

Enrolment Register Instructions for Continuing Education Programs

2016–17 School Year

This publication, *Enrolment Register Instructions for Continuing Education Programs, 2016–17 School Year*, and the *Enrolment Register Instructions for Elementary and Secondary Schools, 2016–17 School Year* are available on the Ministry of Education’s website, at <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>.

Ministry Contact Information

If you have questions related to enrolment and admissions, please send them to the enrolment@ontario.ca mailbox. Provide all relevant information to ensure a prompt, accurate, and helpful response. The mailbox is monitored by Ministry staff, and all questions will be answered in a timely manner based on the Government of Ontario customer service standards.

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Une publication équivalente est disponible en français sous le titre suivant :
Instructions pour les relevés des effectifs pour les programmes d’Éducation permanente, Année scolaire 2016-2017.

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GENERAL REQUIREMENTS

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
- Summer School Register
- 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

On all legal questions relating to the requirements covered in these instructions, school boards should rely on the advice of their own legal counsel.

Collection of Data

Authorization for the collection of the information required on 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 (the Ministry).

Responsibilities of the Principal

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 on the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

The principal of all continuing education programs 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;
- Enrolment and attendance records are accurate and up to date;
- The course data and pupil data are correct on each register;
- Information is collected for inclusion in the Ontario Student Records (see *The Ontario Student Record (OSR): Guideline, 2000*); and
- Any fees charged to pupils for learning materials and activities are in accordance with board policy developed in response to the Ministry’s *Guideline for Fees for Learning Materials and Activities* (see section on “Fees for administration and learning materials” below).

The principal responsible for continuing education non-credit courses must:

- Ensure that courses are offered in a school or in any location deemed suitable by the board; and
- Oversee each class of each course offered, whether a class is conducted in a school, and whether instructors are qualified teachers.¹

See all of the sections that follow for details on the principal’s responsibilities related to enrolment, attendance, recording and reporting, retention of data, and other topics.

¹ If the principal assigns another board official to oversee the classes, the principal must ensure that the official’s title is indicated on the register along with the official’s signature.

Fees for Administration and Learning Materials

Pupils must not be charged any registration fees and/or other fees pertaining to administration² for any Continuing Education programs, regardless of the age of the pupil.

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). Any fees charged to pupils for learning materials must be in accordance with board policy developed in response to the Ministry's *Guideline for Fees for Learning Materials and Activities*. Where inappropriate fees are charged, the Ministry may adjust the amount of funding the school board receives for the course.

For Correspondence/Self-Study/e-Learning Courses, boards may not charge for courses provided by the Independent Learning Centre (ILC).

Retention of Pupil Enrolment Records and Related Documents

The Ministry of Education requires that, *for audit purposes*, pupil enrolment records including enrolment registers and various related documents be retained for the *current school year and the previous school year*.

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*.

Determining a Pupil's Eligibility for an Exemption from Tuition Fees

On all legal questions relating to the determination of a pupil's eligibility for tuition-fee exemptions, school boards should rely on the advice of their own legal counsel.

Under section 8 of Ontario Regulation 216/16, boards are entitled or required to charge certain pupils tuition fees for courses. Tuition fee paying pupils are considered to be "other pupils," and must be recorded as "OP" in all continuing education registers. Other Pupils may enroll in continuing education programs and courses; however these pupils will not receive provincial funding for these courses. See "Pupil of the Board or Other Pupil" section below.

Boards will determine whether a pupil is eligible for a tuition-fee exemption. To determine a pupil's eligibility and the documentation required to support an exemption, boards will need to refer to the following statutory provisions, regulation, memoranda and policy/program memorandum:

- *Education Act*: subsection 32 (2), subsection 46 (2), section 49, and section 49.1
- Ontario Regulation 216/16: Calculation of Fees for Pupils
- Policy/Program Memorandum No. 136, "Clarification of Section 49.1 of the Education Act: Education of Persons Unlawfully in Canada," December 3, 2004
- "Clarification of Documentation Required for Tuition Fee Exemptions and Guardianship Arrangements," Memorandum No. 2012:SB01, January 9, 2012
- "Clarification of Documentation Required for Tuition Fee Exemptions," Memorandum No. 2013:SB05, April 4, 2013

² The fees discussed in this section are administration and learning material fees and are not related to tuition fees that may be charged to certain pupils for continuing education courses. See the following section on "Determining a Pupil's Eligibility for an Exemption from Tuition Fees."

Other documents that may be useful for this and other enrolment-related purposes are the following:

- *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011 (OS)*
- *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools – First Edition, Covering Grades 1 to 12, 2010*
- *The Ontario Student Record (OSR) Guideline, 2000*
- *International Languages Elementary Programs, Resource Guide 2012*

Pupil Eligibility Attestation Form

In 2009, as per Memorandum No. 2009:SB20, the Ministry recommended that board staff use a pupil eligibility attestation form to document the board's review and verification of relevant documentation which confirms pupil eligibility in the areas listed below:

- The pupil's right to attend the school without payment of a fee;
- The date of birth and full legal name of the pupil; and
- The residency of the pupil.

See Appendix B for a sample of a Pupil Eligibility Attestation Form for your board's use.

CODES FOR USE ON THE REGISTERS

Use the following codes to indicate pupil enrolment status, board resident status and pupil attendance and absences on the continuing education registers.

Pupil's Enrolment Status

Use the following codes to indicate a pupil's enrolment status on the registers.

Code	Description
FT	Full-Time day school pupil <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 in the school cycle in any publicly funded day school• A pupil aged 14–17 who has a Supervised Alternative Learning Plan³ (SALP) that provides for an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit in any publicly funded day school
PT	Part-Time day school pupil <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 in any publicly funded day school• A pupil aged 14–17 who has a SALP that provides for an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit in any publicly funded day school
CE	Continuing Education pupil <ul style="list-style-type: none">• A pupil who is not enrolled as either a Full-Time day school pupil or Part-Time day school pupil in any publicly funded school, but is taking courses through continuing education

Pupil of the Board or Other Pupils (Board Resident Status)

Use the following codes to indicate a pupil's Board Resident Status on the registers. See the section on "Determining a Pupil's Eligibility for an Exemption from Tuition Fees" for more information.

Code	Description
POB	Pupil of the Board <ul style="list-style-type: none">• Pupils of the Board have the right to attend continuing education programs without payment of a tuition fee and may receive provincial funding for these courses
OP	Other Pupil <ul style="list-style-type: none">• Other Pupils are required to pay a tuition fee to attend continuing education programs, and do not receive provincial funding for these courses.

Recording Pupil Attendance

Use the following codes to indicate pupil attendance on the attendance based registers. Also see the Sample Registers and "Instructions for Teachers/Instructors" for detailed instructions.

Code	Description
A	Pupil absence from a session

³ Please refer to *Supervised Alternative Learning, Policy and Implementation, 2010* for details.

—	Late admission or early withdrawal
C	Funded cancelled session
D	Unfunded cancelled session

Cancelled Instructional Sessions

Funded cancelled session “C”

Where an instructional session has been cancelled owing to exceptional circumstances (such as bad weather or an emergency) and the instructor is paid, the session *will be recognized for funding purposes*. Include this session in the total number of sessions recognized for funding. The funded cancelled session must be marked with a “C” on the register and the reason for the cancellation must be recorded.

If the “C” session is rescheduled, the instructor should not be paid for the rescheduled session and the rescheduled session must not be included in the total number of session recognized for funding purposes.

Unfunded cancelled session “D”

Where an instructional session has been cancelled (i.e. the teacher is unavailable) and the instructor is not paid, the session *will not be recognized for funding purposes*. Do not include this session in the total number of sessions recognized for funding. The unfunded cancelled session must be marked with a “D” on the register and the reason for the cancellation must be recorded.

If the “D” session is rescheduled, the instructor should be paid for the rescheduled session and the rescheduled session must be included in the total number of sessions recognized for funding purposes.

