



support every child
reach every student



Continuing Education Enrolment Registers: Instructions for Administrators

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 :
Éducation permanente : Instructions pour les relevés des effectifs à l'intention du personnel administratif,
Année scolaire 2015–2016.

This publication is available only on the Ministry of Education's website, at
www.edu.gov.on.ca/eng/policyfunding/forms.html.

The Ontario Public Service endeavours to demonstrate leadership with respect to accessibility in Ontario. Our goal is to ensure that Ontario government services, products, and facilities are accessible to all our employees and to all members of the public we serve. This document, or the information that it contains, is available, on request, in alternative formats. Please forward all requests for alternative formats to ServiceOntario at 1-800-668-9938 (TTY: 1-800-268-7095).

CONTENTS

INTRODUCTION	5
Regulations Pertaining to the Registers	6
Maintenance of the Registers	6
Retention of Pupil Enrolment Records	6
Collection of Data.....	6
Pupils Who Are Not Pupils of the Board	6
General Requirements	6
Reporting in the Ontario School Information System (OnSIS)	7
MAINTAINING THE REGISTERS.....	8
Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes	8
Pupil Eligibility	8
Course Eligibility	8
Cooperative Education Courses	9
Teachers	9
Ontario Student Records.....	9
Pupil Fees	9
Cancelled Instructional Sessions	9
Pupils Who Are Not Pupils of the Board	10
Completion of the Data Summary.....	10
Register of Enrolment in Correspondence/Self-Study/e-Learning Courses.....	11
Pupil Eligibility	11
Course Eligibility	11
Teachers	11
Ontario Student Records.....	11
Pupil Enrolment Status	12
Pupil Fees	12
Pupils Who Are Not Pupils of the Board	12
Completion of the Data Summary	12
Register of Enrolment in the International Languages Elementary (ILE) Program	14
Pupil Eligibility	14
Requirements for the ILE Program	14

Teachers/Instructors	14
Pupil Fees	14
Cancelled Instructional Sessions	15
Pupils Who Are Not Pupils of the Board	15
Completion of the Data Summary	15
Register of Enrolment in the Literacy and Numeracy Program.....	16
Pupil and Course Eligibility.....	16
Teachers/Instructors	16
Pupil Fees	16
Cancelled Instructional Sessions	16
Pupils Who Are Not Pupils of the Board	17
Completion of the Data Summary	17
Register of Enrolment in Adult Native Language Instruction.....	18
Pupil Eligibility	18
Requirements for Courses	18
Teachers/Instructors	18
Pupil Fees	18
Cancelled Instructional Sessions	18
Pupils Who Are Not Pupils of the Board	19
Completion of the Data Summary	19
Summer School Register.....	20
Pupil Eligibility	20
Course/Program Eligibility.....	20
Cooperative Education Courses.....	21
General Program Requirements	21
Teachers/Instructors	21
Ontario Student Records.....	21
Pupil Fees	21
Cancelled Instructional Sessions	22
Pupils Who Are Not Pupils of the Board	22
Completion of the Data Summary	22
APPENDICES	23
Appendix A: Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes	24
Appendix B: Register of Enrolment in Correspondence/ Self-Study/e-Learning Courses	26
Appendix C: Summer School Register	28

INTRODUCTION

This publication contains policies and procedures governing the recording of enrolment and attendance of pupils who are taking continuing education courses or programs. It must be used for maintaining the following continuing education registers:

- Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes
- Register of Enrolment in Correspondence/Self-Study/e-Learning Courses
- Register of Enrolment in the International Languages Elementary (ILE) Program
- Register of Enrolment in the Literacy and Numeracy Program
- Register of Enrolment in Adult Native Language Instruction
- Summer School Register

Under the enrolment reporting initiative, electronic recording and reporting methods are being introduced to replace the use of printed enrolment registers for continuing education programs. **Starting in 2015–16, the following registers of enrolment in credit courses will no longer be printed and will not be available on the ministry’s website:**

- **Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes**
- **Register of Enrolment in Correspondence/Self-Study/e-Learning Courses**
- **Summer School Register**

However, for each of the above three registers, the following materials are provided in the appendices to assist boards and schools in maintaining the registers:

- **a model of the data summary section (“Course Data” and “Pupil Data”)**
- **instructions for staff who are recording enrolment and attendance**
- **a sample of a completed register**

The three register forms for non-credit courses continue to be available in print from the ministry, or they can be downloaded from the ministry’s website, at www.edu.gov.on.ca/eng/policyfunding/forms.html. Instructions for staff who are recording enrolment and attendance are included on the register forms.

