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Enrolment Register Instructions for Elementary and Secondary Schools

2015–16 School Year

All changes in policy or procedure for 2015–16 are highlighted in boldface type.

Une publication équivalente est disponible en français sous le titre suivant :

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INTRODUCTION

Regulations Pertaining to the Register

Maintenance of the Register

Subsection 265(1)(c) of the Education Act states that it is the duty of a principal of a school, in addition to his or her duties as a teacher, “to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

Retention of Pupil Enrolment Records

The Ministry of Education requires that, for audit purposes, the printed-out copies of the current year’s year-end register for full-time and part-time pupils and the previous year’s year-end register be retained. Retention beyond that minimum period is to be carried out in accordance with the school board’s record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act. The ministry also requires schools to retain, for audit purposes, various additional documents (listed below and on page 6) for the current school year and the previous school year.

The following charts contain a summary of all documents that must be retained for the current school year and the previous school year.

Electronic Records
<p><i>Elementary and Secondary Schools</i></p> <ul style="list-style-type: none">• the year-end register for full-time and part-time pupils• dated forms authorizing pupil external transfer, with the principal’s electronic signature• Daily Attendance Records for pupils• the Daily Absence Report (Daily Telephone Contact List)• the report on pupil absences of 15 or more consecutive days <p><i>Secondary Schools Only</i></p> <ul style="list-style-type: none">• pupil course timetables that were in effect on the last school day of October and March• the period-by-period attendance check for all pupils in the school• where applicable, the Independent Study and e-Learning Register for Day School Pupils

Paper Records

Elementary and Secondary Schools

- a printout of the year-end register for full-time and part-time pupils
- signed and dated forms authorizing pupil admission, **internal** transfer, and retirement*
- date-stamped letters or e-mail from other schools requesting Ontario Student Records
- for pupils with prolonged absences (i.e., of 15 or more consecutive days), attendance counsellors' reports or medical documentation
- written requests from a parent or legal guardian, or from the pupil where the pupil is an adult, to temporarily excuse a pupil from school (e.g., for an extended vacation)
- pupil suspension and expulsion letters
- the school bell schedule

Secondary Schools Only

- signed and dated forms authorizing pupils to add or withdraw from courses*
- school course calendars

*These forms should be signed by the school principal or by a school staff member designated by the principal.

Collection of Data

Authorization for the collection of the information required in the register is found in subsection 8.1 (8) of the Education Act. This information is required for administrative purposes. Anyone needing additional information regarding the collection of this information should contact the Freedom of Information and Privacy Office of the Ministry of Education.

General Requirements

The principal must ensure that a system is in place to provide school staff with all the appropriate information about each pupil that is required in keeping the enrolment register and attendance records. The principal is responsible for ensuring that enrolment and attendance records are accurate and up to date.

The enrolment register is composed of two sections – *Enrolment Details Records* and *Enrolment Summaries*. See Appendix A for samples of Enrolment Details Records and Enrolment Summaries.

Enrolment Summaries must be printed out at the end of the school year in June, certified by the principal, and retained for audit purposes.

However, Enrolment Details Records may be stored electronically only, and not printed out at the end of the school year, provided that (1) they indicate the enrolment-count dates, (2) they contain the principal’s electronic signature certifying that they are accurate, and (3) they are retained for audit purposes. If these requirements are not met, the Enrolment Details Records must also be printed out at the end of the school year in June, certified by the principal, and retained for audit purposes.

The following documentation is also required:

- *The Daily Attendance Record for each pupil.* See Appendix B for a sample showing the content and format of a Daily Attendance Record.
- *The Daily Absence Report (Daily Telephone Contact List) for the school.* This report will include information on the contacts that school staff have made or attempted to make with absent pupils or their parents. Such information will include the explanations obtained for the pupils’ absence.
- *The school bell schedule.* The bell schedule will indicate the duration of all periods of instruction and lunch periods, and must also clearly show standard travel time between classes. The configuration of the software program that is used to determine pupils’ status as full-time or part-time must match the configuration of the school bell schedule in number of periods and period length.
- *The period-by-period attendance check for all the pupils in a secondary school*
- *Class timetables indicating the minutes of instruction for Extended French and French Immersion in elementary schools*

The principal will ensure that all teachers of pupils whose enrolment is recorded in the day school register are regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board’s regular day school teaching staff.

The principal must ensure that any fees charged to pupils for learning materials and activities are in accordance with board policy developed in response to the ministry’s memorandum “Guideline for Fees for Learning Materials and Activities” (No. 2011:B02, March 25, 2011).

Determining Pupils’ Enrolment Status

In the definitions given below, a pupil “registered for classroom instruction” means a pupil who is enrolled for classroom instruction and who is attending classes regularly. The amount of time specified for classroom instruction in each case is the average amount of time in the school cycle that is allocated in the pupil’s timetable to the classes that the pupil is expected to attend.

Elementary Pupils

The principal will ensure that a system is in place to determine whether a pupil is to be enrolled as a full-time pupil or a part-time pupil.

<i>Full-time pupil</i>
<ul style="list-style-type: none">• a pupil who is registered for classroom instruction for an average of 210 minutes or more per school day• a pupil aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of at least 70 minutes of classroom instruction per school day• a pupil who is participating in an Intensive Behavioural Intervention program, regardless of the amount of classroom instructional time for which he or she is registered

<i>Part-time pupil</i>
<ul style="list-style-type: none">• a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day• a pupil aged 14–17 who has a SALP that provides for an average of less than 70 minutes of classroom instruction per school day

Secondary Pupils

The principal will ensure that a system is in place to determine whether a pupil is to be enrolled as a full-time pupil or a part-time pupil, or as a pupil engaged in independent study (see “Independent Study” on page 10).

Full-time pupil

- a pupil who is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle
- a pupil aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of at least 70 minutes of classroom instruction per school day
- a pupil who is enrolled in a day school that has, in accordance with a calendar that has been approved by the Minister under Regulation 304 (“School Year Calendar”), a designated school year of twelve months and instructional days in each of those months, and in which the pupil is eligible to earn at least seven credits upon successfully completing the courses in which the pupil is enrolled in the school year
- a pupil who is participating in an Intensive Behavioural Intervention program, regardless of the amount of classroom instructional time for which he or she is registered

Part-time pupil

- a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle
- a pupil aged 14–17 who has a SALP that provides for an average of less than 70 minutes of classroom instruction per school day

The pupil’s timetable must be used to determine the number of minutes of classroom instruction. The timetable in effect on the last school day in October is to be used to determine whether a pupil is full-time or part-time for the October enrolment-count date, and the timetable in effect on the last school day in March is to be used to determine whether a pupil is full-time or part-time for the March enrolment-count date. Travel time between classes must not be included in the calculation of the amount of classroom instruction.

Time spent by pupils in dual credit courses, multi-subject instructional periods, non-credit courses with alternative expectations (that is, courses with a course code beginning with “K”), and credit recovery courses is recognized as classroom instructional time. However, time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process is *not* recognized as classroom instructional time.

The following are the only three instances in which minutes of classroom instruction are not used in determining full-time or part-time enrolment status:

- The pupil is taking a cooperative education course. For details, see “Cooperative Education Courses” on page 22.
- The pupil has an Individual Education Plan (IEP) that includes an individualized study program that satisfies the following criteria:
 - Instructional activity in each subject is directed and guided by a qualified teacher of that subject.
 - Pupils are in regular attendance and have a timetable that specifies when they are to be in school. The full- or part-time status of the pupils is based on the number of minutes in their individual timetables.
 - The school has a system for taking attendance that accurately records and monitors the pupils’ attendance.
 - Courses are developed and offered in accordance with ministry curriculum policy documents.
- The pupil is receiving home instruction.

Independent Study

A day school pupil doing “independent study” is not registered for classroom instruction, but takes credit courses that fulfil the ministry’s program and diploma requirements and meets with qualified teachers for scheduled times during the school day. It should be noted that a course for which a pupil is enrolled cannot be considered an independent study course if any portion of it consists of classroom instructional time that is also used to classify the pupil as either “full-time” or “part-time”.

Enrolment in non-classroom instruction offered through an independent study program must not be included in the enrolment register for elementary or secondary schools. The Independent Study and e-Learning Register for Day School Pupils must be used to record this enrolment. The Independent Study and e-Learning Register for Day School Pupils must not include any pupil whose enrolment is recorded as “full-time” in any publicly funded school.

See the section entitled “The Independent Study and e-Learning Register for Day School Pupils” on pages 28–30 for details on using the register.

Home Schooling

Pupils who are excused from compulsory attendance because they are receiving satisfactory instruction *exclusively* at home (i.e., through home schooling) or elsewhere (e.g., at a private school) must not be recorded in the enrolment register. If, however, they are receiving some instruction provided by the school (classroom-delivered or independent study), this instructional time will be recognized for grant purposes. These pupils must be recorded in the day school register or in the Independent

Study and e-Learning Register for Day School Pupils in accordance with the type of instruction provided. The attendance of a pupil who is recorded in the day school register will be recorded in a Daily Attendance Record.