REPORTING IN THE ONTARIO SCHOOL INFORMATION SYSTEM (OnSIS)

Continuing education related data is collected through OnSIS once a year on August 31 through the Continuing Education submission (programs offered between September-August) and/or Summer School submission (programs offered between July-August).

Refer to 2016-2017 OnSIS Data Submission Schedule for submission due dates.

See OnSIS data collection requirements in the “Completing the OnSIS Submission” section for each of the six continuing education registers.

OnSIS Help Desk

Inquiries from schools and boards regarding the Ontario School Information System, its policies and procedures should be directed to:

Ontario School Information System (OnSIS)
 Education Statistics & Analysis Branch (ESAB)
 Ministry of Education, 777 Bay Street, 4th Floor, Suite 422
 Toronto ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
 Monday to Friday (excluding holidays): 8:30 a.m. to 4:30 p.m.

E-mail: onsis_sison@ontario.ca
Fax: 416-212-2763

MAINTAINING THE REGISTER AND ATTENDANCE RECORDS

The policies and procedures for recording enrolment and attendance of pupils who are taking continuing education courses or programs are detailed for each of the six continuing education registers in the sections that follow.

Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes

The following instructions are provided to assist boards and schools in maintaining this register. The register is no longer printed or available on the Ministry's website.

When to Use This Register

Continuing education provides opportunities for pupils to fulfil their secondary school requirements and/or specific credit courses required for entry into postsecondary institutions and apprenticeship programs.

This is a classroom based register. Use it to record enrolment and attendance only for pupils in continuing education courses taken for credit.

The courses must be provided through *classroom instruction*⁴:

- During the school year, or
- In the summer.

Adult credit continuing education courses may be offered:

- During the day school instructional program
- At night or on the weekend
- At the end of the day school instructional program and ending before 5 p.m.

This register must not be used to record enrolment of pupils taking *e-learning courses through continuing education*. The *Register of Enrolment in Correspondence/Self-Study/e-Learning Courses* must be used. See Memo 2010:SB8, "Consolidated Summary of Ministry e-Learning Enrolment Recording Requirements."

Which Pupils to Include on This Register

Record enrolment and attendance for:

- Continuing Education (CE) pupils,
- Part-Time (PT) day school pupils,
- Full-Time (FT) day school pupils. However these pupils may not be eligible for funding. See "Funding Considerations" below.

Which Courses to Include on This Register

Courses recorded on this register may be offered in quadesters of approximately six to eight weeks and may take place in adult learning centres, centres for continuing education, adult high schools, and secondary schools (see Section 10.2.1 Adult Education, OS) and must meet the requirements set out in curriculum policy documents under OS.

⁴ With the exception of the pupil's placement component of a cooperative education course.

These courses are:

- At night or on weekend
- During the day school instructional program
- After the end of day school instructional program and ending before 5 pm
- Mathematics courses required for changing course types (Transfer credits, as described in OS, 7.2.4)
- Additional preparation for changing course types (as described in OS, 7.2.4)

The course of study must be retained for review at the school.

Each one-credit adult continuing education course must be scheduled for a minimum of 110 hours (see OS section 7.1). A one-credit course offered in the evening or at night must be scheduled for a minimum of 90 hours (see OS sections 10.2.3).

The Ministry will only provide funding for partial-credit courses permitted under OS or those approved by the Ministry.

Cooperative Education

All course requirements are outlined in OS, section 8.1, and *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*.

The time spent by pupils in the placement component will be considered as pupil hours for the purpose of determining equivalent average daily enrolment (ADE). 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 multiplied by the credit value of the course.

Teacher Qualifications

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.

Funding Considerations

The funding allocation is based upon pupil attendance and is not contingent upon the pupil completing the course or successfully earning a credit. See *“Instructions for Teachers/Instructors”* below for details on how to record pupil attendance.

Continuing Education Pupils

Include continuing education (CE) pupils on this register. These pupils are eligible for funding for continuing education courses in the September to June and the Summer periods. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Part-Time Day School Pupils

Include pupils enrolled as Part-Time (PT) in a publicly funded day school on the October and/or March enrolment-count dates on this register. These pupils are eligible for funding for continuing education courses in the September to June and the Summer periods. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Full-Time Day School Pupils

Pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates *may be* included on this register. Note the following:

- FT day school pupils *are not eligible* for funding for continuing education courses *offered during the day school instructional program* in the September to June period.
- FT day school pupils *are eligible* for funding for continuing education courses offered *after the end of the instructional program of the day school* for example in the evening, at night or on the weekend during the September to June period.
- FT day school pupils *are eligible* for funding for continuing education courses offered during the Summer period.

When FT day school pupils are eligible for funding, their attendance must be included in the total number of sessions recognized for funding use to calculate the equivalent ADE.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for continuing education courses. Their attendance must not be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Additional funding through the School Facility Operations and Renewal Grant is provided for classes offered during the day and ending before 5 p.m.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Teacher** – Must be OCT Qualified

Course/Class Data

- **Course/Class name(s)** – A class may include multiple courses
- **Common Course Code(s)** – As assigned by the Ministry
- **Credit value** – If multiple courses are taught in the same class, include the credit value for each class
- **Course offering** – Must be one of the following:
 - At night or on the weekend
 - During the day school instructional program
 - Starting after the end of the day school instructional program and ending before 5 p.m. (after school)
 - Mathematics course(s) for changing course types (OS, 7.2.4)
 - Additional preparation for changing course types (OS, 7.2.4)
- **Course start and finish date** – If scheduled during both the September-June and Summer 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.
- **Hours of classroom instruction** – Calculate for both the *September to June* and *Summer* periods. Calculate the **total number of hours** by multiplying the expected *number of sessions* by the *hours per session*. Please note: each one-credit course must be scheduled for a minimum of 110 hours or 90 hours if offered at night.

- **Total enrolment** – Include all pupils, both POB and OP, who enrolled in the course and attended the course sessions. The number of pupils is not reduced if a pupil withdraws before completing the course.

Pupil Data

- **Number of pupils** – Include all pupils, both POB and OP, who enrolled in the course and attended the course sessions as of the end of October and for the *September to June/Summer periods*. The number of pupils is not reduced if a pupil withdraws before completing the course.
- **Hours recognized for funding** – Calculate for both the *September to June* and *Summer* periods. Calculate the *total number of pupil hours* by multiplying the number of *sessions recognized (from the register) for funding* by the *hours per session*. Please note that *sessions recognized (from the register) for funding* must not include OPs or some Full-Time day school pupils (see Funding Considerations above).
- **Average enrolment** – Only complete for classes that qualify for the small class adjustment⁵. Calculate *average enrolment* by dividing the *total number of pupil hours* by the *total number of hours of classroom instruction* for the course, round the result to two decimals. The adjustment for small classes must be excluded from the “equivalent ADE.”
- **Calculation of equivalent average daily enrolment (ADE)** – Calculate the *Total number of pupil hours for the September to August period* by adding the *Total number of pupil hours for the September to June* and the *Summer* periods together. To calculate the **Equivalent ADE** divide the *Total number of pupil hours for the September to August period* by 950 and round the result to four decimals.
- **The principal must sign and date the register.**

Notes:

1. The small-class adjustment is not reported through OnSIS; it is reported manually and in aggregate through EFIS during the financial statements cycle.
2. The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported on this register must correspond with the “equivalent ADE” reported through OnSIS.

Instructions for Teachers/Instructors

A separate register must be used for each class. A class may include pupils who are enrolled in different courses and therefore a class may include multiple course codes (if applicable).

Course and Pupil Information

- **Name of Pupil** – Enter for each pupil on the day the pupil actually begins attending class. If a pupil is admitted after the course begins, see *Late Enrolment*.
- **Class name** – Enter for each pupil.
- **Common course code** – Enter the Ministry assigned Course Code. Please note an Adult Credit class may include multiple courses.
- **OEN** – Enter the pupil’s OEN.
- **Gender** – Enter for each pupil.
- **Day school pupil** - Enter the pupil’s enrolment status in day school, as FT or PT using the information provided by the principal. If the pupil is not enrolled in day school, leave blank.