An “Insert for Registers” form can be used with the registers for non-credit courses for recording attendance beyond the forty-five sessions provided for in those registers – that is, for the International Languages Elementary (ILE) Program, the Literacy and Numeracy Program, and Adult Native Language Instruction. The insert is available in print from the ministry, or it can be downloaded from the ministry’s website, at the address given above.

For policies and procedures governing the recording of enrolment and attendance of day school pupils, see *Enrolment Register Instructions for Elementary and Secondary Schools, 2015–16*, available only on the ministry's website, at the address given above.

Regulations Pertaining to the Registers

Maintenance of the Registers

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 current year's registers and the previous year's registers be retained. Retention beyond that minimum period is to be carried out in accordance with the board's record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

Collection of Data

Authorization for the collection of the information required in the registers 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 principal of the continuing education program.

Pupils Who Are Not Pupils of the Board

Under section 8 of Ontario Regulation 196/15, boards are entitled or required to charge certain pupils tuition fees for courses. **These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (in the “Pupil Data” section of any register).**

General Requirements

The principal of the continuing education program is responsible for ensuring that enrolment and attendance records are accurate and up to date. The principal must certify that the course data and pupil data are correct on each register.

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 for keeping the enrolment register and attendance records.

In the case of the following registers, a separate register must be used *for each class*:

- Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes
- Register of Enrolment in the International Languages Elementary (ILE) Program
- Register of Enrolment in the Literacy and Numeracy Program
- Register of Enrolment in Adult Native Language Instruction
- Summer School Register

A pupil's name must not be entered in any register until the day on which the pupil actually begins to attend classes.

In the case of the Register of Enrolment in Correspondence/Self-Study/e-Learning Courses, a separate register must be used *for each course*.

Reporting in the Ontario School Information System (OnSIS)

In 2015–16, boards will continue to report enrolment data from all registers manually through the Education Finance Information System (EFIS). In addition to reporting pupil enrolment data through OnSIS for the three registers for credit courses, **boards will also report pupil enrolment data through OnSIS for two of the three registers of enrolment in non-credit courses, which are the following:**

- **Register of Enrolment in the Literacy and Numeracy Program**
- **Register of Enrolment in Adult Native Language Instruction**

Data from the Register of Enrolment in the International Languages Elementary (ILE) Program will be reported in aggregate through OnSIS.

Data for enrolment of parents or guardians in the literacy and numeracy program will be reported through OnSIS under their child's Ontario Education Number (OEN).

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).

The adjustment for small classes will not be reported through OnSIS, since enrolment information that is collected through OnSIS is for individual pupils whereas the small-class adjustment is determined from data on class size. Instead, it will be reported manually and in aggregate through EFIS.

MAINTAINING THE REGISTERS

Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes

Pupil Eligibility

This register must be used for recording data on enrolment and attendance *only* on pupils enrolled in continuing education courses taken for credit for the purpose of earning a secondary school graduation diploma either during the school year or in the summer. With the exception of the placement component of a cooperative education course, *all courses for which enrolment is recorded in this register must be given through classroom instruction.*

This register may include pupils enrolled as full-time pupils in a publicly funded day school *only* if they are taking a continuing education credit course that is offered at any time *after the end of the instructional program of the day school.* (The “instructional program of a day school” starts at the beginning of the first regularly scheduled class of the school day and ends at the end of the last regularly scheduled class of the school day.) Full-time pupils include elementary school pupils who are taking some secondary courses.

This register must *not* be used for recording enrolment of pupils who are taking *e-learning courses through continuing education.* The Correspondence/Self-Study/e-Learning Register must be used to record enrolment in these courses, in accordance with the ministry’s memorandum 2010:SB8, “Consolidated Summary of Ministry e-Learning Enrolment Recording Requirements”.

Course Eligibility

Courses for which enrolment is recorded in this register must be courses that meet the requirements set out in curriculum policy documents under *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011 (OS)*, **including the requirement in section 10.2.3 that each one-credit course offered during the evening will not be scheduled for less than 90 hours.** Such course work includes additional preparation for changing course types and mathematics course(s) required for changing course types, as described in OS, section 7.2.4. The course of study for each course must be retained for review at the school.

The only partial-credit courses for which the ministry will provide funding are those that are permitted under OS or that have been approved by the ministry.

Cooperative Education Courses

For cooperative education courses, all of the requirements outlined in OS, section 8.1, and *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000* must be met. The time spent by pupils in the placement component will be considered as pupil hours for the purpose of determining equivalent average daily enrolment. However, the maximum number of pupil hours for any pupil in the course (that is, hours in all components, including pre-placement, integration, and placement) is limited to 110 hours times the credit value of the course.