Reporting in the Ontario School Information System (OnSIS)

Data on Enrolment-Count Dates

The full-time equivalent (FTE) reported for each pupil on the OnSIS School Enrolment screens for the ministry's enrolment-count dates – the last school day of October and March – must equal the FTE recorded for each pupil on these dates in the enrolment register.

Part-Time Pupils

Pupils recorded as part-time must be reported as part-time pupils in OnSIS. The FTE for each pupil must be included.

Pupils Affected by the 34-Credit Threshold

Under Ontario Regulation 197/15, "Calculation of Average Daily Enrolment for the 2015–2016 School Board Fiscal Year", the calculation of the average daily enrolment (ADE) for secondary pupils is split into two categories: "regular" and "high credit".

All or a portion of the credits of pupils affected by the 34-credit threshold may be identified as "high credits". "High credits" are the credits above the 34-credit threshold that are for "non-exempt courses" taken in the current school year or semester by "non-exempt pupils". (Examples of "exempt courses" are English as a Second Language and English Literacy Development. An example of an "exempt pupil" is a pupil with an Individual Education Plan [IEP]).

For each enrolment-count date, a pupil's day school FTE must be calculated in the following way:

- Determine the number of "high credits" for the pupil.
- Calculate the "high-credit factor" by dividing the number of high credits by the total number of credits for the courses in which the pupil is enrolled.
- Determine the number of "high-credit minutes of instruction" per day by multiplying the "high-credit factor" by the total number of minutes of instruction per day in the pupil's timetable. The remaining minutes are the regular day school minutes of instruction.
- Calculate the pupil's day school FTE by using the number of regular day school minutes of instruction and high-credit minutes of instruction.

For each credit that is not based on minutes of instruction – that is, for a cooperative education credit, a dual credit, or a credit for a course provided through home instruction – the calculation should be made using the number of minutes of instruction for a normal credit. For example, if most pupil timetables are based on 75 minutes of instruction per day for most credits, then 75 minutes of instruction should also be used for a credit that is not based on minutes of instruction.

Further information on the 34-credit threshold, including implementation instructions, is provided in the ministry’s memorandum “34 Credit Threshold – Implementation Details” (No. SB1, January 30, 2013).

Pupils Taking Courses through Independent Study

The enrolment of each pupil in independent study courses must be considered under the appropriate category in the table below for the purposes of determining a pupil’s “high-credit factor” and calculating the pupil’s ADE for independent study. See above for the method of calculating the “high-credit factor”.

	Category of enrolment	Counting credits for determining the pupil’s high-credit factor	Calculating the pupil’s ADE for independent study
1	The pupil enrolled in the course during first term/semester, and completed it during first term/semester on or after the October count date.	Count the credit as if the pupil was enrolled in a semestered course on the October count date.	Use the high-credit factor as of the October count date.
2	The pupil enrolled in the course during second term/semester, and completed it during second term/semester on or after the March count date.	Count the credit as if the pupil was enrolled in a semestered course on the March count date.	Use the high-credit factor as of the March count date.
3	The pupil enrolled in the course during first term/semester, and completed it during second term/semester.	Count the credit as if the pupil was enrolled in a non-semestered course on the October count date.	Use the average of the high-credit factors for the October and March count dates.
4	The pupil enrolled in the course during a term/semester, and completed it or withdrew from it before the count date that falls within that term/semester.		

Under the enrolment reporting initiative, electronic recording and reporting methods **began to replace the use of printed enrolment registers for independent study in 2014–15. Starting in 2015–16, the register for independent study will no longer be printed by the ministry and will not be available on the ministry’s website. In 2015–16, boards will only report pupil enrolment data through OnSIS.**

For further information on the enrolment reporting initiative, see the ministry’s memorandum “2012-13 PLAR for Mature Students Funding Data & Enrolment Reporting Initiative” (No. SB32, November 1, 2013).

For independent study, the average daily enrolment (ADE) will be reported through OnSIS on three submission dates – the last school day of October, March, and June. The regular and high-credit ADE reported through OnSIS for each pupil should be based on the portion of work units completed by the pupil since the last OnSIS submission date.

Pupils Enrolled in More Than One School

The FTE of a pupil enrolled in more than one school within the same board must be reported in OnSIS by the school where the pupil’s Ontario Student Record (OSR) is kept. The FTEs of the pupil at each school are combined but may not exceed one FTE.

If a pupil – other than a pupil taking e-learning courses or a pupil with a SALP – is enrolled in schools operated by two different boards, each school will report the pupil’s enrolment in OnSIS. The FTE reported by each school must be based on the number of minutes of classroom instruction that the pupil receives at that school. In some instances, the combined FTEs of the pupil may exceed 1.00, but may not exceed 1.30. For a pupil taking e-learning courses or a pupil with a SALP, the combined FTEs may not exceed 1.00. (See also “E-learning Courses” on pages 22–23.)

For pupils affected by the 34-credit threshold, boards must ensure that their schools count all current credits for courses that pupils are taking in the day school program at their home school, at any other schools in their board, and at schools in other boards. See the section above, “Pupils Affected by the 34-Credit Threshold”, for the method of calculating the “high-credit factor”.

Kindergarten and Junior Kindergarten pupils may not under normal circumstances be enrolled in schools operated by different boards. They may not, for example, attend a program offered by one board in the morning and another program offered by a different board in the afternoon. It is recommended that they be enrolled in the program offered at a school of the board whose school(s) they have the right to attend.

MAINTAINING THE REGISTER AND ATTENDANCE RECORDS

Admission

Enter a pupil's name in the register on the day on which the pupil actually begins to attend classes for the current school year. Although pupils' names from the previous school year may be stored in a school's computerized system for administrative purposes, a pupil's name must not be entered into the current register until the pupil actually begins to attend classes. Exceptions to this requirement are the following pupils, whose names may be entered in the register on the first day of school for the current school year:

- a pupil who is continuing in a Supervised Alternative Learning (SAL) program from the previous school year with the formal approval of the board's SAL Committee
- a pupil who is continuing to receive home instruction
- a pupil who was referred to an attendance counsellor in the previous school year and whose file is still active

In elementary schools, do not enter the names of pupils in Kindergarten and Junior Kindergarten classes with staggered admission dates in the register until the first day each pupil begins to attend classes.

The name of a pupil who is provided with academic assessment services by the board immediately prior to entering school may be entered in the register on the date that the assessment services began.

Along with the pupil's name, enter the pupil's Ontario Education Number (OEN), gender ("M" or "F"), and grade in Enrolment Details (see the sample on page 32).

Enter the date of admission as either an "internal admission" or an "external admission" (for examples, see page 32, Akoodie and Caruso). For internal and external admissions, any relevant information should also be recorded. Definitions of "internal admission" and "external admission" are provided on page 15.

Internal admission

- a pupil whose name was on the roll of the same school on the last day of the previous school year

External admission

- a pupil who enrolls for the first time at a school
- a pupil who re-enrolls at a school after having transferred or retired from that school

Late Admission

For pupils who are admitted after the first day of school, the reason for late admission should be recorded. For all late admissions, enter the date of admission in Enrolment Details under “internal admissions” or “external admissions”, as appropriate (see page 32, Hare and Christie). It should be noted that the date of readmission of pupils who re-enrol after having transferred or retired must be entered under “external admissions” (see page 32, Trent).

If a pupil is admitted to a classroom-delivered day school course or program after an enrolment-count date, his or her enrolment in that course or program cannot be recorded in the Independent Study and e-Learning Register for Day School Pupils or a continuing education register.

Pupils Who Are Not Pupils of the Board

Enter “OP” in the “OP” (“Other pupils”) column in Enrolment Details beside the names of pupils who are not pupils of the board (see page 32, Nichols). Also, indicate who is responsible for the payment of each pupil’s fee under the pupil’s name, and record any other relevant information on each pupil.

Pupils Who Already Have 34 Credits

The principal will direct pupils who already have 34 credits and who have no regular day school FTE either to the appropriate day school courses or to continuing education courses, in accordance with the school board’s policy on admission of such pupils.

Adult Pupils

The principal will direct adult pupils – that is, pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2015 – either to the appropriate day school courses or to continuing education courses, in accordance with the school board’s policy on admission of adult pupils. The principal will ensure that the only adult pupils who are included in the secondary school register

are those who are enrolled in day school courses that are taught by teachers who are members of the board's regular staff and who are not continuing education teachers.

Enter "A" in the "Adult" column beside the names of pupils who are twenty-one years of age or over as of December 31, 2015 (see page 40, Ennis).

Transfer and Retirement

Enter the date of a pupil's internal transfer, external transfer, or retirement in Enrolment Details (for "internal transfer", see page 32, Urman; for "external transfer", see Nichols; for "retirement", see Baker). Definitions are provided in the charts below. Pupil transfers and retirements must be recorded in the register immediately. A pupil's destination will also be recorded.