⁵ To qualify for the small class adjustment, classes or courses must be 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.

- **Pupil's day school address** – Enter for each day school pupil, if required.
- **Pupil's board resident status** – Enter the pupil's Board Resident Status as POB or OP.
 - POBs have the right to attend continuing education programs without payment of a tuition fee and may receive funding.
 - OPs are required to pay a tuition fee to attend continuing education programs, and do not receive funding. Enter "0" for the number of sessions recognized for funding
- **Pupil's home address/telephone number** – Enter for each pupil.

Pupil Attendance at Course Sessions

- **Pupil attendance** – Indicate each pupil's attendance at sessions by leaving the appropriate spaces blank.
- **Pupil absences** – Indicate each pupil's absence from sessions by entering an "A" on the register. When a pupil is absent for *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Late enrolment** – When a pupil is admitted after the course begins, draw a horizontal line ("—") through all sessions up to the date on which the pupil begins to attend the course. Subtract the number of consecutive sessions missed at the beginning of the course from the total number of sessions recognized for funding.
- **Pupil withdrawal** – When a pupil withdraws from a course, draw a horizontal line ("—") through the remaining sessions following the date of withdrawal. Only when a pupil misses *three or more* consecutive scheduled sessions as a result of the early withdrawal, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Pupil absence combined with withdrawal** – When a pupil is absent and subsequently withdraws from the course, and misses *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Funded cancelled sessions** – Where a session has been cancelled owing to exceptional circumstances (such as bad weather or an emergency), and the session is recognized for funding, enter a "C" for that session for the first and last pupils, join the "Cs" with a vertical line and record the reason for the cancellation on the register. Indicate on the register if the cancelled session is rescheduled.
- **Unfunded cancelled sessions** – Where a session has been cancelled (i.e. the teacher is unavailable) and the session is *not* recognized for funding, enter a "D" for that session for the first and last pupils, join the "Ds" with a vertical line and record the reason for the cancellation on the register. Indicate on the register if the cancelled session is rescheduled.

Note that a cancelled session ("C" or "D") and the end of the calendar year do not break or add to a series of pupil absences.

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 for the entire school year (September-August). Submit data through the Continuing Education and/or Summer School submissions (School Special Condition Type "N – Continuing Education" or "8 – Summer").

Course Offering Type must be reported for each course for each student. Course Offering Types include:

- Adult Credit – Offered at Night or on Weekend
- Adult Credit – Offered during the Day School instructional program
- Adult Credit – Offered after end of Day School and ending before 5 pm
- Cont Ed: Mathematics courses for changing course types (Transfer credit OS, 7.2.4)
- Cont Ed: Additional prep for changing course types (OS, 7.2.4)

The following Class Enrolment fields are mandatory:

- Course Schedule Indicator
- Course Delivery
- Course Language of Instruction
- Course Code
- Course Start Date
- Course End Date
- Attempted Credit Value
- Earned Credit Value
- Final Mark

The corresponding ADE value must also be reported for each course in the “ADE – September to June” or “ADE – Summer” fields.

Summer School Register

The following instructions are provided to assist boards and schools in maintaining this register. The register is no longer printed or available on the Ministry's website.

When to Use This Register

School boards may offer courses for credit through summer school to meet a variety of student needs.

This is a classroom based register. Use it to record enrolment and attendance *only* for 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 OS, section 7.2.4;
- Mathematics courses for changing course types, as described in OS, section 7.2.4;
- Credit recovery;
- Non-credit summer school programs for developmentally delayed pupils.

The courses must be provided through *classroom instruction*⁶:

- During the summer

Summer school classes or courses:

- May not begin until after the last school day in the 2016-17 school year, nor may they extend beyond the first school day of the 2017-18 school year, and
- Must be provided by the board between 8 a.m. and 5 p.m.

For summer cooperative education courses that begin prior to the last school day in the 2016-17 school year, the course must be recorded on the *Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes*.

This register must not be used to record enrolment of pupils who are taking correspondence/self-study/e-learning courses through continuing education, or summer day camps, sports camps, or daycare activities.

Which Pupils to Include on This Register

Record enrolment and attendance *only* for pupils:

- Who were enrolled in a day school program during the school year offered by a board and has been admitted to a summer school program.
- Who were enrolled in Grades 1 to 12 in a private school (in compliance with subsection 16(1) of the *Education Act*) and has been admitted to a Ministry-funded summer school programs offered by a board.

The terms of admission to a course offered through summer school will be determined by the board that operates the summer school.

⁶ With the exception of the pupil's placement component of a cooperative education course.

Which Courses to Include on This Register

Courses recorded on this register must meet the requirements set out in curriculum policy documents under OS. (See OS sections 7.2.4, 7.5.1 and 10.2.2)

These courses include:

- A credit course or credit recovery course;
- Transfer credit on math, as described in OS;
- Additional preparation for changing course types; and
- Non-Credit Programs/Courses for the Developmentally Delayed.

The course of study for each course must be retained for review at the school.

Each one-credit course offered in summer school must be scheduled for a minimum of 110 hours (see OS section 10.2.2). See “Summer School “Upgrading” Courses” memo dated February 24, 2016, which clarifies the requirement for a pupil retaking to credit course to upgrade a mark.

The Ministry will only provide funding for partial-credit courses permitted under OS or those approved by the Ministry.

Non-Credit Programs/Courses 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

All course requirements are outlined in OS, section 8.1, and *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*.

The time spent by pupils in the placement component will be considered as pupil hours for the purpose of determining equivalent ADE. However, the maximum number of pupil hours for any pupil in the course (including pre-placement, integration, and placement) is limited to 110 hours times the credit value of the course.

Teacher Qualifications

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.

Funding Considerations

The funding allocation is based upon pupil attendance and is not contingent upon the pupil completing the course or successfully earning a credit. See “*Instructions for Teachers/Instructors*” below for details on how to record pupil attendance.

Full-Time and Part-Time Day School Pupils

Include pupils enrolled as Full-Time (FT) or part-time (PT) in a publicly funded day school on the October and/or March enrolment-count dates on this register. All FT and PT pupils taking courses offered during the Summer period are eligible for funding for Summer School courses. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Continuing Education Pupils

Continuing education (CE) pupils must *not* be recorded on this register. Summer School is a program for pupils enrolled in a publicly funded day school or a private school.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for Summer School courses. Their attendance must not be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

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

Additional funding through the School Facility Operations and Renewal Grant is provided.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Teacher** – Must be OCT Qualified

Course/Class Data

- **Course/Class name(s)** – A class may include multiple courses
- **Common Course Code(s)** – As assigned by the Ministry. For a course for developmentally delayed pupils, enter “DD” and the course name.
- **Credit value** – If multiple courses are taught in the same class include the credit value for each class
- **Course start and finish date** – For Summer school the course must begin after the last day of school in the current school year and end before the first day of school in the new school year.
- **Hours of classroom instruction** – Calculate the total number of hours by multiplying the expected *number of sessions* by the *hours per session*. Please note: each one-credit course must be scheduled for a minimum of 110 hours.
- **Number of pupils** – Include all pupils, both POB and OP who enrolled in a course and attended the course sessions in the *Summer* period. The number of pupils is not reduced if a pupil withdraws before completing the course.

Pupil Data

- **Hours recognized for funding** – Calculate for the *Summer* period. Calculate the total number of pupil hours by multiplying the number of *sessions recognized (from the register) for funding* by the *hours per session*. Please note that *sessions recognized (from the register) for funding* must not include OPs see “Funding Considerations” above.
- **Calculation of equivalent average daily enrolment (ADE)** – Divide the *Total Number of Pupil Hours* by 950 and round the result to four decimals.
- **The principal must sign and date the register.**

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

Instructions for Teachers/Instructors

A separate register must be used for each class. A class may include pupils who are enrolled in different courses and therefore a class may include multiple course codes (if applicable).

