicking on the [Update] button, the system performs a series of data input validation.

Mandatory data input validation
If not all the mandatory data are supplied (fields marked with * icon), the system warns the user that mandatory field information is missing and moves the focus to the respective field.
Data changed validation
Prior of saving the data, the system checks if the data has been changed. If no changes were done to the data, the system will warn the user and will cancel the data saving request. A 'Nothing to save' warning message will be displayed to the user in this scenario:

Only the entitled users will have the option to update the *Non-Permanent Space* information.
This functionality will not be available to the read only users. Still the read only users will be able to see all the *Non-Permanent Space* detail information, but they cannot alter the data.

Non-Permanent Space Deletion

The entitled user has the option to delete a single or multiple non-permanent space record(s).
In order to perform one or more deletion, the respective record(s) need to be selected by clicking on the ☐ checkbox.

When you are ready with the selection, click on the [Remove] button.
If no record has been selected, the system will display an error message:
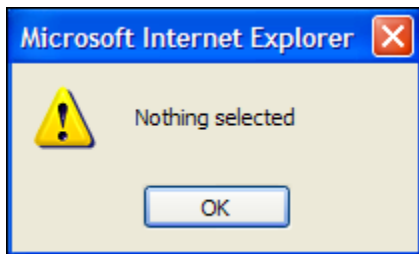
The system will ask the user for a confirmation prior of proceeding with the deletion request:
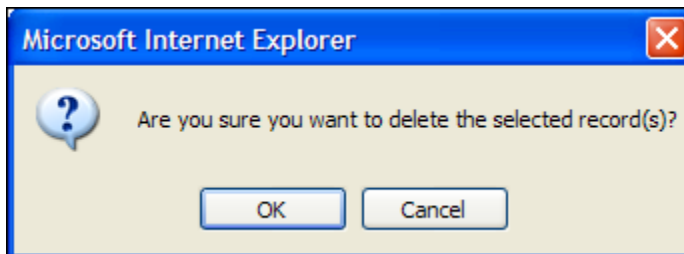
Click on [OK] button to continue with the removal request.

Click on [Cancel] button to cancel the request.

The Non-Permanent Space deletion functionality is not available to the read only users.

Permanent Space GFA/Age Dashboard

To access this functionality the user has the option of direct menu access or navigation from others screen(s).

Direct menu access

If the user wishes to direct access the *Permanent Space Dashboard* functionalities and not going through *Facilities Dashboard* or others screens, the she/he can click on the submenu-item *Permanent GFA/Age* from the *Inventory Data – Facility.*

Inventory Data ►	
Facilities ►	Facilities Dashboard
Capital Plan	Rooms Dashboard
	Room Summary
	Non-Permanent GFA/Age
	Permanent GFA/Age
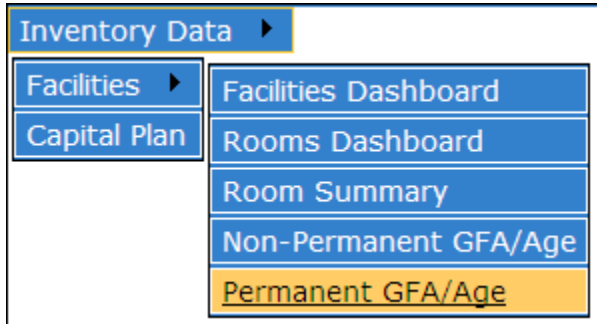
As a result, the system will navigate to the *Permanent GFA/Age Dashboard* screen, where the user is presented with a School Selection dropdown option:

Select School		Confirm
	11222 - House Facility6461	
	11223 - House Facility6462	
	11224 - House Facility6463	
	11414 - Training Demo test	
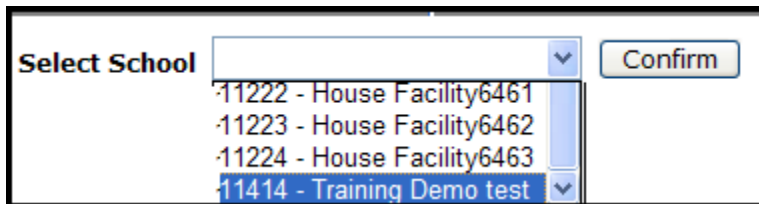
After school selection and hit on Confirm button the *Permanent GFA/Age Dashboard* data for the selected school will be loaded.

Navigation Links

The user has the possibility to access the *Permanent GFA/Age Dashboard* function from the following others screens:
- *Facility Dashboard* list – by clicking on the *Total GFA (m2)* list field value
- *Facility Update* – click on the 🏠 icon
- *Rooms Summary* - click on the 🏠 icon
- *Rooms Dashboard* - click on the 🏠 icon
- *Non-Permanent GFA/Age* - click on the 🏠 icon

From either one of the above entry points the *Permanent GFA/Age Dashboard* data for the current school will be loaded.