Internal transfer

- a pupil whose name is taken off the roll of one organizational unit in a school and who becomes an internal admission in another organizational unit at the same school during the school year
- a pupil who was previously a full-time pupil but who has become a part-time pupil, or vice versa

External transfer

- a pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in Ontario
- a pupil who is transferred to an educational program in a care and treatment or correctional facility

Retirement

- a pupil who withdraws from a publicly funded school in Ontario and does not enrol in another publicly funded school in Ontario
- a secondary school pupil who leaves the school to take part in an approved educational exchange
- a pupil who has been expelled from school and who is not participating in a program for expelled pupils

Where a pupil transfers or retires from the school, the transfer or retirement date will be the day immediately following the last day of attendance. The only exception occurs when a pupil transfers from one school of a board just before an enrolment-count date (the last school day of October or March) but is not admitted to another school of the *same* board until just after the enrolment-count date, and, as a result, the pupil is not enrolled in either school on the count date. If the transfer and the admission each occur within fifteen school days of the enrolment-count date and

if appropriate supporting documentation is kept, the external transfer date for this pupil for the sending school will be deemed to be the day immediately following the enrolment-count date.

Where the principal becomes aware that a pupil has transferred or retired from the school prior to an absence of fifteen consecutive school days, the transfer or retirement date will be the day immediately following the last day of attendance.

Daily Attendance Records

Use the following symbols to indicate attendance on each pupil's Daily Attendance Record.

	present all day (leave blank)
A	absent
L	late
G	general absence day
PA	professional activity day
N	non-instructional day
C	contact consisting of two-way communication with a pupil 14–17 years of age (an absentee or a pupil in a SAL program)
H	statutory holiday
B	holiday designated by board

Indicate whether "A", "L", "G", or "N" applies to the whole day or only to morning or afternoon (see the sample attendance record in Appendix B). For an explanation of the use of "A", "G", and "N", see under "Absence", "General Absence Days", "Non-instructional Days", and "Excused Pupils" (pages 17–20). For explanations of the use of "C", see under "Prolonged Absence" (pages 20–21) and "Supervised Alternative Learning (SAL)" (pages 23–24).

Absence

There are different types of absence, all of which are discussed in this section.

For a regular absence, enter "A" in a pupil's Daily Attendance Record indicating "absent in morning", "absent in afternoon", or "absent all day", as appropriate. Enter the reason in the Daily Absence Report (Daily Telephone Contact List) for the school.

If a pupil is absent from a scheduled examination, enter “A” in the pupil’s Daily Attendance Record indicating “absent in morning”, “absent in afternoon”, or “absent all day”, as appropriate. Enter “absent from an examination” and the reason for missing the examination in the school Daily Absence Report (Daily Telephone Contact List).

It is the principal’s responsibility to ensure that the school contacts the parent(s) of a pupil – or the pupil, if the pupil is an adult – to find out why the pupil has not been in attendance. The school must retain a record of the contacts between the parent(s) or pupil and the school, including the written communication to and from the attendance counsellor, as well as medical documentation in cases of prolonged absences (fifteen or more consecutive school days).

Where a secondary school pupil has been absent for several consecutive school days without an acceptable explanation, it is recommended that this absence be reported to the vice-principal or principal.

If a pupil has been absent for fifteen consecutive school days without an acceptable explanation, follow the procedures given under “Prolonged Absence” on pages 20–21.

Safe Arrivals

In an elementary school, when regular attendance-taking shows that a pupil is absent and that his or her parent(s) have not informed the school of the absence, the principal, in accordance with policies established by the board on safe arrivals, should ensure that the school immediately contacts the parent(s) to find out if they are aware of the child’s absence.

General Absence Days (“G” Days)

Absence of All Pupils

Enter “G” for a general absence day in each pupil’s Daily Attendance Record, and enter the date and the reason in the record of “G” days for the school. The following are examples of reasons for assigning a “G” day for all pupils:

- The school is closed under the Health Protection and Promotion Act.
- The day is a legally proclaimed municipal holiday.
- The day is a holy day.
- Bad weather (e.g., a snowstorm) has caused a breakdown in transportation arrangements or otherwise prevents the pupils from going to school, including pupils who are driven or who walk to school.
- The school heating plant breaks down or a similar emergency occurs.
- The school is closed for the day by the Lieutenant-Governor or the Minister.
- The school is closed because of a withdrawal of services by board employees.

Absence of an Individual Pupil

Enter “G” for a general absence day in the pupil’s Daily Attendance Record, and enter the reason in the Daily Absence Report (Daily Telephone Contact List) for the school. The following are examples of reasons for assigning a “G” day for an individual pupil:

- The day is a holy day for the pupil.
- The pupil is participating in the non-academic component of a Supervised Alternative Learning (SAL) program in accordance with Ontario Regulation 374/10.
- Bad weather (e.g., a snowstorm) has caused a breakdown in transportation arrangements or otherwise prevents the pupil from going to school, including a pupil who is driven or who walks to school.
- The pupil is receiving private instruction in music for up to a half day in any week.
- The pupil is serving in the Ontario Legislature as a legislative page.
- The pupil is a Kindergarten or Junior Kindergarten pupil who is excused from class during a period of staggered admission.
- The pupil is absent for reasons of safety during a period when services have been withdrawn by board employees.
- The pupil is participating in a short-term educational exchange program.
- The pupil is unable to attend school because of a public transit strike.
- The pupil is absent or excused, as authorized under the Education Act and/or regulations made under the act.
- The pupil is under suspension.

In the case of a suspension, the principal will ensure that appropriate documentation of the suspension is retained and that the appropriate school staff are given the names of all pupils who have been suspended.

Non-instructional Days (“N” Days)

Non-instructional, or “N”, days are days in the school calendar for which individual pupils are not scheduled for instruction. For the purpose of keeping cumulative attendance records, they are not regular days of absence, which are indicated with “A”, nor are they “G” days.

Enter “N” for the appropriate day(s) in a pupil’s Daily Attendance Record for such pupils as the following:

- part-time pupils who are not scheduled for classes on certain days in their school cycle
- pupils enrolled in Intensive Behavioural Intervention programs

Excused Pupils

Enter “G” for each day of absence for a pupil who has been temporarily excused from attendance at school.

In accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General”, the principal will retain the letter in which the parents request that the pupil be excused or, if the pupil is an adult, the letter in which the pupil asks to be excused.

If the school provides a program of study for the pupil, it must be certified by the principal and retained.

If the school does not provide a program of study for the pupil, an elementary or a secondary school pupil who has been excused from school for fifteen or more consecutive school days in accordance with subsection 23(3) of Regulation 298 will be retired from the register on the day immediately following the last day of attendance. If the pupil is to be retired, follow the instructions for recording retirements that are given under “Transfer and Retirement” (pages 16–17).

Prolonged Absence

If an *elementary* school pupil has been absent for fifteen consecutive school days without appropriate supporting medical documentation, the pupil must be shown as a retirement in the register on the day immediately following the last day of attendance. For the purposes of this requirement, a “school day” is defined as *the entire instructional program*. A “G” day, an “N” day, or a “PA” (professional activity) day occurring within an otherwise unbroken series of fifteen school days of absence does not break or add to the series.

If a *secondary* school pupil has been absent for fifteen consecutive school days without appropriate supporting medical documentation, the pupil must be shown as a retirement in the register on the day immediately following the last day of attendance. For the purposes of this requirement, a “school day” is defined as *all scheduled classes in all courses in which a pupil is enrolled*. A “G” day, an “N” day, or a “PA” (professional activity) day occurring within an otherwise unbroken series of fifteen school days of absence does not break or add to the series.

However, a pupil of compulsory school age may remain in the register for sixteen to thirty consecutive days of absence, if the principal has referred the case in writing to the attendance counsellor on the pupil’s sixteenth consecutive day of absence. If a pupil is to remain in the register for one or more subsequent fifteen-day periods, the principal must receive at the beginning of each subsequent fifteen-day period a report from the attendance counsellor indicating that the pupil’s file is still active. **A file is to be considered active only if contact with the pupil consists of two-way**

communication. Where, for any reason, the attendance counsellor does not submit a report or indicates that the pupil's file has become inactive, the pupil must be shown as a retirement on the day following the last fifteen-day period (e.g., the thirty-first day, the forty-sixth day).

A pupil who is fourteen to seventeen years old, who has an unexcused absence, and who has an active file may remain in the register for a maximum of sixty consecutive school days, after which time the pupil must be shown as a retirement in the register. During this sixty-day period, enter "C" in the pupil's Daily Attendance Record for each fifteen-day period that the attendance counsellor confirms that the file is still active. Each board is required to maintain a list of non-attending pupils who are fourteen to seventeen years old and who have been removed from the register of any of its schools; the school or board is expected to contact these youth at least once a semester to encourage them to return to school.

In the case of a pupil who is unable to attend school for medical reasons, the pupil's name will be retained in the register **for the period of time specified on appropriate supporting medical documentation or up to the end of the current school year, whichever is applicable.** Appropriate supporting medical documentation must be kept on file. A referral to an attendance counsellor is not required in this case.