Course and Pupil Information

- **Name of Pupil** – Enter for each pupil on the day the pupil actually begins attending class. If a pupil is admitted after the course begins, see *Late Enrolment*.
- **Class name** – Enter for each pupil.
- **Common course code** – Enter the Ministry assigned Course Code. Please note a Summer school class may include multiple courses.
- **OEN** – Enter the pupil's OEN.
- **Gender** – Enter for each pupil.
- **Day school pupil** - Enter the pupil's enrolment status in day school, as FT or PT using the information provided by the principal.
- **Pupil's day school address** – Enter for each day school pupil, if required.
- **Pupil's board resident status** – Enter the pupil's Board Resident Status as POB or OP.
 - POBs have the right to attend continuing education programs without payment of a tuition fee and may receive funding.
 - OPs are required to pay a tuition fee to attend continuing education programs, and do not receive funding. Enter "0" for the number of sessions recognized for funding.
- **Pupil's home address/telephone number** – Enter for each pupil.

Course Attendance at Course Sessions

- **Pupil attendance** – Indicate each pupil's attendance at sessions by leaving the appropriate spaces blank.
- **Pupil absences** – Indicate each pupil's absence from sessions by entering an "A" on the register. When a pupil is absent for *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Late enrolment** – When a pupil is admitted after the course begins, draw a horizontal line ("—") through all sessions up to the date on which the pupil begins to attend the course. Subtract the number of consecutive sessions missed at the beginning of the course from the total number of sessions recognized for funding.
- **Pupil withdrawal** – When a pupil withdraws from a course, draw a horizontal line ("—") through the remaining sessions following the date of withdrawal. Only when a pupil misses *three or more* consecutive scheduled sessions as a result of the early withdrawal, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Pupil absence combined with withdrawal** – When a pupil is absent and subsequently withdraws from the course, and misses *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding.
- **Funded cancelled sessions** – Where a session has been cancelled owing to exceptional circumstances (such as bad weather or an emergency), and the session is recognized for funding, enter a "C" for that session for the first and last pupils, join the "Cs" with a vertical line and record the reason for the cancellation on the register. Indicate on the register if the cancelled session is rescheduled.
- **Unfunded cancelled sessions** – Where a session has been cancelled (i.e. the teacher is unavailable) and the session is *not* recognized for funding, enter a "D" for that session for the first and last pupils, join the "Ds" with a vertical line and record the reason for the cancellation on the register. Indicate on the register if the cancelled session is rescheduled.

Note that a cancelled session (“C” or “D”) does not break or add to a series of pupil absences

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 (July-August). Submit data through the Summer School submissions (School Special Condition Type “8 – Summer”).

Course Offering Type to be reported for each course for each student. Course Offering Types include:

- Summer credit course
- Summer: Transfer credit on math
- Summer: Additional preparation for changing course types
- Elementary Program for developmentally delayed pupils

The following Class Enrolment fields are mandatory:

- Course Schedule Indicator
- Course Delivery
- Course Language of Instruction
- Course Code
- Course Start Date
- Course End Date
- Attempted Credit Value
- Earned Credit Value
- Final Mark

The corresponding ADE value must also be reported for each course in the “ADE – Summer” field.

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

The following instructions are provided to assist boards and schools in maintaining this register. The register is no longer printed or available on the Ministry's website.

When to Use This Register

Correspondence courses enable students to fulfil Secondary School requirements. These courses may be offered through the Independent Learning Centre (ILC).

Self-Study courses allow a pupil to study independently but under the supervision of a teacher.

E-learning courses are online credit courses and online resources for the classroom delivery of learning programs. When e-learning is made available in a board, it should be made available to all students, including students with special education needs.

This is a non-classroom based register. Use it to record data on pupil's lessons/work units marked *only for* pupils enrolled in the following courses:

- Correspondence courses offered using materials provided by the ILC
- 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"

The courses must be provided through *non-classroom modes of delivery*:

- During the school year, or
- In the summer

Which Pupils to Include on This Register

This register may include:

- Full-Time (FT) or Part-Time (PT) day school pupils. However these pupils may not be eligible for funding see "Funding Considerations" below.
- Continuing education (CE) pupils

Which Courses to Include on This Register

These courses include:

- Correspondence courses offered using materials provided by the ILC
- Correspondence or self-study courses prepared by the board
- E-learning courses offered through a continuing education program

The course of study for each course must be retained for review at the school.

Courses recorded on this register must meet the requirements set out in curriculum policy documents under OS (see sections 2.3 and Additional Ways for Students to Complete Courses and Programs, section 10) and assessment, evaluation, and reporting must be done in accordance with policies outlined in *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition, Covering Grades 1 to 12, 2010*.

The Ministry will only provide funding for partial-credit courses permitted under OS or those approved by the Ministry.

Teacher Qualifications

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.

Funding Considerations

The funding allocation is based on the number of lessons/work units marked, not pupil attendance. See “*Instructions for Teachers/Instructors*” below for details on how to record lesson/units marked.

Continuing Education Pupils

Include continuing education (CE) pupils on this register. These pupils are eligible for funding for Correspondence/Self-Study/e-Learning Courses in the September to June and the Summer periods. Their lessons/work units marked must be included in the total number of lessons/work units recognized for funding purposes.

Full-Time Day School Pupils

Pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates *may* be included on this register. Note the following:

- FT day school pupils *are eligible* for funding for Correspondence / Self-Study / e-Learning courses taken in the Summer period. All lessons/work units marked must be included in the total number of lessons/work units recognized for funding purposes.
- FT day school pupils *are not eligible* for funding for Correspondence / Self-Study / e-Learning courses offered during the September to June period. Their lessons/work units marked must be subtracted from the total number of lessons/work units recognized for funding purposes.
 - For pupils enrolled as FT 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, 2016, to January 31, 2017.
 - For pupils enrolled as FT 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, 2017, to June 30, 2017.

Part-Time Day School Pupils

Include pupils enrolled as Part-Time (PT) in a publicly funded day school on the October and/or March enrolment-count dates on this register. In general, these pupils are eligible for funding for Correspondence/Self-Study/e-Learning Courses in the September to June and the Summer periods. Their lessons/work units marked must be included in the total number of lessons/work units recognized for funding purposes.

There is one exception; note that any PT day school pupil *taking the same course as part of their day school instructional program* is not eligible for funding for a duplicate course taken through Correspondence/Self-Study/e-Learning. Therefore, the number of lessons/work units marked for a duplicate course must be subtracted from the total number of lessons/work units recognized for funding purposes. See details in the “Full-Time Day School Pupils” section above.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for Correspondence/Self-Study/e-Learning courses. Their lessons/work units marked must not be included in the total number of lessons/work units recognized for funding purposes.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Teacher marking lessons** – Must be OCT Qualified
- **School Year** – Year course scheduled

Course/Class Data

- **Course/Class name(s)** – A class may include multiple courses
- **Common Course Code(s)** – As assigned by the Ministry
- **Credit value** – If multiple courses are taught in the same class include the credit value for each class
- **Type of Course** – Must be one of the following:
 - Course purchased from the ILC
 - Correspondence course prepared by the board
 - E-Learning course
- **Total number of lessons/work units eligible for funding (must not exceed 20 per credit)** – Calculate for both the September to June/Summer periods. Please note that the *total number of lessons/work units* marked must not include the lessons/work units for Other Pupils and/or some FT or PT day school pupil see the “Funding Considerations” above.
- **Where the number of lessons/work units required for a credit is less than 20** – to calculate the “*total (adjusted) number of lessons/work units eligible for funding*” take the *total number of lessons/work units eligible for funding*, divide by the number of lessons/work units required for the course (max 20) and multiply the sum by the credit value of the course and finally multiply the sum by 20.

Please note that 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, rounded to the nearest whole number (e.g., 20 x 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.”

Pupil Data

- **Number of pupils** – Include all pupils who were enrolled, both POB and OP *as of the end of October* and for the *September to June/Summer* periods.
- **Calculation of equivalent average daily enrolment (ADE)** – To calculate multiply the “*Total Number of lessons/work units eligible for funding*” by 0.00579 and round the result to four decimals.
- **The principal must sign and date the register.**

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

Instructions for Teachers/Instructors

A separate register must be used for each course.