Permanent GFA/Age Dashboard Details

Regardless of the access entry point, the *Permanent GFA/Age Dashboard* screen will present the same set of information to the user.

On the left top corner the user will have the option to change the school selection by selecting the appropriate school from the dropdown menu and clicking on the Confirm

button. The appropriate *Permanent GFA/Age* information for the selected school will be displayed on the screen.

| Select School | 11414 - Training Demo test ∨ | Confirm |

An image toolbar [image] to navigate to others screens is available to the user.

Image	Tool tip	Action
[icon]	Facility Detail	Allows the user to access the facility detail information. Navigates to *Facility Update* screen.
[icon]	Print	Opens up a new window with the permanent space dataset for the facility in a printer friendly format.
[icon]	Export to Excel	Allows the user to export to excel the permanent space details dataset for the facility.
[icon]	Export to Excel non-permanent space for all facilities	Allows the user to export to excel the permanent space details dataset for all the facilities within the board.
[icon]	Export to Excel non-permanent space for all boards	Allows the user to export to excel the permanent space details dataset for all the facilities for all the boards. Functionality available only to the Ministry-Level user.
[icon]	Non-Permanent GFA/Age	Allows user access to the Non-Permanent space information. Navigates the screen to the *Non-Permanent GFA/Age.*

Permanent GFA/Age Dashboard screen is presenting to the user the non permanent space details information in a grid format with various options available to the user, plus a top option to enter new space data.

Export to Excel

To export to Excel the Permanent Space data for the current facility, click on the [icon] icon from the image toolbar in the *Permanent Space Dashboard* screen.
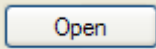
Clicking on the [icon] icon will allow the user to export to Excel the Permanent Space data for all the facilities within the board.

The Ministry-Level user has the option to export to Excel the Permanent Space data for all the facilities for all boards by clicking on the [icon] icon.

Regardless of the type of the export requested, the user interaction with the system will be the same.

The user will have the option to open up in browser the exported data or save it on the local computer:
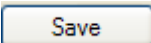
Click on the **Open** button to open the Permanent Space data in the Excel file format and print it using the native application.

The Permanent Space dataset can also be saved by clicking on the **Save** Button.

Click on the **Cancel** button to cancel the request.

Print Permanent Space Details

To print the Permanent Space details list click on the 🖨 icon.
A new window will open with the Permanent Space detail list in a printer friendly format. Further, the user can print the list in the printer friendly format by using the browser's print capabilities.

11414 Training Demo test

	Year Built *	GFA(m²) *	Type	Space Reference	Comments
☐	1963	4825.00	Original		original built
☑	1984	23	Demolition Original 1963 (4825.00)		demolished original
☐	1985	2500.00	Addition		addition 1

Add permanent space data

The entitled users will have the option to enter new permanent space records in the system for a given facility.

Action	Year Built *	GFA(m²) *	Type *	Comments
Add Reset			⌄	

The addition of the permanent space data detail is not available to the read only users.

For adding new permanent space data, the user needs to provide:
- Year Built – mandatory
- GFA m² – mandatory
- Type - mandatory, by selecting one of the:
  - Original
  - Addition
- Comments

Click on Add button to save the new data.

Prior of saving the data the system will verify that all the mandatory information has been provided. If anything missing is found, a warning message will be displayed to the user and the focus will point to the field missing the data.

Microsoft Internet Explorer ✕

⚠ Mandatory input data missing!

OK
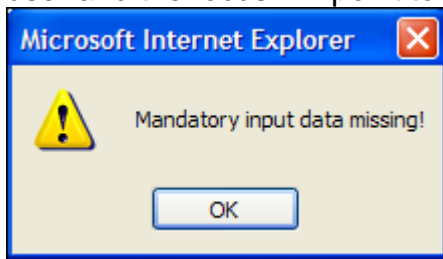
Click on Reset button to clear the data input and leave the *Add Permanent Space* data screen empty.