For a diagram summary of the procedures described above, see Appendix C.

In accordance with the definition of a "school day" that is given above for secondary school pupils (see page 20, second paragraph under "Prolonged Absence"), if a secondary pupil has been absent from a course for fifteen consecutive scheduled days without appropriate supporting medical documentation, the pupil will be deemed, for funding purposes, to have withdrawn from the course on the day immediately following the last day of attendance. If the pupil no longer qualifies to be a full-time pupil as a result of this withdrawal, the pupil's enrolment status must be changed to "part-time". The pupil's change in status must be recorded in the register as an "internal transfer", as outlined under "Transfer and Retirement" (pages 16-17).

If the principal or vice-principal indicates that a pupil with poor attendance is to be retired from the register, follow the instructions for recording retirements that are given under "Transfer and Retirement" (pages 16-17).

The removal of a pupil's name from the register for absenteeism does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the Education Act, and the principal must ensure that the attendance counsellor is advised of the removal of the names of all such pupils from the register.

Specific Programs

Cooperative Education Courses

These courses will be delivered in accordance with the ministry document entitled *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*. The principal must ensure that the employer complies with the ministry's requirements for recording attendance.

Record the attendance of pupils in the placement component in the same way as classroom attendance.

A cooperative education course, which includes both a classroom component and a placement component, must be scheduled for at least the same number of hours as the number of hours required for any one of the related curriculum courses on which it must be based – that is, for a minimum of 110 hours per credit.

The FTE for a pupil will be determined on the basis of the credit value of the cooperative education course, as shown in the chart below.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none">• one credit equals 0.25 FTE• two credits equal 0.50 FTE• three or more credits equal 1.00 FTE	<ul style="list-style-type: none">• one credit equals 0.13 FTE• two credits equal 0.25 FTE• three credits equal 0.38 FTE• four credits equal 0.50 FTE• five credits equal 0.63 FTE• six or more credits equal 1.00 FTE

E-learning Courses

Record enrolment in day school e-learning courses in the day school enrolment register in the same way as enrolment in courses delivered in the classroom.

Where a pupil participates in an e-learning course at any time during a week (Monday to Friday), the pupil will be marked present in the course for the entire week. Where a pupil does not participate in the course during a week (Monday to Friday), the pupil will be marked absent in the course for the entire week.

Where a pupil is taking an e-learning course, the board where the pupil's OSR is kept (the home board) must report the enrolment of the pupil in the e-learning course. Where a school of a board other than the home board is providing the instruction in the e-learning course, the board providing the instruction may charge the home board a fee that is established by the ministry. This fee is posted annually on the e-Learning Ontario website, at www.edu.gov.on.ca/elearning/funding.html.

Where a pupil declines to enrol in a school of the local district school board – usually a pupil receiving home schooling or attending a private school – the enrolment of that pupil in an e-learning course must be recorded in the Independent Study and e-Learning Register for Day School Pupils by the (out-of-district) school that is offering the e-learning course.

Home Instruction

If a pupil is unable to attend school for medical reasons, the principal may make a teacher available to provide the pupil with instruction at home or in hospital. Home instruction must be carried out in accordance with subsection 11(11) of Regulation 298.

Record the attendance of a pupil who is receiving home instruction as if he or she were attending classes at school. However, if only homework is provided by the school to help the pupil keep up with school work, this assistance is not home instruction, and the pupil must be recorded as absent for the days he or she is not in attendance.

Pupils enrolled in Kindergarten and Junior Kindergarten and in Grades 1 to 8 who are on home instruction will be recorded as “full-time” in the register.

The FTE for a secondary school pupil will be determined on the basis of the number of courses the pupil is taking through home instruction on the October and March enrolment-count dates, as shown in the chart below.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none"> • one course equals 0.25 FTE • two courses equal 0.50 FTE • three or more courses equal 1.00 FTE 	<ul style="list-style-type: none"> • one course equals 0.13 FTE • two courses equal 0.25 FTE • three courses equal 0.38 FTE • four courses equal 0.50 FTE • five courses equal 0.63 FTE • six or more courses equal 1.00 FTE

Where all of the conditions for independent study apply, the pupil’s instruction may instead be recorded in the Independent Study and e-Learning Register for Day School Pupils.

Supervised Alternative Learning (SAL)

A list must be maintained of all pupils participating in a Supervised Alternative Learning (SAL) program. The list must include the pupils’ names and the date each pupil began to take part in the program. Where a pupil is participating in a SAL program in accordance with Ontario Regulation 374/10, the pupil may be recorded

as “full-time” in the register, if the pupil’s Supervised Alternative Learning Plan (SALP) includes classroom instruction for an average of at least 70 minutes per school day. Otherwise, the pupil must be recorded as “part-time” in the register with an FTE of 0.50.

For pupils who are participants in a SAL program, record their attendance in the Daily Attendance Record with a “G” for the period when they are participating in the non-academic component of the SAL program. **Contact that consists of two-way communication between** a pupil in a SAL program **and** the pupil’s primary contact should be recorded monthly, at a minimum, and should be indicated in the pupil’s Daily Attendance Record with a “C”.

If the principal or vice-principal indicates that a pupil in a SAL program is to be retired from the register, follow the instructions for recording retirements that are given under “Transfer and Retirement” (pages 16–17).

Pupils in Educational Exchange Programs

Record the enrolment of pupils participating in educational exchange programs between school boards or other educational authorities, in accordance with clause 49(7)(a) of the Education Act, as follows:

- The pupil leaving to go on an exchange must be shown as a “retirement”.
The date of the retirement is the day following the last day on which the pupil attended his or her home school.
- The pupil admitted to the school must be enrolled as a regular “external admission”, and is considered to be a pupil of the board for the duration of his or her stay at the Ontario school.

However, where the duration of an educational exchange program is a period of five months or less and each side of the exchange occurs within the same school year, the school principal, at his or her discretion, may have the pupils recorded as follows:

- The pupil leaving the school to go on the exchange remains in the register for the duration of the exchange.
- The pupil admitted to the school is *not* entered into the register for the duration of the exchange. This pupil must not be charged a tuition fee.

The criteria for reciprocal educational exchange programs are outlined in the ministry’s memorandum “Educational Exchange Programs” (No. SB7, April 23, 2004). It is recommended that the principal consult with board staff regarding the requirements outlined in this memorandum.

Programs for Expelled Pupils

Record the enrolment of a pupil who is participating in a program for expelled pupils as “full-time” in the enrolment register.

Record the attendance of a pupil who is participating in a program for expelled pupils in the same way as the attendance of pupils in regular classroom programs.

If a pupil does not complete the program requirements and is to be retired from the register, follow the instructions for recording retirements that are given under “Transfer and Retirement” (pages 16–17). Participation in these programs is voluntary. Referral of absenteeism to a school attendance counsellor is not required.

Pupils in Care and Treatment or Correctional Programs, Hospital Board Schools, or Provincial or Demonstration Schools

Pupils enrolled in care and treatment or correctional programs, in schools operated by hospital boards (section 68 school authorities), in Provincial Schools for the deaf, blind, and deaf-blind, or in Demonstration Schools must not be included in the register for the period of time, including transition periods, that they are attending these programs/schools. Pupils admitted to these programs/schools, in accordance with ministry guidelines, are those who cannot attend the local school of the board on a regular basis because of their need for the services provided by these programs/schools.

Dual Credit Courses

The FTE for a pupil taking dual credit courses that are based on advanced standing agreements or delivered through team teaching must be calculated on the same basis as the FTE for a pupil taking regular classroom credit courses.

Where dual credits are based on a college course delivered by a college professor or instructor, the FTE for a pupil will be determined on the basis of the number of secondary school credits that the pupil has the potential to earn through the college course, as shown in the chart below.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none"> • one credit equals 0.25 FTE • two credits equal 0.50 FTE • three or more credits equal 1.00 FTE 	<ul style="list-style-type: none"> • one credit equals 0.13 FTE • two credits equal 0.25 FTE • three credits equal 0.38 FTE • four credits equal 0.50 FTE • five credits equal 0.63 FTE • six or more credits equal 1.00 FTE

Record pupil enrolment and FTEs in the register in the appropriate Enrolment Details Records and Enrolment Summaries. Record the attendance of pupils who are taking a dual credit course in the same way as the attendance of pupils who are taking a regular classroom course.

COMPLETING THE SUMMARIES

Attendance Summaries

For each month, ensure that the computerized system has entered the number of times each pupil was late and the days he or she was absent, as well as the cumulative times late and days absent, in the Daily Attendance Record. At the end of the year, ensure that the system has entered the total number of times late and days absent under "Year Totals".

"G" days, "PA" days, and "N" days must not also be counted as days of absence.

Enrolment Summaries

The principal will ensure that Enrolment Details Records, Monthly Enrolment Summaries (for full-time pupils), and Enrolment Summaries (for full-time pupils who are under 21 years of age and for part-time pupils) are reviewed for accuracy at the end of each month. The principal will also certify on a printout that the Monthly Enrolment Summaries are accurate for the October and March enrolment-count dates.