Course and Pupil Information

- **Name of Pupil** – Enter the pupil’s surname and given name.
- **OEN** – Enter the pupil’s OEN.
- **Gender** – Enter the pupil’s gender.
- **Other Pupils (OP)** – Enter each pupil’s Board Resident Status as POB or OP.
 - Pupils of the Board (POB) have the right to attend continuing education programs without payment of a tuition fee and may receive funding.
 - Other Pupils (OP) are required to pay a tuition fee to attend continuing education programs, and do not receive funding. Enter “0” for the number of lessons/work units marked eligible for funding.
- **Category of Pupil** – Using information provided by the principal, identify all pupils with FT, PT, or CE, as appropriate. See definitions in the “Pupil’s Enrolment Status” section.
- **Pupil’s Home Address/Telephone number** – Enter the pupil’s home address and telephone number.
- **Recording Lessons/Work Units Marked** – Indicate that a lesson/work unit is marked by entering a check mark in the appropriate space under “Lessons/work units marked.”

Enter the total number of lessons/work units marked that are eligible for funding for each pupil under “Number of lessons/work units marked” for the September-June or the Summer period, as appropriate.

Enter the total number of lessons/work units marked that are eligible for funding for the class under “Total number of lessons/work units marked.”

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 for the entire school year (September-August). Submit data through the Continuing Education and/or Summer School submissions (School Special Condition Type “N – Continuing Education” or “8 – Summer”).

Course Offering Type to be reported for each course for each student. Course Offering Types include:

- Independent Learning Centre (ILC) course
- Correspondence Course
- E-Learning Course

The following Class Enrolment fields are mandatory:

- Course Schedule Indicator
- Course Delivery
- Course Language of Instruction
- Course Code
- Course Start Date
- Course End Date
- Attempted Credit Value
- Earned Credit Value

- Final Mark

The corresponding ADE value must also be reported by course in the “ADE – September to June” or “ADE – Summer” fields.

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

A sample register is provided in Appendix A to assist boards and schools in maintaining this register. The sample includes:

- A model of the data summary section (Course Data and Pupil Data)
- A sample of a completed generic register (to use with all three non-credit registers) including General instructions for teachers/instructors recording enrolment and attendance

This non-credit register is available in print from the Ministry or can be downloaded from the Ministry's website.

When to Use This Register

This is a classroom based register. Use it to record enrolment and attendance *only* for day school pupils in Junior Kindergarten⁷ to Grade 8 who are enrolled in the International Languages Elementary (ILE) program. Courses must be in languages other than English and French.

The courses must be provided through *classroom instruction*:

- During the school year, or
- In the summer

ILE courses may be offered:

1. After School
2. Before School or Lunch time
3. Integrated Extended-Day Program
4. Late-Afternoon and Evening Program
5. Weekend
6. Summer

For more information see the *International Language Elementary Programs Resource Guide 2012*.

Which Pupils to Include on This Register

Record enrolment and attendance *only* for:

- Pupils enrolled in grade Junior Kindergarten⁸ to 8 in a publically funded day school.
- Pupils enrolled in grade Junior Kindergarten to 8 in a private school.

This program is not available to pupils enrolled in Secondary school.

Which Courses to Include on This Register

Courses recorded on this register must be in languages other than English and French.

Teacher Qualifications

The instructor is not required to be a member of the Ontario College of Teachers.

Funding Considerations

The funding allocation is based upon the total number of hours of funded classroom instruction. See Appendix A for details on how to record course data and pupil attendance.

⁷ Pupils pre-registered for Junior Kindergarten can also attend an ILE course.

⁸ Pupils pre-registered for Junior Kindergarten can also attend an ILE course.

ILE funding is capped as follows:

- During the school year at 2.5 hours of classroom instruction per week per language; and
- During the summer at 2.5 hours of classroom instruction per day per language.

When the board class average is 23 or greater, maximum funding is generated per instructional hour. Where the average size of an international languages class is less than 23, the rate per classroom hour is reduced by \$1 for every pupil less than 23.

Full-Time and Part-Time Day School Pupils

Include elementary pupils enrolled as Full-Time (FT) or Part-Time (PT) in a publicly funded day school on the October and/or March enrolment-count dates on this register. All FT and PT pupils taking ILE courses are eligible for funding. The FT and PT pupils who enrolled and attended sessions must be included in the totals used to calculate funding.

Continuing Education Pupils

Continuing education (CE) pupils must not be recorded on this register. ILE is a program for pupils enrolled in grade Junior Kindergarten to 8 in a publically funded day school or in a private school.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for ILE courses. Their enrolment and attendance must not be included in the totals used to calculate funding.

Instructors

The principal must ensure that ILE instructors are directly employed and paid by the board to receive Ministry funding for the program.

Note: For International Languages Elementary (ILE) Programs, only include “Pupils of the Board” in the Course Enrolment Totals that are submitted to Education Finance Information System (EFIS) and the 2016-17 ILE Course List.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Instructor**
- **Location of course (if different from school)**
- **Campus Number (optional)**

Course/Class Data

- **International language**
- **Course start and finish date** – If scheduled during both the September-June and Summer 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
- **Time of day** – Enter the start and finish time for the course
- **Days** – Check the days the course is offered
- **Delivery Code** – Check when the course is offered using the following categories:

1. After School
 2. Before School or Lunch time
 3. Integrated Extended-Day Program
 4. Late-Afternoon and Evening Program
 5. Weekend
 6. Summer
- **Hours of funded classroom instruction** - Calculate for both the *September to June* and *Summer* periods. Calculate the **total number of hours** by multiplying the *number of sessions* by the *hours per session*. Note that this total must not include OPs. Note that the hours of classroom instruction are limited to 2.5 hours per week in the September to June period and 2.5 hours per day during the Summer period.
 - **Total enrolment** – Include all pupils, both POB and OP who enrolled in the course and attended the course sessions. The number of pupils is not reduced if a pupil withdraws before completing the course.

Pupil Data

- **Number of pupils enrolled in class** – Include all pupils who enrolled in the course and attended the course sessions. The number of pupils is not reduced if a pupil withdraws before completing the course.

Instructions for Teachers/Instructors

See Appendix A for details on how to record pupil attendance.

Completing the OnSIS Submission

Aggregate data is collected once a year on August 31 for the entire school year (September-August). Submit data through the Continuing Education and / or Summer School submissions (School Special Condition Type “N – Continuing Education” or “8 – Summer”) even if the ILE course is offered in a regular elementary day school (i.e. integrated extended day program).

As data is collected in aggregate, the pupil’s OEN is not required.

Course Offering Type will **not** be collected for ILE programs.

The following information must be reported by international language:

- Total Number of Classes,
- Total Number of Instructors,
- Total Number of Students, and
- Total Number of Hours

Number of Classes must be reported to OnSIS by the time of day the classes were offered, using the following categories:

1. After School,
2. Before School or Lunch time
3. Integrated Extended-Day Program
4. Late-Afternoon and Evening Program
5. Weekend
6. Summer

Register of Enrolment in the Literacy and Numeracy Program

A sample register is provided in Appendix A to assist boards and schools in maintaining this register. The sample includes:

- A model of the data summary section (Course Data and Pupil Data)
- A sample of a completed generic register (to use with all three non-credit registers) including General Instructions for teachers/instructors recording enrolment and attendance

This non-credit register is available in print from the Ministry or can be downloaded from the Ministry's website.

When to Use This Register

This is a classroom based register. Use it to record enrolment and attendance *only* for pupils enrolled in the following courses:

- Grade 7 or 8 Remedial Literacy and Numeracy
- Non-credit Grade 9 or 10 Remedial Literacy and Numeracy
- Literacy and Numeracy for Parents and Guardians.

The courses must be provided through *classroom instruction*:

- During the school year, or
- In the summer

Literacy and Numeracy Program courses may be offered during or after the school day and on the weekends.