Teachers

All classes in courses taken for credit must be taught by a person employed by the board who is a member of the Ontario College of Teachers and who holds a Certificate of Qualification or an Interim Certificate of Qualification in accordance with section 3(1) of Regulation 285.

Ontario Student Records

Records must be established and maintained for each pupil who is taking a course for credit, in accordance with *The Ontario Student Record (OSR): Guideline, 2000*.

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils may be asked to pay nominal refundable textbook deposits. As in day school courses, a pupil must not be charged fees to cover costs of materials used in class unless he or she wishes to use materials that are more expensive than the ones provided by the school (e.g., maple wood rather than spruce in a woodworking class). Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Cancelled Instructional Sessions

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (see “Pupil Data” below).

Completion of the Data Summary

The data summary section of the register is used to determine funding and must be completed accurately (see the model in the appendix). The principal must certify that the course data and pupil data are correct.

Course Data

The course name(s) and course code(s) must be entered, and the credit value indicated, since classes may include pupils who are enrolled in different courses. The “total enrolment” number must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

For a course that is given during both the September–June and July–August periods, only record information in the summer period if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year.

Pupil Data

The “average enrolment” box is only completed for classes that qualify for the adjustment for small classes – that is, classes or courses offered in a secondary school that is located in a territorial district and is more than 80 kilometres from all other secondary schools in the province that have the same language of instruction. The number of pupils given, which is used to calculate the adjustment for small classes, is to be the average number of pupils enrolled in the course. This number is arrived at by dividing the total number of pupil hours by the total number of hours of classroom instruction for the course, and rounding the result to two decimals.

The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported in this register must correspond with the “equivalent ADE” reported **through OnSIS. The adjustment for small classes must be excluded from the “equivalent ADE”.**

The small-class adjustment will not be reported through OnSIS. Instead, it will be reported manually and in aggregate through EFIS.

Note that “other pupils” (OP) must not be included in the “equivalent ADE” calculation.

Register of Enrolment in Correspondence/Self-Study/e-Learning Courses

Pupil Eligibility

This register must be used for recording data on enrolment and attendance *only* on pupils enrolled in the following courses provided by the board through non-classroom modes of delivery:

- correspondence courses offered using materials provided by the Independent Learning Centre
- correspondence or self-study courses designed by the board that meet the requirements of courses in curriculum policy documents under *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011 (OS)* or that have received the ministry's approval
- e-learning courses offered through a continuing education program that satisfy the criteria outlined in the ministry's memorandum 2010:SB8, "Consolidated Summary of Ministry e-Learning Enrolment Recording Requirements"

A separate register must be used for each course.

Course Eligibility

Courses for which enrolment is recorded in this register must be courses that meet the requirements set out in curriculum policy documents under OS, **including the requirement in section 10.2.3 that each one-credit course offered during the evening will not be scheduled for less than 90 hours.** The course of study for each course must be retained for review at the school.

The only partial-credit courses for which the ministry will provide funding are those that are permitted under OS or that have been approved by the ministry.

Teachers

All lessons/work units in courses taken for credit must be taught and marked by a person employed by the board who is a member of the Ontario College of Teachers and who holds a Certificate of Qualification or an Interim Certificate of Qualification in accordance with section 3(1) of Regulation 285.

Ontario Student Records

Records must be established and maintained for each pupil who is taking a course for credit, in accordance with *The Ontario Student Record (OSR): Guideline, 2000*.

Pupil Enrolment Status

Pupils must be correctly designated in the column “Category of pupil” on the form, as follows:

- FT** for a pupil who is also enrolled as a full-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle or is deemed to be a full-time pupil under Ontario Regulation 374/10, “Supervised Alternative Learning and Other Excusals from Attendance at School”
- PT** for a pupil who is also enrolled as a part-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle
- CE** for a pupil who is not enrolled as either a full-time or part-time day school pupil in any publicly funded school, but is taking courses through continuing education

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils may be asked to pay nominal refundable textbook deposits. As in day school courses, a pupil must not be charged fees to cover costs of materials used in class unless he or she wishes to use materials that are more expensive than the ones provided by the school (e.g., maple wood rather than spruce in a woodworking class). Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Boards may not charge for courses provided by the Independent Learning Centre.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (see “Pupil Data” on the next page).

Completion of the Data Summary

The data summary section of the register is used to determine funding and must be completed accurately (**see the model in the appendix**). The principal must certify that the course data and pupil data are correct.