Monthly Enrolment Summaries (for full-time pupils) and Enrolment Summaries (for full-time pupils who are under 21 years of age and for part-time pupils) must be printed out at the end of the school year in June, certified by the principal, and retained for audit purposes.

As stated on page 7, Enrolment Details Records may be stored electronically, and not printed out at the end of the school year, *provided that* (1) they indicate the enrolment-count dates, (2) they contain the principal's electronic signature certifying that they are accurate, and (3) they are retained for audit purposes. If these requirements are not met, the Enrolment Details Records must also be printed out at the end of the school year in June, certified by the principal, and retained for audit purposes.

Samples of Enrolment Details Records, Monthly Enrolment Summaries, and Enrolment Summaries are provided in Appendix A.

Enrolment Details Records for full-time and part-time pupils must show the name, gender, Ontario Education Number, and grade of the pupils and the dates of admission, transfer, and retirement to date. Pupils who are not pupils of the board must be indicated with “OP” in the “OP” (“Other pupils”) column, and the person or organization responsible for payment of fees must be identified. Adult pupils will be identified with an “A”.

Separate Enrolment Details Records, Monthly Enrolment Summaries (for full-time pupils), and Enrolment Summaries (for full-time pupils who are under 21 years of age and for part-time pupils) must be maintained for *each* of the groups of pupils indicated in the chart below.

	Elementary	Secondary
Full-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten* • Kindergarten* • Grades 1 to 3* • Grades 4 to 8* 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2015 • Grades 9 to 12, age 21 or over on December 31, 2015
Part-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten <i>and</i> Kindergarten • Grades 1 to 8 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2015 • Grades 9 to 12, age 21 or over on December 31, 2015
<p>*Note that internal transfers during the school year between Junior Kindergarten and Kindergarten and between Grades 3 and 4 must be indicated in the Enrolment Details Records and the Monthly Enrolment Summaries.</p>		

Monthly Enrolment Summaries for full-time pupils must show the total number of admissions, transfers, and retirements for each month. Begin with a “nil” enrolment in September. To calculate the net enrolment for September, take the sum of the admissions and subtract the sum of the transfers and retirements. To calculate the net enrolment for all subsequent months, take the enrolment for the last school day of the previous month, add the sum of the admissions for the current month, and subtract the sum of the transfers and retirements for the current month. All changes in enrolment during the month must be reflected in the Monthly Enrolment Summaries. For October and March, enter the net enrolment on the last school day of the month, the total number of pupils of the board, and the total number of other pupils at the bottom of the Monthly Enrolment Summaries.

The additional Enrolment Summary for full-time secondary pupils who are under 21 years of age must show “regular” and “high-credit” minutes of instruction and full-time equivalency (FTE) data on the October and March enrolment-count dates.

Enrolment Summaries for part-time pupils must show full-time equivalency (FTE) data for pupils for the months of October and March.

THE INDEPENDENT STUDY AND E-LEARNING REGISTER FOR DAY SCHOOL PUPILS

This register is no longer printed and no longer available on the ministry's website. However, the following materials are provided in Appendix D to assist boards and schools in maintaining the register:

- a model of the data summary section ("Course Data" and "Pupil Data")
- instructions for the teacher who is recording enrolment and attendance
- a sample of a completed register

As stated on page 13, starting in 2015–16, boards will report pupil enrolment data only through OnSIS.

Refer to the section "Regulations Pertaining to the Register" for guidance on the maintenance and retention of the register and for information on the collection of data required in the register. See also the sections "Independent Study", "Home Schooling", "Pupils Affected by the 34-Credit Threshold", "Late Admission", "E-learning Courses", and "Home Instruction".

General Requirements

The principal must ensure that a system is in place to provide teachers with all the information they will need in keeping their records. The principal is responsible for ensuring that enrolment and attendance records are accurate and up to date.

The principal must ensure that all teachers of the pupils whose enrolment is recorded in this register are regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board's regular day school teaching staff.

All pupils who are adults must be indicated as such in the register – that is, pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2015.

The principal must sign the register, certifying that the information given in the "Course Data" and "Pupil Data" sections are correct. **The signature can be in electronic form.**

Pupil Eligibility

A pupil taking an independent study course must meet the following criteria:

- The pupil is a day school pupil.
- For the period September 1, 2015, to January 31, 2016, the pupil is not enrolled as a full-time day school pupil on the last school day of October 2015. For the period February 1, 2016, to June 30, 2016, the pupil is not enrolled as a full-time day school pupil on the last school day of March 2016.
- The provisions regarding the Ontario Student Record apply to the pupil.

Note that a pupil enrolled exclusively in courses taken through independent study may be included in this register.

Course Eligibility

An independent study course must meet the following criteria:

- The course is a credit course that meets ministry program and diploma requirements.
- The course is offered during the school year from September 2015 to June 2016.
- The course is divided into a number of specific units of work that are similar in value, and these units are used to measure the pupil's progress.
- No part of the course is used as credit towards a course in which the pupil is enrolled as a part-time pupil.

Teacher Contact

The following requirements must be met:

- For a course with a credit value of one, there must be a minimum of ten scheduled teacher-contact sessions of at least one-half hour in duration each, and the total number of hours of such sessions must be at least ten hours. These sessions must be scheduled to occur during the regular school day.
- For a course with a credit value greater than one, a proportionate increase is required in the minimum number of teacher-contact sessions and the total number of session hours.
- Teacher-contact sessions that are missed must be rescheduled. Pupils who are not meeting the criterion of regular attendance must be retired from the register.

Pupils with 34 Credits

The work units completed must be prorated between “regular” (column E1 on the register) and “high-credit” (column E2) on the basis of the high-credit factor, and the totals must be indicated in column E for pupils of the board. These data must be transferred to “Pupil Data” in the “Data Summary” section of the register.

Funding Considerations

Work units must be completed, but not necessarily successfully, in order to be recognized for grant purposes. In addition, the number of work units completed by a pupil must not exceed the number required to complete the course.

The principal should forward the register for each independent study course to the board to ensure that the school receives funding for these courses.

E-learning

Enrolment in e-learning courses is normally recorded in the register for full-time and part-time day school pupils. The *only exception* is the recording of enrolment for pupils who decline to enrol in a school of the local district school board – usually pupils receiving home schooling or attending a private school. The enrolment of these pupils in an e-learning course must be recorded in the Independent Study and e-Learning Register by the (out-of-district) school that is offering the e-learning course. See also the section “E-learning Courses”.

APPENDICES

Appendix A: Samples of Enrolment Details Records and Enrolment Summaries

Samples for both elementary schools and secondary schools are provided on the following pages. They show the enrolment information that must be recorded and reported in accordance with the requirements outlined in this document. Note that the samples are not related to a particular school year.

Elementary Schools

- Elementary School: Enrolment Details Records* for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records* for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Details Records* for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records* for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Secondary Schools

- Secondary School: Enrolment Details Record* for Full-Time Pupils
- Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age
- Secondary School: Monthly Enrolment Summaries for Full-Time Pupils
- Secondary School: Enrolment Details Record* for Part-Time Pupils
- Secondary School: Enrolment Summaries for Part-Time Pupils

*If the Enrolment Details Records are stored electronically only, they must contain the principal's certification and the enrolment-count dates. See pages 26–27 for details.

Elementary School: Enrolment Details Records for Full-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Junior Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07				
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07			
	021-533-062	Caruso, Mary	F	JK		Sep 13			
	036-992-472	Christie, Dave	M	JK		Oct 13			
	036-221-497	Ennis, Dawn	F	JK		Mar 04			
	021-533-005	Figuroa, Roberta	F	JK		Sep 09			
	021-533-096	Goiree, Atheel	M	JK		Sep 22			
	079-341-222	Javed, Asim	M	JK	Sep 07				
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		Sep 29	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07				
	021-453-245	Upton, Marie	F	JK	Oct 06				
	021-533-344	Vezina, Philip	M	JK	Sep 07				
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 24		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 04

Principal's certification:** _____

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 07				May 06
	021-533-617	Baker, Catherine	F	K	Sep 23				Sep 29
	021-533-039	Burtnyk, Wayne	M	K	Sep 07		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 17			
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22				
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Sep 07				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Sep 07	Jan 12			Sep 15
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 22		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	K		Oct 12			
OP	091-423-132	Xenos, Paul	M	K	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07			
	032-534-925	Zeppa, Roy	M	K	Sep 23				

Principal's certification:** _____

*OEN = Ontario Education Number

**If the Enrolment Details Records are stored electronically only, they must also contain the enrolment-count dates. See pages 26–27 for details.