Permanent Space Updates
You can update the *Permanent Space* information in the *Permanent Space Dashboard* screen by changing anything related to the:
- Year Built - mandatory
- GFA m² – mandatory
- Comments

	Year Built *	GFA(m²) *	Type	Space Reference	Comments
☐	1963	4825.00	Original		original built
☐	1984	-1200.00	Demolition	Original 1963 (4825.00)	demolished original
☐	1985	2500.00	Addition		addition 1

* **Mandatory fields**   Update   Remove   Reset
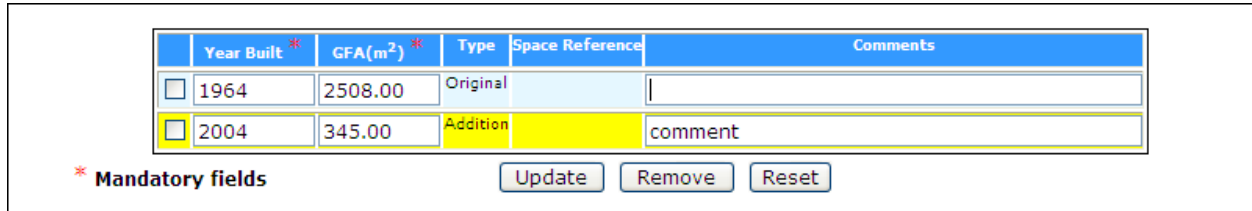
The system allows you to perform single or multiple updates in one single step.

You need to modify all the required data and then click on `Update` button only once and all your changes will be saved.

highlighted records(every time the user changes something into a field the respective row will be highlighted).

`Cancel` will cancel the current update request (still the rows will remain highlighted) .

Screen with multiple update requests – rows are highlighted:

	Year Built *	GFA(m²) *	Type	Space Reference	Comments
☐	1964	2508.00	Original		
☐	2004	345.00	Addition		comment

* **Mandatory fields**   [Update] [Remove] [Reset]

Click on `Reset` button will put back the screen fields to theirs initial values by removing any values entered by the user in the current view (prior of data being saved, after data is saved the previous values cannot be brought back).

Prior of saving the data, when clicking on the `Update` button, the system performs a series of data input validation.

Mandatory data input validation
If not all the mandatory data are supplied (fields marked with * icon), the system warns the user that mandatory field information is missing and moves the focus to the respective field.

Data changed validation
Prior of saving the data, the system checks if the data has been changed. If no changes were done to the data, the system will warn the user and will cancel the data saving request. A 'Nothing to save' warning message will be displayed to the user in this scenario:

Microsoft Internet Explorer

⚠ Nothing to Save

[OK]

Demolition GFA validation
The system will validate if the *Demolition* type records have the updated GFA amounts entered as negative numbers.

If the user changes the GFA amount for a *Demolition* record and enters a positive number the system will display an Invalid Data message
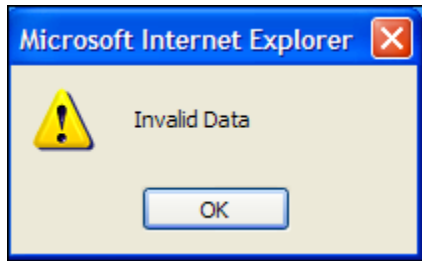
Note:
If the GFA field needs to be updated for a *Demolition* type record, then the new amount needs to be entered as negative value.
Initially, when the *Demolition* record is created (detailed bellow), the amount for GFA is entered as a positive number. The system translates it into a negative one and further updates to this amount need to be done as negative values.

Only the entitled users will have the option to update the *Permanent Space* information. This functionality will not be available to the read only users. Still the read only users will be able to see all the *Permanent Space* detail information, but they cannot alter the data.

Add Demolitions

You can have the option to add a new Demolition record attached to an existing original or addition space record.
When the user creates a new Demolition record is mandatory to specify which original or addition space the Demolition is attached to.

For adding new demolition, you need to provide:
- Year – mandatory
- GFA m^2 – mandatory
- Space Reference (this will be the original or addition space the new Demolition is going to be attached to) - mandatory
- Comments

The *GFA* is required to be entered as a positive number. When saving the *Demolition* record by clicking on the [Add Demolition] button, the system translates the positive amount into a negative one.

All the fields marked with * icon are mandatory and the system checks for theirs input prior of saving the data.

Once the *Demolition* record is saved, it will become visible in the *Permanent Space Dashboard* list.

Click on ⬚ Reset ⬚ button to clear the data input and leave the *Add Demolition* data screen empty.

Permanent Space Deletion

The entitled user has the option to delete a single or multiple permanent space record(s).
In order to perform one or more deletion, the respective record(s) need to be selected by clicking on the ⬚ checkbox.

When you are ready with the selection, click on the ⬚ Remove ⬚ button.
If no record has been selected, the system will display an error message:

The system will ask the user for a confirmation prior of proceeding with the deletion request:
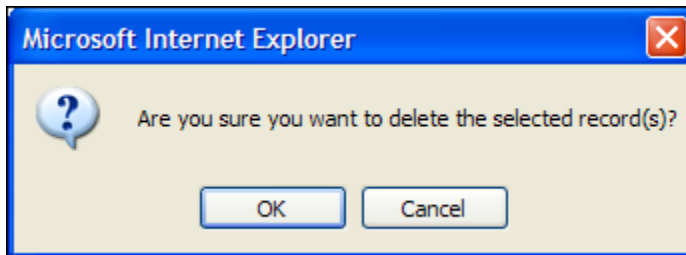
Click on ⬚ OK ⬚ button to continue with the removal request.