Course Data

The course code for the course must be entered, and the credit value indicated.

For a course in which the *number of lessons/work units required for a credit is less than 20*, complete the calculation provided in order to arrive at the “total (adjusted) number of lessons/work units eligible for funding”.

For partial-credit courses, the maximum number of lessons/work units eligible for funding is the product of 20 (i.e., the maximum number of lessons/work units allowed for a full credit) and the credit value for the course given on page 1, rounded to the nearest whole number (e.g., $20 \times 1/3$ credit = 7).

In e-learning courses, all work modules completed by pupils and marked/reviewed by teachers will be recorded as “lessons/work units marked”.

For pupils who are enrolled as full-time day school pupils on the October enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period September 1, 2015, to January 31, 2016. Likewise, for pupils who are enrolled as full-time day school pupils on the March enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period February 1, 2016, to June 30, 2016.

However, the number of lessons/work units marked for any full-time day school pupils is *not* subtracted from the total number of lessons/work units marked if these pupils take the courses *in the summer*.

Note that the number of lessons/work units marked in a course for any *part-time day school pupils* who are taking the *same course as part of their day school instructional program* must be subtracted from the total number of lessons/work units marked.

For a course that is given during both the September–June and July–August periods, only record information in the summer period if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year.

Pupil Data

The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported in this register must correspond with the “equivalent ADE” reported through OnSIS.

Note that “other pupils” (OP) must not be included in the “equivalent ADE” calculation.

Register of Enrolment in the International Languages Elementary (ILE) Program

Pupil Eligibility

This register must be used for recording data on enrolment and attendance *only* on pupils in Junior Kindergarten to Grade 8 who are enrolled in the International Languages Elementary (ILE) program.

This register must be used to record the attendance of all pupils enrolled in an ILE program both during the school year and during the summer.

Pupils enrolled in private schools may be included in this register.

Requirements for the ILE Program

The principal must ensure that courses are offered in a school or in any location deemed suitable by the board.

Courses may be offered during the school day, if the school day is extended (e.g., before school, at lunchtime); after the school day (late afternoon, evening); or on weekends.

The principal must oversee each class of each course offered, whether or not a class is conducted in a school and whether or not instructors are qualified teachers. If the principal assigns another board official to oversee the classes, that official's title should be indicated on page 1 of the register along with the official's signature.

Teachers/Instructors

It is not required that the instructors for the courses in the ILE program be qualified teachers. However, the principal must ensure that the instructors are directly employed and paid by the board, since these are conditions for receiving ministry funding for the program.

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils may be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Cancelled Instructional Sessions

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a “C” in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP).

Completion of the Data Summary

The data summary section of the register (page 1) is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

Course Data

The “total enrolment” in a course must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

It should be noted that, for funding purposes, the hours of classroom instruction are limited to 2.5 hours per week during the school year and 2.5 hours per day during the summer.

Data will be reported in aggregate through OnSIS.

Register of Enrolment in the Literacy and Numeracy Program

Pupil and Course Eligibility

This register must be used for recording data on enrolment and attendance *only* on pupils enrolled in the following courses:

- **Grade 7 or 8 Remedial Literacy and Numeracy.** This course may be offered to pupils in Grade 7 or 8 for whom a remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled, if it is not provided as part of the school's day school program.
- **Non-credit Grade 9 or 10 Remedial Literacy and Numeracy.** This course may be offered to pupils in Grade 9 or a higher grade for whom a non-credit Grade 9 or 10 remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled, if it is not provided as part of the school's day school program.
- **Literacy and Numeracy for Parents and Guardians.** This course may be offered to adults who are parents or guardians of pupils enrolled in a day school program for whom a remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled.

Teachers/Instructors

It is not required that the instructors for the courses in the literacy and numeracy program be qualified teachers. However, the principal must ensure that the instructors are directly employed and paid by the board, since these are conditions for receiving ministry funding for the program.

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils may be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Cancelled Instructional Sessions

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (see “Pupil Data” below).

Completion of the Data Summary

The data summary section of the register (page 1) is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

Course Data

The “total enrolment” in a course must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

The appropriate “delivery code” (1 to 5) must also be checked for classes offered from September to June that are delivered as follows:

- 1 – on a school day during the lunch hour
- 2 – on a school day before school
- 3 – on a school day after school
- 4 – in the evening
- 5 – on the weekend

For a course that is given during both the September–June and July–August periods, only record information in the summer period if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year.