Elementary School: Enrolment Details Records for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Details, [School Year]									
XYZ Elementary School									
Full-Time Pupils – Grades 1 to 3									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 12
	021-533-286	Bibi, Zainab	F	03	Sep 07				
	021-533-858	Burntyk, Wayne	M	02		Sep 07			
	021-533-104	Ellis, Geoff	M	02	Sep 07				
	021-533-096	Goiree, Atheel	M	03		Sep 21			
	021-533-328	Hare, Diane	F	03	Sep 22				
	021-533-419	McCormick, Peggy	F	02	Sep 27				
	021-533-427	Morris, Paul	M	01	Sep 07				
OP	005-005-005	Nichols, Paul	M	03		Sep 16		Sep 22	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Oct 18	
	062-555-121	Wood, Susan	F	03	Sep 07		Sep 29		
	032-534-925	Zeppa, Roy	M	02	Sep 20				
Principal's certification:** _____									

Enrolment Details, [School Year]									
XYZ Elementary School									
Full-Time Pupils – Grades 4 to 8									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				
	021-533-617	Baker, Catherine	F	04	Sep 20				Sep 24
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Sep 23		
	021-533-062	Caruso, Mary	F	06		Sep 10			
	036-992-472	Christie, Dave	M	05		Oct 08			
	989-898-987	Dimson, Nicole	F	08		Sep 10			
	036-221-497	Ennis, Dawn	F	07		Mar 04			
	021-533-005	Figueroa, Roberta	F	05		Sep 13			
	079-341-222	Javed, Asim	M	06	Sep 07				
	087-453-695	Jordan, Paul	M	04	Sep 07				
	777-777-772	Lei, Man Ying	F	08	Sep 07				
	021-533-575	Morin, Robert	M	07	Sep 07				
	021-533-336	Scott, Kelly	F	06	Sep 07				
	021-533-591	Trent, Nellie	F	05	Sep 07	Jan 10			Sep 20
	444-444-444	Tumminieri, Rosa	F	04	Sep 07				
	021-533-344	Vezina, Philip	M	06	Sep 07				
	032-517-339	Weller, Marlene	F	08		Oct 05			
OP	091-423-132	Xenos, Paul	M	05	Sep 17				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			
	072-413-521	Young, Malcolm	M	06	Sep 07				Feb 10
Principal's certification:** _____									

*OEN = Ontario Education Number

**If the Enrolment Details Records are stored electronically only, they must also contain the enrolment-count dates. See pages 26–27 for details.

Elementary School: Enrolment Details Records for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Junior Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07			Oct 13	
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07		Mar 08	
	021-533-062	Caruso, Mary	F	JK		Feb 16			
	036-992-472	Christie, Dave	M	JK		Oct 14			May 18
	036-221-497	Ennis, Dawn	F	JK		Mar 07			
	021-533-005	Figuroa, Roberta	F	JK		Sep 20			Apr 14
	021-533-096	Goiree, Atheel	M	JK		Sep 21			
	079-341-222	Javed, Asim	M	JK	Sep 07				Jun 08
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		May 11	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07			Mar 02	
	021-453-245	Upton, Marie	F	JK	Oct 05				
	021-533-344	Vezina, Philip	M	JK	Sep 07		Oct 07		
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 29		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 10

Principal's certification:** _____

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 07				May 05
	021-533-617	Baker, Catherine	F	K	Sep 23				May 27
	021-533-039	Burtnyk, Wayne	M	K	Sep 07		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 09		Feb 16	
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22		Nov 12		
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				Oct 29
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Feb 08				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Apr 08				
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Dec 09	
	032-517-339	Weller, Marlene	F	K		Oct 08			
OP	091-423-132	Xenos, Paul	M	K	Sep 16				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07		Jan 13	
	032-534-925	Zeppa, Roy	M	K	Sep 21		Dec 15		

Principal's certification:** _____

*OEN = Ontario Education Number

**If the Enrolment Details Records are stored electronically only, they must also contain the enrolment-count dates. See pages 26–27 for details.

Elementary School: Enrolment Details Records for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 1 to 3

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 04
	021-533-286	Bibi, Zainab	F	03	Sep 07				
	021-533-858	Burtnyk, Wayne	M	02		Sep 07		Nov 17	
	021-533-104	Ellis, Geoff	M	02	Sep 07		Feb 02		
	021-533-096	Goiree, Atheel	M	03		Sep 23			
	021-533-328	Hare, Diane	F	03	Sep 22				Oct 28
	021-533-419	McCormick, Peggy	F	02	Sep 17				
	021-533-427	Morris, Paul	M	01	Sep 07		Mar 25		
OP	005-005-005	Nichols, Paul	M	03		Sep 11		Apr 21	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 27		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Dec 16	
	062-555-121	Wood, Susan	F	03	Sep 07		Feb 03		
	032-534-925	Zeppa, Roy	M	02	Feb 22				

Principal's certification:** _____

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 4 to 8

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				
	021-533-617	Baker, Catherine	F	04	Sep 22				Apr 28
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Oct 25		
	021-533-062	Caruso, Mary	F	06		Sep 15			
	036-992-472	Christie, Dave	M	05		Oct 18		Mar 08	
	989-898-987	Dimson, Nicole	F	08		Jan 18			
	036-221-497	Ennis, Dawn	F	07		Mar 07			Jun 09
	021-533-005	Figueroa, Roberta	F	05		Sep 10			
	079-341-222	Javed, Asim	M	06	Sep 07		Feb 02		
	087-453-695	Jordan, Paul	M	04	Sep 07				
	777-777-772	Lei, Man Ying	F	08	Sep 07			Mar 24	
	021-533-575	Morin, Robert	M	07	Sep 07				
	021-533-336	Scott, Kelly	F	06	Sep 07			Nov 09	
	021-533-591	Trent, Nellie	F	05	Sep 07				Dec 08
	444-444-444	Tumminieri, Rosa	F	04	Sep 07			Apr 08	
	021-533-344	Vezina, Philip	M	06	Sep 07				
	032-517-339	Weller, Marlene	F	08		Oct 05	Feb 09		
OP	091-423-132	Xenos, Paul	M	05	Sep 17		Feb 02		
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			Feb 04
	072-413-521	Young, Malcolm	M	06	Sep 07				May 16

Principal's certification:** _____

*OEN = Ontario Education Number

**If the Enrolment Details Records are stored electronically only, they must also contain the enrolment-count dates. See pages 26–27 for details.

Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Junior Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	0	0	0	0			
	Bibi, Zainab	140	0.47	140	0.47	1. Total number of minutes in cycle (1 x 300)	300	300
	Blackwell, John	70	0.23	0	0	2. Total number of pupils		
	Caruso, Mary	0	0	140	0.47	Pupils of the board	8	9
	Christie, Dave	0	0	70	0.23	Other pupils	1	1
	Ennis, Dawn	0	0	140	0.47	3. Pupil FTEs		
	Figueroa, Roberta	0	0	70	0.23	Pupils of the board	3.28	3.51
	Goiree, Atheel	140	0.47	140	0.47	Other pupils	0.23	0.47
	Javed, Asim	140	0.47	140	0.47			
OP	Nichols, Paul	70	0.23	140	0.47			
	Scott, Kelly	140	0.47	140	0.47			
	Tumminieri, Rosa	140	0.47	0	0			
	Upton, Marie	70	0.23	70	0.23			
	Vezina, Philip	0	0	0	0			
	Wood, Susan	0	0	0	0			
	Young, Malcolm	140	0.47	0	0			

Principal's signature _____ Date _____

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	140	0.47	140	0.47	1. Total number of minutes in cycle (1 x 300)	300	300
	Baker, Catherine	70	0.23	70	0.23	2. Total number of pupils		
	Burntyk, Wayne	0	0	0	0	Pupils of the board	12	8
	Dimson, Nicole	140	0.47	0	0	Other pupils	1	1
	Ellis, Geoff	140	0.47	140	0.47	3. Pupil FTEs		
	Hare, Diane	70	0.23	0	0	Pupils of the board	4.20	2.80
	Jordan, Paul	140	0.47	70	0.23	Other pupils	0.47	0.47
	McCormick, Peggy	0	0	0	0			
	Lei, Man Ying	70	0.23	70	0.23			
	Morin, Robert	0	0	70	0.23			
	Morris, Paul	140	0.47	140	0.47			
	Trent, Nellie	0	0	0	0			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	70	0.23	0	0			
	Weller, Marlene	140	0.47	140	0.47			
OP	Xenos, Paul	140	0.47	140	0.47			
	Yee, Cho Chip	70	0.23	0	0			
	Zeppa, Roy	70	0.23	0	0			

Principal's signature _____ Date _____

Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Grades 1 to 3

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	150	0.50	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Bibi, Zainab	200	0.67	200	0.67			
	Burtnyk, Wayne	150	0.50	0	0	2. Total number of pupils Pupils of the board	10	6
	Ellis, Geoff	75	0.25	0	0			
	Goiree, Atheel	150	0.50	200	0.67	Other pupils	1	1
	Hare, Diane	0	0	0	0			
	McCormick, Peggy	150	0.50	150	0.50	3. Pupil FTEs Pupils of the board	5.01	3.51
	Morris, Paul	200	0.67	0	0			
	Nichols, Paul	150	0.50	150	0.50	Other pupils	0.50	0.50
OP	Upton, Marie	75	0.25	200	0.67			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	150	0.50	0	0			
	Wood, Susan	200	0.67	0	0			
	Zeppa, Roy	0	0	150	0.50			