Click on ⬚ Cancel ⬚ button to cancel the request.

The *Permanent Space* deletion functionality is not available to the read only users.

Accountability Data

The *Accountability Data* module is available to the Board-level users and Ministry-level users.
This module allows the users to perform the following tasks:

- Funded projects access
  - All the current *Funded projects* functionality
- Enrolment Pressures
- Prohibitive to Repair
- Capital Transitional Adjustment
- New Pupil Places
- Long Term Financing access
  - All the current *Long Term Financing* functionality

Enrolment Pressures

Enrolment Pressures allows the user to view the permanent (NPP) capacity resulting from enrolment pressures funding.

This screen can be accessed directly by clicking on the submenu-item *Enrolment Pressures* from the *Accountability Data.*
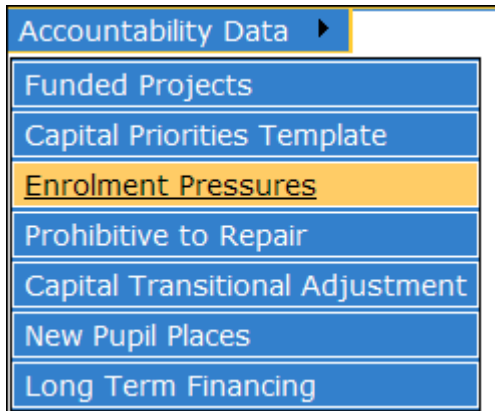
Schools Recognized by the Ministry as having Enrolment Pressures

Year	SFIS ID	Facility Name	Panel	City/Town	Ministry Recognized EP Pupil Places
2001	3081	House Facility1814	E	Dogsville1814	229.0
2001	4032	House Facility2489	E	Dogsville2489	218.1
2001	4210	House Facility2613	E	Dogsville2613	101.5
2008	8757	House Facility4759	E	Dogsville4759	104.3
				Total	**652.9**

The schools listed above have been identified as having Enrolment Pressures. The sum of the EP pupil places of these facilities is added to your board's permanent capacity and used in the calculation of Grants for New Pupil Places.

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Note:
Not all the boards have been qualified for the enrolment pressures funding, in that case a **No data found** message will be displayed.

Facilities Deemed Prohibitive to Repair

This screen can be accessed directly by clicking on the submenu-item *Prohibitive to repair* from the *Accountability Data.*
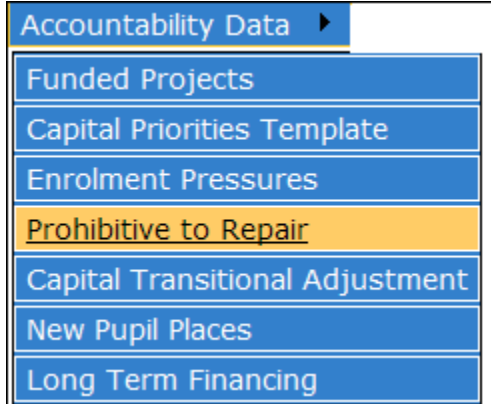
Facilities Deemed Prohibitive to Repair

Year	SFIS ID	Facility Name	Address	City/Town	Panel	OTG Capacity Adjustment	NPP Capacity Adjustment	Pupil Place Recognized for Guaranteed Funding	Current OTG	Current NPP
2003	1163	B. Davidson Public School	1093 Conversion1 St	Dixieville	E	-644.5	-585.5	470.6	0.0	0.0
2003	849	Harley Public School	1093 Conversion St	Digsville	E	-568.5	-570.0	437.6		
2003	1200	Loriel Public School	1093 Conversion3 St	Windowville	E	-525.0	-549.5	543.8	0.0	0.0

OTG - On The Ground Capacity
NPP - New Pupil Place Capacity

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Note:
The board which were not qualified will be presented with a **No data found** message.

Capital Transitional Adjustment

This screen can be accessed directly by clicking on the submenu-item *Capital Transitional Adjustment* from the *Accountability Data.*

Note:
The board which were not qualified will be presented with a **No data found** message.

New Pupil Places

This function displays the New Pupil Places (NPP) data for a board and given school year. It can be accessed directly by clicking on the submenu-item *New Pupil Places* under the *Accountability Data* main menu item.
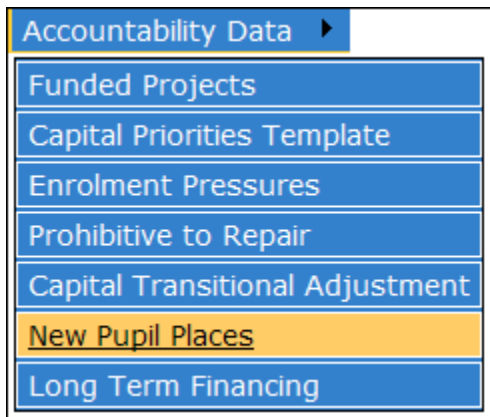
The list displays the NPP for the board and school year separate per elementary and secondary panels.