Which Pupils to Include on This Register

Record enrolment and attendance *only* for:

- Pupils in Grade 7 or 8 for whom **Grade 7 or 8 Remedial Literacy and Numeracy** has been recommended by the principal of the pupil's day school, if it is not provided as part of the school's day school program.
- Pupils in Grade 9 to Grade 12 for whom **Non-credit Grade 9 or 10 Remedial Literacy and Numeracy** has been recommended by the principal of the pupil's day school, if it is not provided as part of the school's day school program.
- Adults who are parents or guardians of pupils enrolled in grades JK/K to 12 in a day school program for whom **Literacy and Numeracy for Parents and Guardians** has been recommended by the principal of the pupil's day school.

Please note that the signed principal recommendation should be retained for the current plus previous school year in an electronic or paper format.

Which Courses to Include on This Register

These courses include:

- Grade 7 or 8 Remedial Literacy and Numeracy
- Non-credit Grade 9 or 10 Remedial Literacy and Numeracy
- Literacy and Numeracy for Parents and Guardians

Teacher Qualifications

The instructor is not required to be a member of the Ontario College of Teachers.

Funding Considerations

The funding allocation is based upon pupil attendance. See Appendix A for details on how to record course data and pupil attendance.

Full-Time and Part-Time Day School Pupils

Include pupils enrolled as Full-Time (FT) or Part-Time (PT) in a publicly funded day school on the October and/or March enrolment-count dates on this register. All FT and PT pupils taking Literacy and Numeracy courses are eligible for funding. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Continuing Education Pupils

Continuing education (CE) pupils *may* be included on this register. A CE pupil may be a parent or guardian of a pupil enrolled in grades JK/K to 12 in a day school program for whom **Literacy and Numeracy for Parents and Guardians** has been recommended by the principal of the pupil's day school. These CE pupils are eligible for funding. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for Literacy and Numeracy courses. Their attendance must not be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Instructors

The principal must ensure that Literacy and Numeracy instructors are directly employed and paid by the board to receive Ministry funding for the program.

NOTE: Grade 7 or 8 Remedial Literacy and Numeracy and Non-credit Grade 9 or 10 Remedial Literacy and Numeracy taught in the Summer period are reported under Summer School on EFIS Schedule 12 and in the 2016-17 Literacy and Numeracy Course List.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Instructor**
- **Location of course (if different from school)**
- **Campus Number (optional)**

Course/Class Data

- **Type of course:**
 - Grade 7 or 8 Remedial: Literacy and Numeracy / Literacy / Numeracy
 - Non-credit Grade 9 or 10 Remedial: Literacy and Numeracy / Literacy / Numeracy
 - Parents or Guardians: Literacy and Numeracy / Literacy / Numeracy
- **Course start and finish date** – If scheduled during both the September-June and Summer 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
- **Time of day** – Enter the start and finish time for the course
- **Days** – Check the days the course is offered

- **Hours of classroom instruction** – Calculate the **total number of hours** by multiplying the expected *number of sessions* by the *hours per session* for the September to June and Summer periods
- **Total enrolment** – Include all pupils both POB and OP who enrolled in the course and attended the course sessions. The number of pupils is not reduced if a pupil withdraws before completing the course.

Pupil Data

- **Number of pupils** – Include all pupils both POB and OP who enrolled in the course and attended the course sessions as of the end of October and for the September to June/Summer periods. The number of pupils is not reduced if a pupil withdraws before completing the course.
- **Hours recognized for funding** – Calculate the **total number of pupil hours** by multiplying the number of *sessions recognized (from the register)* for funding by the *hours per session* for the September to June and Summer periods. Please note that *sessions recognized (from the register) for funding* must not include OPs, see Funding Considerations above.
- **Calculation of equivalent average daily enrolment (ADE)** – Calculate the **Total Number of Pupil Hours for the September to August** period by adding the *Total Number of Pupil Hours for the September to June and Summer* periods together. To calculate the **Equivalent ADE** divide the *Total Number of Pupil Hours for the September to August* period by 950 and round the result to four decimals.
- **The principal must sign and date the register.**

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

Instructions for Teachers/Instructors

See Appendix A for details on how to record pupil attendance.

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 for the entire school year (September–August). Submit data through the Continuing Education and / or Summer School submissions (School Special Condition Type “N – Continuing Education” or “8 – Summer”).

ADE to be reported (for each course) by Course Offering Type for each student:

- Grade 7 or 8 Remedial Literacy and Numeracy
- Non-credit Grade 9 or 10 Remedial Literacy and Numeracy
- Literacy and Numeracy for Parents and Guardians

The following information must be reported:

- Course Offering
- Program Start Date
- Program Finish Date
- Time of Day: “Start Time” and “End Time”
- ADE September to June
- ADE Summer

Date and Time information is required to differentiate between duplicate records should the pupil and the pupil’s parent/guardian take the same program more than once.

ADE for parents or guardians enrolled in Literacy and Numeracy program must be submitted to OnSIS using the child's OEN, First Name, Last Name, DOB and Gender. 'Parent/Guardian Number' will be used to distinguish between parents and/or guardians should more than one parent/guardian be enrolled in the program.

The ADE value must be reported by course in the "ADE – September to June" or "ADE – Summer" field.

Register of Enrolment in Adult Native Language Instruction

A sample register is provided in Appendix A to assist boards and schools in maintaining this register. The sample includes:

- A model of the data summary section (Course Data and Pupil Data)
- A sample of a completed generic register (to use with all three non-credit registers) including General Instructions for teachers/instructors recording enrolment and attendance

This non-credit register is available in print from the Ministry or can be downloaded from the Ministry's website.

When to Use This Register

This is a classroom based register. Use it to record enrolment and attendance on all continuing education (CE) pupils enrolled in Adult Native language non-credit courses.

The courses must be provided through *classroom instruction*:

- During the school year, or
- In the summer

Adult Native Language courses may be offered during or after the school day.

Which Pupils to Include on This Register

Record enrolment and attendance *only* for continuing education pupils enrolled in adult Native language non-credit courses.

This register must *not* include Full-Time (FT) or Part-Time (PT) day school pupils.

Which Courses to Include on This Register

Adult Native language non-credit courses

Teacher Qualifications

The instructor is not required to be a member of the Ontario College of Teachers.

Funding Considerations

The funding allocation is based upon pupil attendance. See Appendix A for details on how to record course data and pupil attendance.

Continuing Education Pupils

Include continuing education (CE) pupils on this register. These pupils are eligible for funding for Adult Native language non-credit courses in the September to June and the Summer periods. Their attendance must be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Full-Time and Part-Time Day School Pupils

This register must *not* include pupils enrolled as Full-Time (FT) or Part-Time (PT) in a publicly funded day school on the October/March enrolment-count dates on this register.

Other Pupils

Other Pupils (OP) *are not eligible* for funding for Adult Native language non-credit courses. Their attendance must not be included in the total number of sessions recognized for funding used to calculate the equivalent ADE.

Instructors

The principal must ensure that the Adult Native Language instructors are directly employed and paid by the board to receive Ministry funding for the program.

Completion of the Data Summary/Course and Pupil Data

This data is used to determine funding and must be completed accurately. The principal must certify that the course data and pupil data are correct.

General Course Data

- **School name**
- **Name of Instructor**
- **Location of course (if different from school)**
- **Campus Number (optional)**

Course/Class Data

- **Course start and finish date** – If scheduled during both the September-June and Summer 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
- **Time of day** – Enter the start and finish time for the course
- **Days** – Check the days the course is offered
- **Hours of classroom instruction** – Calculate the **total number of hours** by multiplying the expected *number of sessions* by the *hours per session* for the *September to June* and *Summer* periods.
- **Total enrolment** – Include all pupils both POB and OP who enrolled in the course and attended the course sessions. The number of pupils is not reduced if a pupil withdraws before completing the course.