Principal's signature _____ Date _____

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Grades 4 to 8

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Baker, Catherine	150	0.50	150	0.50			
	Bulmer, Timothy	0	0	0	0	2. Total number of pupils Pupils of the board	16	11
	Caruso, Mary	200	0.67	200	0.67			
	Christie, Dave	150	0.50	0	0	Other pupils	1	0
	Dimson, Nicole	0	0	200	0.67			
	Ennis, Dawn	0	0	150	0.50	3. Pupil FTEs Pupils of the board	7.93	6.18
	Figueroa, Roberta	200	0.67	200	0.67			
	Javed, Asim	150	0.50	0	0	Other pupils	0.50	0
	Jordan, Paul	150	0.50	150	0.50			
	Lei, Man Ying	200	0.67	0	0			
	Morin, Robert	150	0.50	150	0.50			
	Scott, Kelly	150	0.50	0	0			
	Trent, Nellie	75	0.25	0	0			
	Tumminieri, Rosa	200	0.67	200	0.67			
	Vezina, Philip	150	0.50	150	0.50			
	Weller, Marlene	75	0.25	0	0			
OP	Xenos, Paul	150	0.50	0	0			
	Yee, Cho Chip	150	0.50	0	0			
	Young, Malcolm	150	0.50	150	0.50			

Principal's signature _____ Date _____

Secondary School: Enrolment Details Record for Full-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Full-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion		F	10	Sep 07				
	021-533-583	Akoodie, Mohammed		M	12	Sep 07				May 12
	021-533-617	Baker, Catherine		F	11	Sep 20				Sep 23
	021-533-286	Bibi, Zainab		F	10	Sep 07				
	021-533-858	Blackwell, John		M	09		Sep 07			
	021-533-039	Burtnyk, Wayne		M	11	Sep 07		Sep 22		
	021-533-062	Caruso, Mary	A	F	11		Sep 10			
	036-992-472	Christie, Dave		M	12		Oct 07			
	989-898-987	Dimson, Nicole		F	09		Sep 16			
	021-533-104	Ellis, Geoff		M	12	Sep 07				
	036-221-497	Ennis, Dawn	A	F	12		Mar 03			
	021-533-005	Figueroa, Roberta		F	12		Sep 16			
	021-533-096	Goiree, Atheel		M	10		Sep 22			
	021-533-328	Hare, Diane		F	09	Sep 22				
	079-341-222	Javed, Asim		M	11	Sep 07				
	087-453-695	Jordan, Paul		M	10	Sep 07				
	021-533-419	McCormick, Peggy	A	F	12	Sep 16				
	777-777-772	Lei, Man Ying		F	11	Sep 07				
	021-533-575	Morin, Robert		M	10	Sep 07				
	021-533-427	Morris, Paul		M	10	Sep 07				
OP	005-005-005	Nichols, Paul		M	10		Sep 15		Sep 23	
		Paid by Mnjikaning First Nation Education Authority								
	021-533-336	Scott, Kelly	A	F	12	Sep 07				
	021-533-591	Trent, Nellie		F	10	Sep 07	Jan 13			Sep 23
	444-444-444	Tumminieri, Rosa		F	09	Sep 07				
	021-453-245	Upton, Marie		F	10	Oct 01				
	021-533-435	Urman, Mildred	A	F	11	Sep 07		Oct 28		
	021-533-344	Vezina, Philip		M	12	Sep 07				
	089-762-494	Vokey, Stanley		M	12	Sep 07			Oct 07	
	032-517-339	Weller, Marlene		F	12		Oct 01			
	062-555-121	Wood, Susan		F	11	Sep 07		Sep 24		
OP	091-423-132	Xenos, Paul		M	12	Sep 20				
		Paid by parent living outside Ontario								
	083-364-972	Yee, Cho Chip		M	09		Sep 07			
	072-413-521	Young, Malcolm	A	M	11	Sep 07				Feb 10
	032-534-925	Zeppa, Roy		M	10	Sep 23				

Principal's certification:** _____

*OEN = Ontario Education Number

**If the Enrolment Details Record is stored electronically only, it must also contain the enrolment-count dates. See pages 26-27 for details.

Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age

Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
	Acton, Marion	300	0	1.00	0	300	0	1.00	0
	Akoodie, Mohammed	150	150	0.50	0.50	0	225	0	1.00
	Baker, Catherine	0	0	0	0	0	0	0	0
	Bibi, Zainab	300	0	1.00	0	300	0	1.00	0
	Blackwell, John	300	0	1.00	0	300	0	1.00	0
	Burtnyk, Wayne	0	0	0	0	0	0	0	0
	Christie, Dave	300	0	1.00	0	225	0	1.00	0
	Dimson, Nicole	300	0	1.00	0	300	0	1.00	0
	Ellis, Geoff	225	0	1.00	0	150	75	0.50	0.50
	Figueroa, Roberta	300	0	1.00	0	75	150	0.25	0.75
	Goiree, Atheel	300	0	1.00	0	300	0	1.00	0
	Hare, Diane	300	0	1.00	0	300	0	1.00	0
	Javed, Asim	300	0	1.00	0	300	0	1.00	0
	Jordan, Paul	300	0	1.00	0	300	0	1.00	0
	Lei, Man Ying	300	0	1.00	0	300	0	1.00	0
	Morin, Robert	300	0	1.00	0	300	0	1.00	0
	Morris, Paul	300	0	1.00	0	300	0	1.00	0
OP	Nichols, Paul	0	0	0	0	0	0	0	0
	Trent, Nellie	0	0	0	0	300	0	1.00	0
	Tumminieri, Rosa	300	0	1.00	0	300	0	1.00	0
	Upton, Marie	300	0	1.00	0	300	0	1.00	0
	Vezenia, Philip	300	0	1.00	0	300	0	1.00	0
	Vokey, Stanley	0	0	0	0	0	0	0	0
	Weller, Marlene	225	75	1.00	0	0	225	0	1.00
	Wood, Susan	0	0	0	0	0	0	0	0
OP	Xenos, Paul	300	0	1.00	0	225	0	1.00	0
	Yee, Cho Chip	300	0	1.00	0	300	0	1.00	0
	Zeppa, Roy	300	0	1.00	0	300	0	1.00	0

Enrolment Summary	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	21	22
Other pupils	1	1
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	20.5	18.75
High-credit	0.50	3.25
<i>Other pupils</i>		
Regular	1.00	1.00

Principal's signature _____ Date _____

Secondary School: Enrolment Details Record for Part-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
OP	021-533-260	Ahmed, Aziz Paid by parent, Aftab Ahmed		M	10	Sep 07		Oct 19		
OP	005-005-005	Austin, Richard Paid by Mnjikaning First Nation Education Authority		M	10	Oct 07				
	021-533-583	Brant, Kelley	A	F	10	Sep 07				
OP	021-533-617	Chan, Rita Paid by parent, Joseph Chan		F	11	Sep 07				
	021-533-286	Doran, Gayle		F	09	Sep 07				Jan 13
	021-533-858	Engel, Marion	A	M	10	Sep 07				
	021-533-039	Fiske, Beverly		F	11	Sep 07				Jun 16
	021-453-245	Forbes, Lloyd		M	09	Oct 18				
	021-533-062	Garry, Dale	A	M	11	Sep 07				
	021-533-344	Tripathi, Raj		M	12				Jan 12	
	032-517-339	Wilson, Susan		F	12				Feb 23	

Principal's certification:** _____

*OEN = Ontario Education Number

**If the Enrolment Details Record is stored electronically only, it must also contain the enrolment-count dates. See pages 26-27 for details.

Secondary School: Enrolment Summaries for Part-Time Pupils

Enrolment Summary, [School Year] XYZ Secondary School Part-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
OP	Ahmed, Aziz	0	0	0	0	0	0	0	0
OP	Austin, Richard	150	0	0.50	0	75	0	0.25	0
OP	Chan, Rita	75	0	0.25	0	150	0	0.50	0
	Doran, Gayle	150	0	0.50	0	0	0	0	0
	Fiske, Beverly	150	0	0.50	0	150	0	0.50	0
	Forbes, Lloyd	75	0	0.25	0	75	0	0.25	0
	Tripathi, Raj	0	0	0	0	75	75	0.25	0.25
	Wilson, Susan	0	0	0	0	0	75	0	0.25

Enrolment Summary	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	3	4
Other pupils	2	2
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	1.25	1.00
High-credit	0	0.50
<i>Other pupils</i>		
Regular	0.75	0.75

Principal's signature _____ Date _____

Enrolment Summary, [School Year] XYZ Secondary School Part-Time Pupils 21 Years of Age or Over

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March	
	Brant, Kelley	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300	
	Engel, Marion	150	0.50	150	0.50				
	Garry, Dale	75	0.25	75	0.25				
						2. Total number of pupils			
							Pupils of the board	3	3
						Other pupils	0	0	
						3. Pupil FTEs			
							Pupils of the board	1.00	1.25
							Other pupils	0	0

Principal's signature _____ Date _____

Appendix B: Sample of a Daily Attendance Record

The sample provided below shows all required elements for a Daily Attendance Record for a pupil. It is set up in a format that resembles a computer screen or printout. Note that the sample is not related to a particular school year.