Definitions

Inventory Information

The following information describes the different types of data collected in the SFIS.

The inventory information is divided into four general categories:

- Board Data
- Facilities Data
- Permanent and Non-Permanent Gross Floor Area (GFA)
- Room Data

Board Data

Board Data includes key information regarding the school board and a contact person for the system.

- **DSB Number**: district school board number
- **Board ID:** 6-digit Ministry of Education identifier for the school board
- **Name**: district school board legal name
- **Address**: full address of the school board head office, including street number, street name, town/city, and postal code
- **Telephone Number**
- **Fax Number**
- **Chair**: name of the Chair of the school board
- **Director**: name of the Director of Education
- **Website**: address of the school board website
- **SFIS contact**: name of contact person responsible for keeping information up-to-date in the system, including telephone number, fax number, and e-mail address

Facilities Data

Facilities Data includes information on all facilities owned, shared, leased, or rented by a school board

- **Facility Name:** name by which the facility is known
- **Facility Type:** if the facility is a school, identifies whether it is an elementary school or a secondary school. If the facility is not a school (e.g. administrative facility, maintenance facility, warehouse facility), the type should be identified as "other".
- **Status:** indicates if the school is open, closed, planned, under construction, or new (if the school is "new", construction has been completed; however no indication has been received by the Ministry from the board to change the status to "open".
- **ADE:** the Average Daily Enrolment (ADE) for the facility as reported in Appendix C of the board's most recent Financial Report (Estimates, Revised Estimates, or Financial Statements)

- **Grades Served:** if the facility is a school, identifies the grades for which instruction is offered (e.g. JK-6, JK-8, 7-8, 9-12)
- **BSID Number:** if the facility is a school, Ministry of Education identification number assigned to the <u>school program</u>
- **SFIS Number:** unique identification number assigned to each facility by the Ministry of Education

  Note: Generally, there will be a single unique SFIS Number for each MIDENT Number. However, it is possible for there to be situations where there are 2 or more SFIS Numbers for a single MIDENT Number. This would occur in situations where a school has two separate campuses (e.g. an annex located some distance from the main school; or two components of a twinned school). There should be no situations where a single SFIS Number would have 2 or more MIDENT Numbers.
- **Board Facility Number:** refers to the school board's identification number for the facility, if applicable, for board reference purposes only
- **Address:** full address of the facility, including street number, street name, town/city, and postal code
- **Ownership Status of Facility:** identifies whether the board has exclusive ownership, joint ownership, is a lessor or lessee; or is a lessor of a facility for a care and treatment program as described in Section 19 of the General Legislative Grant Regulations
- **Gross Floor Area (GFA) of Permanent Facility:** GFA of permanent space, in square metres, of the owned facility. If the facility is shared, leased, or rented, GFA, in square metres, occupied by the board
- **GFA of Non-Permanent Facility:** GFA of non-permanent space, in square metres, of the owned facility. If the facility is shared, leased, or rented, GFA, in square metres, occupied by the board
- **Total GFA of Facility**: sum of GFA of permanent and non-permanent space.
- **Size of Facility Site:** area, in hectares, of the total site, and the portion owned/used by the board if the site is shared, or rented
- **Uses of Facility:** All the purposes for which the facility is currently used, categorized as:
  - elementary programs
  - secondary programs
  - adult day school programs
  - continuing education programs
  - outdoor education programs
  - administrative uses
  - maintenance or transportation facility
  - warehouse
  - leased to other parties
  - residential or commercial property
  - partially vacant
  - vacant

Permanent and Non-Permanent Space

- **Type:** The types of building components fall into two categories: Permanent and Non-Permanent. Each type has several sub-categories. Permanent space types include the original structure, additions and permanent relocatable classroom modules as identified by the Ministry in its review of RCMs, the results of which were released in March, 1999. Non-Permanent components include portables, portapaks and non-permanent RCMs.
- **Year Built/Manufactured:**
  - Permanent Space: the year in which the facility or portion being reported was first constructed. Where a building has been acquired and converted to instructional purposes through a major renovation, the year reported should be the year in which the new facility was opened for instructional purposes.
  - Non-Permanent Space: the year the portable, portapak or RCM was manufactured
- **Gross Floor Area (m^2)**: number of square metres in the portion of the facility being reported. The GFA of the permanent components of the facility are divided into space that is over twenty years of age and space that is under twenty years of age (NOTE: This calculation is done automatically by the SFIS - the board does not need to make this apportionment manually)
- **Comments:** comments section available to provide supplementary information that a school board considers relevant to the facility