Pupil Data

- **Number of pupils** – Include all pupils both POB and OP who enrolled in the course and attended the course sessions as of the end of October and for the September to June/Summer periods. The number of pupils is not reduced if a pupil withdraws before completing the course.
- **Hours recognized for funding** – Calculate the **total number of pupil hours** by multiplying the number of *sessions recognized (from the register)* for funding by the *hours per session* for the *September to June* and *Summer periods*. Please note that *sessions recognized (from the register)* for funding must not include OPs, see Funding Considerations above.
- **Average enrolment** – Only complete for classes that qualify for the small class adjustment⁹. Calculate *average enrolment* by dividing the *total number of pupil hours* by the *total number of hours of classroom instruction* for the course, round the result to two decimals. The adjustment for small classes must be excluded from the “equivalent ADE.”
- **Calculation of equivalent average daily enrolment (ADE)** – Calculate the *Total number of pupil hours for the September to August period* by adding the *Total number of pupil hours for the September to June* and the *Total number of pupil hours for the Summer* periods together. To

⁹ To qualify for the small class adjustment, classes or courses must have less than 15 students.

calculate the **Equivalent ADE** divide the *Total Number of Pupil Hours for the September to August* period by 950 and round the result to four decimals.

- **The principal must sign and date the register.**

Notes:

1. The small-class adjustment is not reported through OnSIS; it is reported manually and in aggregate through EFIS during the financial statements cycle.
2. The sum of the “equivalent average daily enrolment (ADE)” calculated for all courses reported on this register must correspond with the “equivalent ADE” reported through OnSIS.

Instructions for Teachers/Instructors

See Appendix A for details on how to record pupil attendance.

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 for the entire school year (September-August). Submit data through the Continuing Education and/or Summer School submissions (School Special Condition Type “N – Continuing Education” or “8 – Summer”).

ADE to be reported (by each course) by Course Offering Type for each student:

- Adult Native Language must be reported for all students enrolled.

The following information must be reported:

- Course Offering
- Native Language
- Program Start Date
- Program Finish Date
- Time of day: “Start Time” and “End Time”
- ADE September to June
- ADE Summer

Date and Time information is required to differentiate between duplicate records should the pupil take the same program more than once.

The corresponding ADE value must also be reported for each course in the “ADE – September to June” or “ADE – Summer” field.

APPENDICES

Appendix A: Sample Registers

A sample of the following non-credit registers are provided:

- 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

The samples will assist boards and schools in maintaining this register. The sample registers include:

- A model of the data summary section (Course Data and Pupil Data)
- A sample of a completed generic register (to use with all three non-credit registers) including General Instructions to teachers/instructors

In 2016-17, these non-credit registers are available in print from the Ministry or can be downloaded from the Ministry's website.

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

School <input style="width: 95%;" type="text"/>	Instructor <input style="width: 95%;" type="text"/>
Location of course (if different from school) <input style="width: 95%;" type="text"/>	Campus number <input style="width: 95%;" type="text"/>

Course Data

International language <input style="width: 95%;" type="text"/>																													
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></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></table>	Y	M	D	Y	M	D	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																											
Time of day Start <input style="width: 40px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Finish <input style="width: 40px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Delivery code 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>																												
<i>September to June</i>	<i>Summer</i>																												
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Hours of funded classroom instruction*</td> <td style="text-align: center;">Total enrolment</td> </tr> <tr> <td style="border: none;"> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">X</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> <tr> <td style="font-size: small; text-align: center;">Number of sessions</td> <td></td> <td style="font-size: small; text-align: center;">Hours per session</td> <td></td> <td style="font-size: small; text-align: center;">Total number of hours</td> </tr> </table> </td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> </table>	Hours of funded classroom instruction*	Total enrolment	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">X</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> <tr> <td style="font-size: small; text-align: center;">Number of sessions</td> <td></td> <td style="font-size: small; text-align: center;">Hours per session</td> <td></td> <td style="font-size: small; text-align: center;">Total number of hours</td> </tr> </table>		X		=		Number of sessions		Hours per session		Total number of hours		<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Hours of funded classroom instruction**</td> <td style="text-align: center;">Total enrolment</td> </tr> <tr> <td style="border: none;"> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">X</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> <tr> <td style="font-size: small; text-align: center;">Number of sessions</td> <td></td> <td style="font-size: small; text-align: center;">Hours per session</td> <td></td> <td style="font-size: small; text-align: center;">Total number of hours</td> </tr> </table> </td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> </table>	Hours of funded classroom instruction**	Total enrolment	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">X</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> <td style="text-align: center;">=</td> <td style="border: 1px solid black; width: 40px; text-align: center;"> </td> </tr> <tr> <td style="font-size: small; text-align: center;">Number of sessions</td> <td></td> <td style="font-size: small; text-align: center;">Hours per session</td> <td></td> <td style="font-size: small; text-align: center;">Total number of hours</td> </tr> </table>		X		=		Number of sessions		Hours per session		Total number of hours	
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	X		=																										
Number of sessions		Hours per session		Total number of hours																									
* Maximum of 2.5 hours per week.	** Maximum of 2.5 hours per day.																												

Pupil Data

Number of pupils enrolled in class <input style="width: 60px;" 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 style="width: 95%;" type="text"/> Signature of principal	<input style="width: 95%;" type="text"/> Date

Register of Enrolment in the Literacy and Numeracy Program

School <input style="width: 95%;" type="text"/>	Instructor <input style="width: 95%;" type="text"/>
Location of course (if different from school) <input style="width: 95%;" type="text"/>	Campus number <input style="width: 95%;" type="text"/>

Course Data

Check (✓) one: Grade 7 or 8 Remedial Literacy and Numeracy Non-credit Grade 9 or 10 Remedial Literacy and Numeracy Literacy and Numeracy for Parents and Guardians

Dates

Start Y M D Finish Y M D

Days

Sun. Mon. Tues. Wed. Thur. Fri. Sat.

Time of day

Start a.m. p.m. Finish a.m. p.m.

<i>September to June</i>	<i>Summer</i>
Hours of classroom instruction <input type="text"/> X <input type="text"/> = <input type="text"/> <small>Number of sessions Hours per session Total number of hours</small>	Total enrolment <input type="text"/>
Hours of classroom instruction <input type="text"/> X <input type="text"/> = <input type="text"/> <small>Number of sessions Hours per session Total number of hours</small>	Total enrolment <input type="text"/>

Pupil Data

Number of pupils as of the end of October **Number of pupils September to June** **Number of pupils Summer**

Hours recognized for funding

<i>September to June</i>	<i>Summer</i>
<input type="text"/> X <input type="text"/> = <input type="text"/> <small>Sessions recognized (from register) Hours per session Total number of pupil hours</small>	<input type="text"/> X <input type="text"/> = <input type="text"/> <small>Sessions recognized (from register) Hours per session Total number of pupil hours</small>

Calculation of equivalent average daily enrolment (ADE)

+ = ÷ 950 =
Total number of pupil hours September to June Total number of pupil hours Summer Total number of pupil hours September to August 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

Register of Enrolment in Adult Native Language Instruction

School <input style="width: 95%;" type="text"/>	Instructor <input style="width: 95%;" type="text"/>
Location of course (if different from school) <input style="width: 95%;" type="text"/>	Campus number <input style="width: 95%;" type="text"/>

Course Data

Dates			Days									
Y	M	D	Y	M	D	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Start <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	Finish <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time of day												
Start <input style="width: 40px;" type="text"/>	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.	Finish <input style="width: 40px;" type="text"/>	<input type="checkbox"/> a.m.	<input type="checkbox"/> p.m.							
<i>September to June</i>						<i>Summer</i>						
Hours of classroom instruction			Total enrolment			Hours of classroom instruction			Total enrolment			
<input style="width: 30px;" type="text"/>	X	<input style="width: 30px;" type="text"/>	=	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>							
Number of sessions		Hours per session		Total number of hours	Number of sessions	Hours per session	Total number of hours					

Pupil Data

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

*Regarding the adjustment for small classes, see *Enrolment Register Instructions for Continuing Education Programs, 2016-17 School Year*.