Pupil Data

The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported in this register must correspond with the “equivalent ADE” reported in the 2015–16 Course List for Grant Purposes **and through OnSIS**.

Data for enrolment of parents or guardians in the literacy and numeracy program will be reported through OnSIS under their child’s Ontario Education Number (OEN).

Note that “other pupils” (OP) must not be included in the “equivalent ADE” calculation.

Register of Enrolment in Adult Native Language Instruction

Pupil Eligibility

This register must be used for recording data on enrolment and attendance on all pupils enrolled in adult Native language non-credit courses offered both during the school year and during the summer.

This register must *not* be used to record enrolment of any pupil who is a *day school pupil* in any publicly funded day school in Ontario.

Requirements for Courses

The principal must ensure that courses are offered in a school or in any location deemed suitable by the board.

Courses may be offered during or after the school day.

The principal must oversee each class of each course offered, whether or not a class is conducted in a school and whether or not instructors are qualified teachers. If the principal assigns another board official to oversee the classes, that official's title should be indicated on page 1 of the register along with the official's signature.

Teachers/Instructors

It is not required that the instructors for adult Native language courses be qualified teachers. However, the principal must ensure that the instructors are directly employed and paid by the board, since these are conditions for receiving ministry funding for the program.

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils may be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Cancelled Instructional Sessions

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (see “Pupil Data” below).

Completion of the Data Summary

The data summary section of the register (page 1) is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

Course Data

The “total enrolment” in a course must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

Pupil Data

The number of pupils given for “average enrolment”, which is to be the average number of pupils enrolled in the course, is used to calculate the adjustment for small classes. This number is arrived at by dividing the total number of pupil hours by the total number of hours of classroom instruction for the course, and rounding the result to two decimals.

The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported in this register must correspond with the “equivalent ADE” reported in the 2015–16 Course List for Grant Purposes **and through OnSIS. The adjustment for small classes must be excluded from the “equivalent ADE”.**

The small-class adjustment will not be reported through OnSIS. Instead, it will be reported manually and in aggregate through EFIS.

Note that “other pupils” (OP) must not be included in the “equivalent ADE” calculation.

Summer School Register

Pupil Eligibility

Pupils who were enrolled in a day school program offered by a board may be admitted to a summer school program. Also, pupils who were enrolled in Grades 1 to 12 in a private school that is in compliance with subsection 16(1) of the Education Act may be admitted to ministry-funded summer school programs offered by a board. With the exception of cooperative education courses, *all courses for which enrolment is recorded in this register must be given through classroom instruction.*

This register must be used for recording data on enrolment and attendance *only* on pupils enrolled in the following summer school courses or programs:

- credit courses delivered through classroom instruction
- credit courses delivered through cooperative education
- additional preparation for changing course types, as described in *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011 (OS)*, section 7.2.4
- mathematics course(s) for changing course types, as described in OS, section 7.2.4
- credit recovery
- non-credit summer school programs for developmentally delayed pupils

Pupils enrolled in e-learning courses, self-study programs, summer day camps, sports camps, or daycare activities *must not* be included in this register.

Course/Program Eligibility

Credit Courses

All credit courses offered in summer school, must meet the requirements set out in curriculum policy documents under OS, **including the requirement in section 10.2.2 that each one-credit course be scheduled for 110 hours.** Such course work includes additional preparation for changing course types and mathematics course(s) required for changing course types, as described in OS, section 7.2.4. The course of study for each course must be retained for review at the school.

The only partial-credit courses for which the ministry will provide funding are those that are permitted under OS or that have been approved by the ministry.

Non-credit Programs/Courses

For *summer school programs for the developmentally delayed*, the board must determine the location, number of sessions, and class size. Special education classes must satisfy the requirements for class size outlined in section 31 of Regulation 298.

Cooperative Education Courses

For cooperative education courses, all of the requirements outlined in OS, section 8.1, and *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000* must be met. The time spent by pupils in the placement component will be considered as pupil hours for the purpose of determining equivalent average daily enrolment. However, the maximum number of pupil hours for any pupil in the course (that is, hours in all components, including pre-placement, integration, and placement) is limited to 110 hours times the credit value of the course.

General Program Requirements

The following requirements for summer school programs must be met:

- Programs may not begin until after the last school day in the 2015–16 school year, nor may they extend beyond the first school day of the 2016–17 school year.
- Classes or courses must be provided by the board between 8 a.m. and 5 p.m.

Teachers/Instructors

All courses must be taught by a person employed by the board who is a member of the Ontario College of Teachers and who holds a Certificate of Qualification or an Interim Certificate of Qualification in accordance with section 3(1) of Regulation 285.