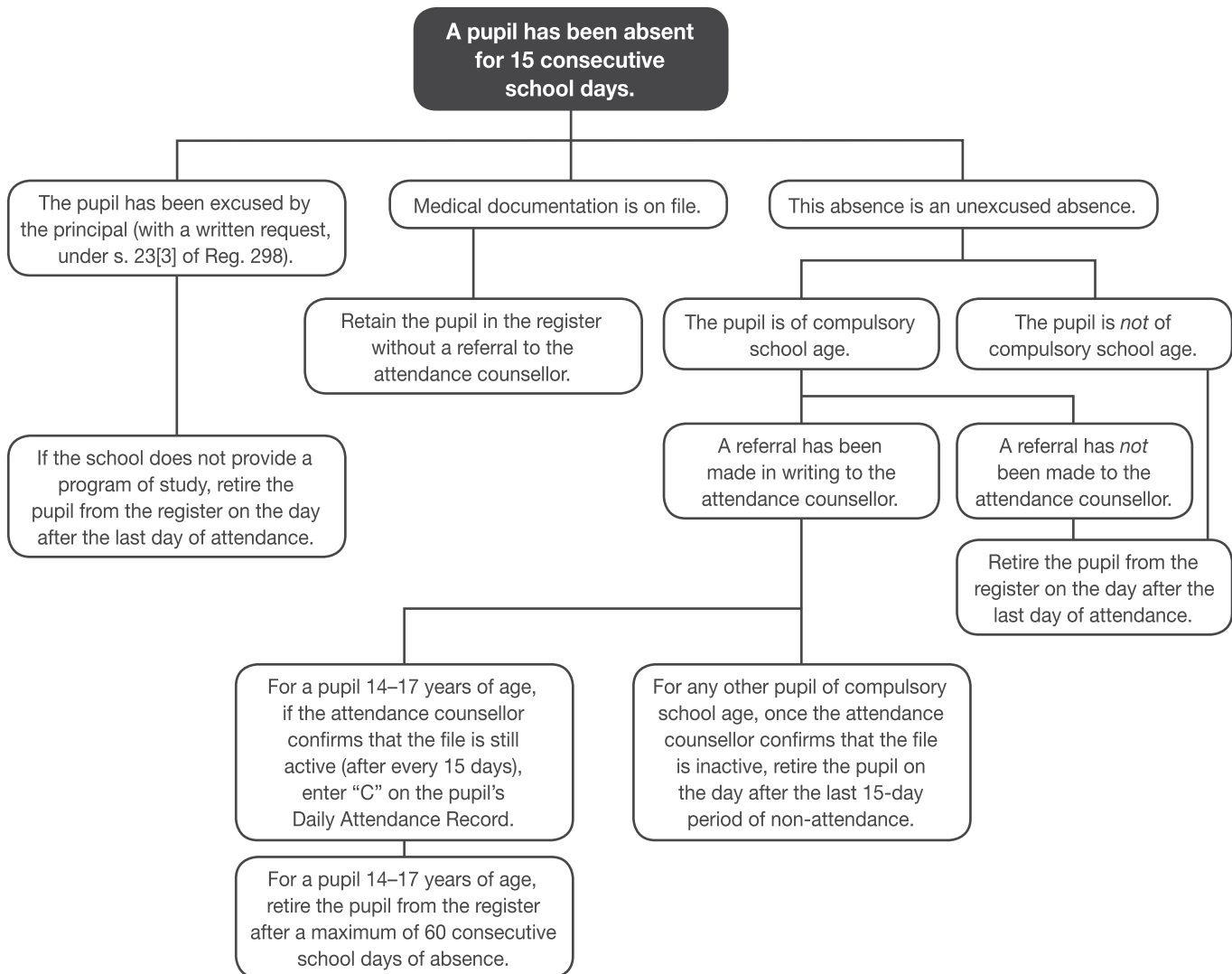
Sample of a Daily Attendance Record

Daily Attendance Record, [School Year]																				XYZ School																			
Pupil's OEN*	Pupil's name and address					Form/Grade					Gender					Birth date					Home phone					Board pupil/OP													
Parent/guardian names					Bus. phone					Home-room teacher																													
1st week					2nd week					3rd week					4th week					5th week					Cumulative					Cumulative									
M T W T F					M T W T F					M T W T F					M T W T F					M T W T F					Days absent					Times late									
September			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30															
am						H																																	
pm						H																																	
October				01		04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29														
am											H																												
pm											H																												
November	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30																	
am																																							
pm																																							
December			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31														
am																B	B	B	B	B	B	B	B	B	B														
pm																B	B	B	B	B	B	B	B	B	B														
January	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31																		
am																																							
pm																																							
February		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28																		
am																H																							
pm																H																							
March		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31															
am											B	B	B	B	B																								
pm											B	B	B	B	B																								
April				01		04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29														
am																					H	H																	
pm																					H	H																	
May		02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31																
am																	H																						
pm																	H																						
June			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30															
am																																							
pm																																							
Year Totals																																							
blank	Present all day				L	Late	H	Statutory holiday					PA	Professional activity day					C	Contact with pupil 14-17 years of age (absentee or in a SAL program)																			
A	Absent				G	G day	B	Holiday designated by board					N	Non-instructional day																									

*OEN = Ontario Education Number

Appendix C: Procedures for Extended Absences

The following diagram is a summary of information given under “Excused Pupils” (page 20) and “Prolonged Absence” (pages 20–21). Refer to these sections for details of the requirements.



Appendix D: Independent Study and e-Learning Register for Day School Pupils

The following materials are provided to assist boards and schools in maintaining the Independent Study and e-Learning Register for Day School Pupils, which is no longer printed and no longer available on the ministry's website:

- a model of the data summary section ("Course Data" and "Pupil Data")
- instructions for the teacher who is recording enrolment and attendance
- a sample of a completed register

Data Summary for the Independent Study and e-Learning Register

School <input type="text"/>	Teacher <input type="text"/>	School year <input type="text"/>
--------------------------------	---------------------------------	-------------------------------------

Course Data

Course name <input type="text"/>	Course code <input type="text"/>	Credit value <input type="text"/>
Scheduled teacher-contact sessions		Number of work units required to complete course
a) Number of sessions required to complete course <input type="text"/>	b) Duration of each session <input type="text"/>	<input type="text"/>

Pupil Data

	Pupils under 21 September to June			Pupils 21 or over September to June	
	Pupils of the board		Other pupils	Pupils of the board	Other pupils
No. of sessions scheduled					
No. of sessions attended					
No. of work units completed	Total	Regular	High-credit		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

<input type="text"/>	<input type="text"/>
Signature of principal	Date

Instructions for the Teacher

Use a separate register to record enrolment in each course.

Record the details of the course above under "Course Data". See "Pupil Eligibility", "Course Eligibility", and "Teacher Contact" on page 29 for details on requirements. The number of work units completed by a pupil must not exceed the number required to complete the course.

Enter "A" in the "Adult" column beside the names of pupils who are already 21 years of age or over or who will turn 21 on or before December 31, 2015 (see pupil 2 in the sample register on the following page).

Enter "OP" in the "Other pupils" column beside the names of pupils who are not pupils of the board (see pupil 3). Indicate who is responsible for the payment of each pupil's fee in column B. For example, enter the name of the education authority if the pupil is a Native pupil for whom a Native education authority is paying the tuition fees.

Enter the "high-credit" factor provided by the principal for pupils who exceed the 34-credit threshold (see pupil 1).

On the first line for each pupil (line A, "Attendance at teacher-contact sessions"), indicate the attendance of a pupil at

scheduled teacher-contact sessions with a check mark (see sample register). Indicate a pupil's absence with "A". On the second line for each pupil (line B, "Work units completed"), indicate completion (successful or not) of assigned work units with "C".

Enter the date that each pupil begins the course in column C.

Enter the date that each pupil completes the course (successfully or not) or retires in column D.

In columns E and F, record data separately for pupils who are under 21 and pupils who are 21 or over as of December 31, 2015. For line A in columns E and F, enter for each pupil the number of teacher-contact sessions *scheduled* to the left of the slash and the number of sessions *attended* to the right of the slash; enter the totals for pupils of the board and "other pupils" separately; and transfer the data to "Pupil Data" above. For line B in column F only, enter the data for each pupil; enter the totals for pupils of the board and "other pupils" separately; and transfer the data above. The principal is responsible for ensuring that the data for line B are completed in columns E, E1, and E2, and transferred above.

Note: The sample provided on the next page is a generic sample, and is not related to a specific year.