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

General Instructions to Teachers/Instructors

GENERAL INSTRUCTIONS TO TEACHERS/INSTRUCTORS

This is a sample register. Use it to record pupil attendance. Complete in accordance with the requirements outlined in the *Enrolment Register Instructions for Continuing Education Programs 2016-17 School Year*.

This sample is not for a particular school year. It shows a class that is taught two nights per week, September through February. For a course that is taught in the summer, substitute the "Month and days" with summer dates.

A separate register must be used for each class. A class may include pupils who are enrolled in different courses and therefore a class may include multiple course codes (if applicable).

Name of pupil – Enter for each pupil on the day the pupil actually begins attending class. If a pupil is admitted after the course begins, see *Late Enrolment*.

Class name – Enter for each pupil.

Common course code – Enter the Ministry assigned Course Code. Please note that a class may include multiple courses (if applicable).

OEN – Enter the pupil's OEN.

- For ILE programs a pupil's OEN is not required, however if available enter it on the register (see #11 Chong, Yal Xeung).
- For a parent/guardian enrolled in the *Literacy and Numeracy for Parents and Guardians Program* enter the child's OEN. The parent/guardian is not required to have an OEN (see #9 Blake, Toni).

Gender – Enter for each pupil.

Day school pupil – Enter each pupil's enrolment status in day school as FT or PT using the information provided by the principal. If the pupil is not enrolled in day school, leave blank.

Pupil's day school address – Enter for each day school pupil, if required.

Pupil's board resident status – Enter each pupil's Board Resident Status as POB or OP.

- POBs have the right to attend continuing education programs without payment of a tuition fee and may receive funding.
- OPs are required to pay a tuition fee to attend continuing education programs, and do not receive funding. Enter "0" for the number of sessions recognized for funding (see #3 Gallo, Dale).

Pupil's home address/telephone number – Enter for each pupil.

Name of parent/guardian – Enter for a parent/guardian enrolled in the *Literacy and Numeracy for Parents and Guardians Program* (see #9 Blake, Toni).

Recording attendance – Indicate each pupil's attendance at sessions by leaving the appropriate spaces blank.

Recording pupil absences – Indicate each pupil's absence from sessions by entering an "A". When a pupil is absent for *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #5 Green, Leslie).

Late enrolment – When a pupil is admitted after the course begins, draw a horizontal line ("—") through all sessions up to the date on which the pupil begins to attend the course. Subtract the number of consecutive sessions missed at the beginning of the course from the total number of sessions recognized for funding (see #8 Burke, Marian).

Pupil withdrawal – When a pupil withdraws from a course, draw a horizontal line ("—") through the remaining sessions following the date of withdrawal. Only when a pupil misses *three or more* consecutive scheduled sessions as a result of the early withdrawal, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #1 Croft, Robin).

Pupil absence combined with withdrawal – When a pupil is absent and subsequently withdraws from the course, and misses *three or more* consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #2 Deeth, Kelly).

Funded cancelled sessions – Where a session has been cancelled owing to exceptional circumstances (such as bad weather or an emergency), and the session is recognized for funding, enter a "C" for that session for the first and last pupils, join the "Cs" with a vertical line and record the reason for the cancellation on the register (see February 2 and line 34). Indicate on the register if the cancelled session is rescheduled.

Unfunded cancelled sessions – Where a session has been cancelled (i.e. the teacher is unavailable) and the session is not recognized for funding, enter a "D" for that session for the first and last pupils, join the "Ds" with a vertical line and record the reason for the cancellation on the register (see November 5 and line 33). Indicate on the register if the cancelled session is rescheduled.

A cancelled session ("C" or "D") does not break or add to a series of pupil absences (see #7 Gallivan, Claire and #2 Deeth, Kelly). The end of the calendar year does not break or add to a series of pupil absences (see session dates 26/27 and #6 Moran, Gale).

Sample Register	Ontario Ministry of Education	Continuing Education: Register of Enrolment														Number of sessions recognized for funding (not required for ILE)									
		Name of pupil (last name)	Class name	Common course code	OEN	Gender	Day school pupil	Pupil's day school address	Pupil's board resident status	Pupil's home address / telephone number	Name of parent/guardian (for LITNUM)	Male and female	Attendance at sessions												
												September to June	Summer												
1	Coyle, Rachel	021-533-5223	F	PT	Bartram's C.I.	POB	1 Appin St. 415-252-1224	N/A														20			
2	Deeth, Kelly	021-533-5266	F	PT	Riverside S.S.	POB	27 App St. 415-281-9241	N/A														30			
3	Clark, Dale	021-533-5268	M	FT	Peter U.S.	OP	55 Beach St. 416-384-3412	N/A														30			
4	Finn, Morak	021-533-7055	M	PT	Lamontrose Park C.I.	POB	88 Elm St. 416-401-4362	N/A														34			
5	Groat, Leslie	021-533-104	M	PT	Munroville S.S.	POB	15 Birch Lane 416-782-5670	N/A														35			
6	Moran, Gale	021-533-5268	F	PT	Harmontville C.I.	POB	44 Cedar Trree 416-447-8065	N/A														37			
7	Gallivan, Claire	021-533-5268	F	PT	The Woodlands School	POB	1329 Valley 416-496-4381	N/A														35			
8	Burke, Marian	021-533-4119	F	PT	King City High School	POB	99 Cherry Rd. 416-542-6290	N/A														36			
9	Blake, Toni	021-533-587	F	FT	Father John Redwood	POB	111 Look Dr. 416-226-2743	Blanca, Trevor														40			
10	Bingham, Alan	021-533-5265	M	PT	Norman S.S.	POB	22 Lakeside St. 416-775-5000	N/A														40			
11	Chong, Yal Xeung	Not Required	M	FT	McMichael School	POB	23 Rafford Ave. 416-581-7832	N/A														40			
12	Everman, Mark	021-533-650	M	PT	Baker H.S.	POB	2 Wood St. 416-752-5643	N/A														40			

33. Note: 5 instructional sessions #11 has been cancelled due to teacher unavailability.

34. Note: 2 of 4 sessions were cancelled due to weather.

35. Note: 2 of 4 sessions were cancelled due to weather and a missing day for the Literacy and Numeracy for Parents and Guardians Program.

36. Note: 2 of 4 sessions were cancelled due to weather and a missing day for the Literacy and Numeracy for Parents and Guardians Program.

37. Note: 2 of 4 sessions were cancelled due to weather and a missing day for the Literacy and Numeracy for Parents and Guardians Program.

40. Note: 2 of 4 sessions were cancelled due to weather and a missing day for the Literacy and Numeracy for Parents and Guardians Program.

Appendix B: Sample Pupil Eligibility Attestation Form

Pupil's Legal Names

Surname _____ First Name _____ Middle Name _____

Birth Date (Year, Month, Day): _____ Pupil's Country of Birth: _____

Date of First Entry into Canada (Year, Month, Day): _____ Gender: Male Female

Type of Citizenship and Immigration Canada Documentation Examined to Verify Eligibility

Type	Details	Expiry Date (if applicable)	Examined to Verify Eligibility
Canadian Citizen	Date Pupil Became a Citizen:	N/A	<input type="checkbox"/>
Confirmation of Permanent Residence (P.R.)	Date Pupil Became a Permanent Resident:		<input type="checkbox"/>
Permanent Residence Card	Date (see back of card):		<input type="checkbox"/>
Pending Permanent Residence Card	Date Stamped:	N/A	<input type="checkbox"/>
Study Permit	Date Signed:		<input type="checkbox"/>
Visitor Record	Date Signed:		<input type="checkbox"/>
Consideration of Eligibility (Convention Refugee)	Date Stamped:		<input type="checkbox"/>
Passport	Date Stamped:		<input type="checkbox"/>
Other (please specify)	Date Signed/Stamped:		<input type="checkbox"/>

I certify that the information contained on this form is accurate and that I have examined the applicable documentation as indicated.

Parent or Guardian

Name (please print):	
Signature:	
Date:	

School Board or School Official

Name (please print):	
Signature:	
Position:	