Room Data
- **Room Number:** refers to the specific room number in the school facility being reported, and is provided for the school board's cross-referencing purposes
- **Space Type**: Refers to the space identifiers listed in the following section - Space Type and Use Identifiers. The purpose is to identify rooms based on generic physical attributes rather than on current use (e.g., a space is physically the same whether being used for regular instruction or special education purposes). An approach that may be taken, is to ask the question: "If the school is vacant without any program occupying it, what would I consider the space to be?"
- **Current Use:** Refers to the current use of the space. It is intended to primarily flag major differences in current use outside of original intended use. Boards are not expected to complete a detailed usage study on whether a Grade 3 or Grade 5 class occupies a specific room. The number of instructional classes and the program configuration will be extracted by the Ministry from data reported via the September Report. In a non-rotary setting, where students come to an instructional space for dedicated purposes from a regular classroom, please identify the activity for which the space used. For example, indicate "French" or "Computers" rather than "Classroom".

- **Comments:** Comment section available to provide supplementary information.

Space Type and Use Identifiers

The following list represents the various categories and sub-categories of space type and use that form part of the Inventory:

- Art Room
- Child Care
- Classroom
- Computer Room
- ESL
- French
- General Purpose Room
- Kindergarten
- Library Resource Centre
- Lunch Room
- Music (Instrumental)
- Music (Vocal)
- Portable
- Portapak
- Relocatable Classroom Module (RCM) - Permanent
- Relocatable Classroom Module (RCM) - Non-Permanent
- Remedial Withdrawal
- Resource Room
- Science Room
- Seminar Room
- Special Education (self-contained)
- Staff Work Room/Lounge

The following spaces represent the more traditional <u>technical</u> studies and <u>vocational</u> facilities found in secondary schools (includes attached classrooms and ancillary spaces):

- Automobile Service
- Automobile Shop
- Bake Shop
- Building Construction
- Cosmetology
- Drafting Room
- Electricity or Electronics
- Family Studies
- Food Services
- Hairdressing
- Industrial Arts
- Landscape and Gardening

- Machine Shop
- Paint Shop
- Refrigeration, HVAC, Plumbing
- Restaurant Cooking and Service
- Sheet Metal
- Short Order Cooking
- Small Engine Repair
- Trowel Trades
- Upholstery
- Welding Shop

The following spaces represent the <u>broad-based technology</u> instructional facilities being constructed in newer secondary schools. These facilities are based more on an integrated technology program with multiple workstations throughout the facility:

- Communications Technology
- Construction Technology
- Design Technology
- Manufacturing Technology
- Services Technology
- Transportation Technology

The following spaces represent the <u>commercial</u> facilities found in secondary schools :

- Bookkeeping and Accounting Room
- Business Machine Room
- Commercial Practice Laboratory
- Commercial Room
- Computer Studies
- Keyboarding
- Marketing and Merchandizing
- Office Practice Room
- Secretarial Laboratory
- Typewriting Room

The following spaces represent the various <u>science</u> laboratory facilities found in secondary schools:

- Agricultural
- Biology
- Chemistry
- General Physics

The following spaces represent <u>creative arts</u> facilities found in both elementary and secondary schools:

- Graphic/visual Arts
- Theatre/dramatic Arts

The following spaces represent <u>ancillary</u> facilities found in both elementary and secondary schools:

- Auditorium
- Cafetorium
- Chapel
- Exercise Room
- Gymnasium
- Gymnasium Multiple
- Lecture Room
- Swimming Pool
- <u>Cafeteria</u>: A full food preparation facility with seating. The kitchen is equipped for the service of hot meals to the entire student population and includes food preparation, servery, dishwashing, cold storage, waste disposal, food vending areas, services, and staff dining facilities.

Note: The area of certain spaces may in some cases determine the room count and categorization to be applied, e.g., open-concept classrooms. The categorization identifies instructional space types with similar physical attributes. For example, a space with an area less than 38 m^2 (400 sq. ft.) would be considered a "seminar room". A space with an area between 38 m^2 and 64 m^2 (400 sq. ft. and 700 sq. ft.) would be considered a "resource room" for special education or resource withdrawal. A space with an area between 64 m^2 and 78 m^2 (700 sq. ft. and 850 sq. ft.) would be considered a "classroom", regardless of whether it is being used for regular instruction or for other purposes.