Note that, during the summer school program, lunch hours are not recognized for funding purposes, but rest breaks and recesses are recognized for funding.

Ontario Student Records

Records must be established and maintained for each pupil who is taking a course for credit, in accordance with *The Ontario Student Record (OSR): Guideline, 2000*.

Pupil Fees

Pupils must not be charged any registration fees and/or other fees pertaining to administration. However, pupils in credit courses may be asked to pay nominal refundable textbook deposits. As in day school courses, a pupil must not be charged fees to cover costs of materials used in class unless he or she wishes to use materials that are more expensive than the ones provided by the school (e.g., maple wood rather than spruce in a woodworking class). Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Cancelled Instructional Sessions

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a “C” in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Pupils Who Are Not Pupils of the Board

These pupils must be recorded in the register as “other pupils” (OP). Since they are not pupils of the board, they must not be included in the “equivalent average daily enrolment (ADE)” calculation (see “Pupil Data” below).

Completion of the Data Summary

The data summary section of the register is used to determine funding and must be completed accurately (see the model in the appendix). The principal must certify that the course data and pupil data are correct.

Course Data

The course name(s) and course code(s) must be entered, and the credit value indicated, since classes may include pupils who are enrolled in different courses.

For a course for developmentally delayed pupils, enter “DD” and the course name.

The “number of pupils” must include *all pupils* who enrolled in a course and attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

Pupil Data

The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported in this register must correspond with the “equivalent ADE” reported through OnSIS.

Note that “other pupils” (OP) must not be included in the “equivalent ADE” calculation.

APPENDICES

In the appendices, materials are provided to assist boards and schools in maintaining the enrolment registers for credit courses, which are no longer printed and no longer available on the ministry's website. The three registers are the following:

- Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes
- Register of Enrolment in Correspondence/Self-Study/e-Learning Courses
- Summer School Register

The following materials are provided for each register:

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

Appendix A: Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes

Data Summary

School <input style="width: 95%;" type="text"/>	Teacher <input style="width: 95%;" type="text"/>
--	---

Course Data

Course name(s) <input style="width: 98%; height: 60px;" type="text"/>	Common Course Code(s) <input style="width: 95%; height: 60px;" type="text"/>	Credit value <input style="width: 95%; height: 60px;" type="text"/>												
Check (✓) one: <input type="checkbox"/> Course(s) offered at night or on the weekend <input type="checkbox"/> Course(s) offered during the day school instructional program <input type="checkbox"/> Mathematics course(s) for changing course types (OS, 7.2.4) <input type="checkbox"/> Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school) <input type="checkbox"/> Course(s) consisting of additional preparation for changing course types (OS, 7.2.4)														
Dates Start <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; text-align: center;">Y</td><td style="border: 1px solid black; width: 20px; text-align: center;">M</td><td style="border: 1px solid black; width: 20px; text-align: center;">D</td></tr><tr><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td></tr></table> Finish <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; width: 20px; text-align: center;">Y</td><td style="border: 1px solid black; width: 20px; text-align: center;">M</td><td style="border: 1px solid black; width: 20px; text-align: center;">D</td></tr><tr><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td><td style="width: 20px; text-align: center;"> </td></tr></table> Days Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/>			Y	M	D				Y	M	D			
Y	M	D												
Y	M	D												
Time of day Start <input style="width: 60px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Finish <input style="width: 60px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.														
<i>September to June</i>		<i>Summer</i>												
Hours of classroom instruction <input style="width: 40px;" type="text"/> X <input style="width: 40px;" type="text"/> = <input style="width: 60px;" type="text"/> <small>Number of sessions Hours per session Total number of hours</small>	Total enrolment <input style="width: 60px;" type="text"/>	Hours of classroom instruction <input style="width: 40px;" type="text"/> X <input style="width: 40px;" type="text"/> = <input style="width: 60px;" type="text"/> <small>Number of sessions Hours per session Total number of hours</small>	Total enrolment <input style="width: 60px;" type="text"/>											