Capacity Loading Factors – Elementary

For purposes of determining the capacity of **elementary schools** (Junior Kindergarten to Grade 8), the capacity of the following types of spaces are:

Deemed to be 23 (elementary)	Deemed to be Zero (elementary)
Art Room • space configured similar to classroom • program can be delivered in regular classroom setting	**Auditorium** • typically, pupils vacate classrooms to use the Auditorium; the vacated classrooms are not filled
Classroom • space configured for general instructional use	**Cafeteria/Cafetorium** • space not used for instructional purposes

Commercial Room	Change Rooms
• space configured similar to classroom • program can be delivered in regular classroom setting	• space not used for instructional purposes
Computer Room	**Child Care Centres**
• space configured similar to classroom • program can be delivered in regular classroom setting • computers are available for students in most classrooms or in Library Resource Centres	• reflects government policy decision not to include space used as child care centers prior to January 1, 1998 in the calculation of a school's capacity
Family Studies Room	**General Purpose Room/Gymnasium/Exercise Room**
• space configured similar to classroom • program has changed so that content is delivered as part of regular classroom programming	• typically, pupils vacate classrooms to use the gymnasium. The vacated classrooms are not filled
French Room	**Guidance**
• space configured similar to classroom • program can be delivered in regular classroom setting	• space not used for instructional purposes
Laboratory/Science Room (Physics, Chemistry and Biology)	**Library Resource Centre**
• space configured similar to classroom • specialized space required for only a portion of the instructional time • typically students who take most of their classes in these rooms move to the classroom vacated by students who are making use of the specialized space	• typically, pupils vacate classrooms to use the Library Resource Centre; the vacated classrooms are not filled
Lunch Room	**Health Unit**
• space configured similar to classroom • typically boards will use this space to accommodate enrolment pressures before adding a portable to the school	• space not used for instructional purposes
Music Room (Vocal)	**Music Room (Instrumental)**
• space configured similar to classroom	• specialized space often shared by several

	schools
• program can be delivered in regular classroom setting	• typically, pupils vacate classrooms for programming in this room; the vacated classrooms are not filled
Relocatable Unit - Permanent • space configured for general instructional use • units which are connected and integrated with the main school building; constructed of non-combustible materials such as steel frame of pre-cast concrete; and are either on full perimeter foundations or built on engineered concrete piers.	**Portable/Portapak** • temporary accommodation
	Relocatable Unit - Non-Permanent • units which do not meet the criteria established for permanent units
	Stages • typically, pupils vacate classrooms when programming (Theatre Arts, Instrumental Music) is delivered on stages; the vacated classrooms are not filled
Deemed to be 20 (elementary)	**Technical/Vocational/Design Technology Room**
Kindergarten • deemed capacity reflects the maximum average class size for Kindergarten	• significant renovation costs required to convert space for classroom use • specialized space often shared by several schools • typically, pupils vacate classrooms for programming in this room; the vacated classrooms are not filled

NOTE:

- Special Education rooms are deemed to have a capacity of 9;
- General Instructional Space having an area ranging from approximately 38 m^2 to approximately 64 m^2 (400 to approximately 700 square feet) are deemed to have a capacity of 12;
- Special Purpose Rooms of less than 38 m^2 (400 square feet) are deemed to have a capacity of 0.

Capacity Loading Factors – Secondary

For purposes of determining the capacity of **secondary schools** (Grade 9 to OAC), the capacity of the following types of spaces are:

Deemed to be 21 (secondary)	Deemed to be Zero (secondary)
Art Room • space may be scheduled for use for instructional purposes throughout the day in a rotary setting	**Auditorium** • provides space for student assemblies during the school day
Broad-based Technology/Technological Education Room • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Cafeteria/Cafetorium** • space not used for instructional purposes
Classroom • space configured for general instructional purposes	**Change Rooms** • space not used for instructional purposes
Commercial Practice Lab/Room • space may be scheduled for use for instructional purposes throughout the day in a rotary setting	**Child Care Centres** • reflects government policy decision not to include space used as child care centers prior to January 1, 1998 in the calculation of a school's capacity
Computer Studies Room • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Guidance** • space not used for instructional purposes
Family Studies Room • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Gymnasium (1st gymnasium space only)/Exercise Room** • provides space for student assemblies or athletic competitions during the school day
Gymnasium (excluding 1st gymnasium space) • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Health Unit** • space not used for instructional purposes
Laboratory/Science Room (Physics, Chemistry	**Library Resource Centre**

and Biology) • space may be scheduled for instructional purposes throughout the day in a rotary setting	• typically used for research or study purposes by students working independently or in groups and not directly supervised by a teacher
Lecture Room • space may be scheduled for instructional purposes throughout the day in a rotary setting for standard sized classes • even though Lecture Rooms typically have more than 22 seats, it is impractical to schedule large groups on a consistent basis	**Lunch Room** • space not used for instructional purposes
Music Room (Instrumental and Vocal) • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Portable/Portapak** • temporary accommodation
Relocatable Unit - Permanent • space configured for general instructional use • units which are connected and integrated with the main school building; constructed of non-combustible materials such as steel frame of pre-cast concrete; and are either on full perimeter foundations or built on engineered concrete piers. **Theatre Arts** • space may be scheduled for instructional purposes throughout the day in a rotary setting	**Relocatable Unit - Non-Permanent** • units which do not meet the criteria established for permanent units