Pupil Data

Number of pupils as of the end of October <input style="width: 30px;" type="text"/> M <input style="width: 30px;" type="text"/> F	Number of pupils September to June <input style="width: 30px;" type="text"/> M <input style="width: 30px;" type="text"/> F	Number of pupils Summer <input style="width: 30px;" type="text"/> M <input style="width: 30px;" type="text"/> F	
<i>September to June</i>		<i>Summer</i>	
Hours recognized for funding <input style="width: 40px;" type="text"/> X <input style="width: 40px;" type="text"/> = <input style="width: 60px;" type="text"/> <small>Sessions recognized (from register) Hours per session Total number of pupil hours</small>	Average enrolment* <input style="width: 60px;" type="text"/> <small>(small class adjustment)</small>	Hours recognized for funding <input style="width: 40px;" type="text"/> X <input style="width: 40px;" type="text"/> = <input style="width: 60px;" type="text"/> <small>Sessions recognized (from register) Hours per session Total number of pupil hours</small>	Average enrolment* <input style="width: 60px;" type="text"/> <small>(small class adjustment)</small>
Calculation of equivalent average daily enrolment (ADE) <input style="width: 150px;" type="text"/> + <input style="width: 150px;" type="text"/> = <input style="width: 150px;" type="text"/> ÷ 950 = <input style="width: 150px;" type="text"/> <small>Total number of pupil hours September to June Total number of pupil hours Summer Total number of pupil hours September to August Equivalent ADE</small>			

*Regarding the adjustment for small classes, see the current *Continuing Education Enrolment Registers: Instructions for Administrators*.

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 style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Signature of principal	Date

Appendix B: Register of Enrolment in Correspondence/ Self-Study/e-Learning Courses

Data Summary

School <input style="width: 95%;" type="text"/>	Teacher marking lessons <input style="width: 95%;" type="text"/>	School year <input style="width: 95%;" type="text"/>
--	---	---

Course Data

Course name <input style="width: 95%;" type="text"/>		Common Course Code <input style="width: 80%;" type="text"/>	Credit value <input style="width: 80%;" type="text"/>
Type of course (check (✓) one): <input type="checkbox"/> Course purchased from the Independent Learning Centre <input type="checkbox"/> Correspondence course prepared by the board <input type="checkbox"/> e-Learning course			
Calculation of Number of Lessons/Work Units Eligible for Funding			
September to June		Summer	
Total number of lessons/work units marked (not to exceed 20 per credit)	<input style="width: 80%;" type="text"/>	Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit)	<input style="width: 80%;" type="text"/>
Subtract: Lessons/work units for full-time day school pupils	- <input style="width: 80%;" type="text"/>		
Total number of lessons/work units eligible for funding	= <input style="width: 80%;" type="text"/>		
<i>To be completed where the number of lessons/work units required for the course is less than 20</i>			
Total number of lessons/work units (enter total from above)	<input style="width: 80%;" type="text"/>		
Divide by: Number of lessons/work units required for the course (maximum 20)	÷ <input style="width: 80%;" type="text"/>	=	<input style="width: 80%;" type="text"/>
Multiply by: Credit value of course	x <input style="width: 80%;" type="text"/>	=	<input style="width: 80%;" type="text"/>
		x	20
Total (adjusted) number of lessons/work units eligible for funding	=		<input style="width: 80%;" type="text"/>

Pupil Data

Number of pupils as of the end of October <input style="width: 40px;" type="text"/> M <input style="width: 40px;" type="text"/> F	Number of pupils September to June <input style="width: 40px;" type="text"/> M <input style="width: 40px;" type="text"/> F	Number of pupils Summer <input style="width: 40px;" type="text"/> M <input style="width: 40px;" type="text"/> F
Calculation of equivalent average daily enrolment (ADE)		
<input style="width: 95%;" type="text"/>	x .00579 =	<input style="width: 95%;" type="text"/>
Total number of lessons/work units eligible for funding (from above)	Equivalent ADE	

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 style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of principal	Date

Instructions for Teachers

Use a separate register for each course.

Using information provided by the principal, identify all pupils in the column “Category of pupil” with **FT**, **PT**, or **CE**, as appropriate. Definitions are provided below:

FT for a pupil who is also enrolled as a full-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle or is deemed to be a full-time pupil under Ontario Regulation 374/10, “Supervised Alternative Learning and Other Excusals from Attendance at School”

PT for a pupil who is also enrolled as a part-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle

CE for a pupil who is not enrolled as either a full-time or part-time day school pupil in any publicly funded school, but is taking courses through continuing education

Indicate that a lesson/work unit is marked by entering a check mark (✓) in the appropriate space under “Lessons/work units marked” (see sample register). Enter the total for each pupil under “Number of lessons/work units marked” for the school year or the summer session, as appropriate, and the total for the class under “Total number of lessons/work units marked”.

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

Sample Register

Register of Enrolment in Correspondence/ Self-Study/e-Learning Courses

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Lessons/work units marked		Number of lessons/ work units marked eligible for funding	
																				Sept. - June	Summer		
Name of pupil (surname, given name)		OEN	Gender	Other pupils (OT)	Category of pupil	Home address	Telephone													Total number of lessons/work units marked			
1	Croft, Robin	021-533-583	F		PT	1 Apple Creel	416-282-1234	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	7	27
2	Death, Kelly	021-533-286	F		PT	27 Ami Court	416-281-2341	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	7	0	7
3	Galle, Dale	021-533-858	M	OP	FT	55 Birch St.	416-281-3412	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	4	4	8
4	Green, Leslie	021-533-104	M		CE	15 Birch Lane	416-281-4382	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	5	25
5	Moran, Gale	021-533-096	F		CE	44 Cedar Drive	416-281-2314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5	12	17
6	White, Beverly	021-533-328	F		FT	2 Dogwood Cr.	416-281-2413	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	0	12
7	Burke, Marian	021-533-419	F		PT	99 Cherry Rd.	416-281-4312	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	0	0	0
8																							
9																							
10																							
																					68		

Appendix C: Summer School Register

Data Summary

School <input style="width: 95%;" type="text"/>	Teacher <input style="width: 95%;" type="text"/>
--	---

Course Data

Course name <input style="width: 95%;" type="text"/>			Common Course Code <input style="width: 80%;" type="text"/>	Credit value <input style="width: 80%;" type="text"/>																									
Dates		Days																											
Start	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: 8px;">Y</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">D</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Y	M	D				Finish	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: 8px;">Y</td> <td style="text-align: center; font-size: 8px;">M</td> <td style="text-align: center; font-size: 8px;">D</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>	Y	M	D				<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: 8px;">Mon.</td> <td style="text-align: center; font-size: 8px;">Tues.</td> <td style="text-align: center; font-size: 8px;">Wed.</td> <td style="text-align: center; font-size: 8px;">Thur.</td> <td style="text-align: center; font-size: 8px;">Fri.</td> <td style="text-align: center; font-size: 8px;">Sat.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Y	M	D																											
Y	M	D																											
Mon.	Tues.	Wed.	Thur.	Fri.	Sat.																								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
Time of day		Hours of classroom instruction																											
Start	<input style="width: 60%;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Finish	<input style="width: 60%;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input style="width: 60%;" type="text"/> X <input style="width: 60%;" type="text"/> = <input style="width: 60%;" type="text"/>																									
		Number of sessions	Hours per session	Total number of hours																									
Number of pupils																													
<input style="width: 60%;" type="text"/> Male	<input style="width: 60%;" type="text"/> Female																												

Pupil Data

Hours recognized for funding			
<input style="width: 80%;" type="text"/>	X	<input style="width: 80%;" type="text"/>	= <input style="width: 80%;" type="text"/>
Sessions recognized (from register)		Hours per session	Total number of pupil hours
Calculation of equivalent average daily enrolment (ADE)			
<input style="width: 80%;" type="text"/>	÷ 950 =	<input style="width: 80%;" type="text"/>	
Total number of pupil hours		Equivalent ADE	

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.

Signature of principal	Date

Instructions for Teachers/Instructors

Use a separate register for each class. Do not enter a pupil's name in the register until the day on which the pupil actually begins classes.

For all courses, indicate attendance at sessions by leaving the appropriate spaces on the register blank, and indicate absence by entering an "A", as shown in the sample register. If a pupil is admitted after the course begins, draw a horizontal line through all spaces up to the date on which the pupil was admitted (see pupils 16, 17, and 18 in the sample). If a pupil withdraws, draw a horizontal line through the spaces following the date of withdrawal (see pupil 14). Where an instructional session has been cancelled owing to exceptional circumstances, enter a "C" for that session for the first and last pupils, join the "Cs" by a vertical line, and record the reason on the register (see session 9 in the sample).

Using the information provided in this paragraph, determine the number of sessions for each pupil during the summer, and enter this number under "Number of sessions recognized for funding". If a pupil has been absent for *three or more consecutive sessions*, subtract the number of consecutive sessions missed from the total number of sessions (see pupils 1, 3, 4, 6, 7, and 10). If a pupil has begun the course late, subtract *all* sessions missed at the beginning from the total (see pupils 16, 17, and 18). If a pupil withdraws from the course or is simply absent *and* the withdrawal or absence results in missing *three or more* consecutive sessions, subtract the number of consecutive sessions missed from the total (see pupils 1, 7, 9, 11, and 14). Note that a cancelled session (marked "C") is not included in the calculation of the number of consecutive sessions for which a pupil has been absent (see pupils 3 and 6).