NOTE:

- Special Education rooms are deemed to have a capacity of 9;
- General Instructional Space having an area ranging from approximately 38m^2 to 64m^2 (400 to approximately 700 square feet) are deemed to have a capacity of 12;
- Special Purpose Rooms of less than 38 m^2 (400 square feet) are deemed to have a capacity of 0.

Using the System – Scenarios and Tips

Adding and Removing a Facility

Boards may acquire new facilities through lease or by dividing an existing facility between the two panels (for example, one facility includes grades 7 & 8 on the elementary panel and grades 9 to OAC on the secondary panel). This requires adding a facility record to the board's inventory. See <u>Add a new facility</u> section for details instruction on how to add a new facility.

Please note that if the board acquires new facilities from coterminous boards, the Ministry must be provided with supporting documentation indicating the change of ownership. The means by which a board may acquire a facility from a coterminous boards are:

- inter-board transfers;
- acquisition at no cost; and
- acquisition at fair market value

Once the Ministry has been notified, the school facility record will be transferred from the disposing board's inventory to the acquiring board's (if appropriate). Similarly, if a board is disposing of a school, the board is required to forward supporting documentation including the transfer of title to the Ministry. The Ministry will adjust the board's inventory as appropriate upon receipt of the transfer of title. For detailed information regarding dispositions, see the section *Disposition or Acquisition of Schools at No Charge.*

If a board constructs a new facility or if a board acquires a facility by any of the means listed above and constructs additional space on the site to accommodate its programs, the board is required to notifying the Ministry of the change in ownership of the facility.

Please contact the Ministry as soon as possible to advise of the change in ownership in order to ensure that the SFIS is updated in time for the next financial reporting cycle.

Adding Permanent Space to a Facility

The addition of new permanent space to a facility requires an update to the inventory information in the SFIS. All updates to permanent space are done through the *Room Dashboard* and the *Permanent Space GFA/Age Dashboard*.

Removing Permanent Space

If a board demolishes any part of the permanent space (additions, the original building or permanent relocatable classroom modules), these changes require updates in the

SFIS. All updates to the permanent space must be done through the *Permanent Space GFA/Age Dashboard*, where step-by-step instructions are provided.

Adding Non-Permanent Space

If a board adds a portable, a portapak or a non-permanent relocatable classroom module (RCM) to a facility, these changes require updates in the SFIS. Updating non-permanent space should be done through the *Non-Permanent GFA/Age Dashboard*.

Changes to Room Use in Permanent Space

The SFIS records information on all rooms used for instructional purposes and calculates capacity loadings. Any changes in use for those rooms in the **permanent** facility must be made in the *Room Dashboard*. Modifications to the permanent facility that do not add or remove permanent gross floor area <u>do not</u> require an adjustment to the *Permanent Space GFA/Age Dashboard*

All facilities must have room detail information entered and any records that do not include this must be updated.

Please note that any changes to room use in the **non-permanent** facility must be made in the *Non-Permanent GFA/Age Dashboard*.

Annexes

Disposition or Acquisition of Schools at No Charge

The capacity of surplus schools offered at no charge to co-terminous school boards and the Ontario Realty Corporation (ORC) by December 31 of each year and closed before the beginning of the following academic year will be removed from the board's inventory of schools in the calculation of Pupil Accommodation Grants for the following academic year. To effect this change, the Ministry of Education requires a copy of the letter sent to coterminous boards and the ORC clearly indicating that the school is being offered at no charge.

Written responses to such offers from coterminous boards should be requested, but are not essential. If a board does not respond within the 90 day period specified in _Ontario Regulation 444/98_, the offering board may interpret this to be a refusal of the property. **A written response from the ORC, however, is required for all offers**. If the ORC has not formally responded within 90 days, boards are to notify the Business Services Branch of the Ministry of Education for appropriate follow-up action.

If a board accepts a school from another board at no cost, it is to notify the Business Services Branch of the Ministry in writing. The facility that was acquired will be included in the board's inventory in the calculation of Pupil Accommodation Grants for the following academic year.

Beginning in 2001-02, boards that acquired a facility that has been offered at no cost by another board under the requirements of Ontario Regulation 444/98 will have the lesser of the enrolment and the capacity of the facility recognized as the capacity of the facility in the calculation of Grants for New Pupil Places provided that the certain criteria have been met.