

**Enrolment Register Instructions  
for Continuing Education Programs**

**2017–18 School Year**

This publication, *Enrolment Register Instructions for Continuing Education Programs, 2017–18 School Year*, and the *Enrolment Register Instructions for Elementary and Secondary Schools, 2017–18 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](mailto: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 2017-2018.*

# TABLE OF CONTENTS

GENERAL REQUIREMENTS _____	1
Collection of Data _____	1
Responsibilities of the Principal _____	1
Fees for Administration and Learning Materials _____	2
Retention of Pupil Enrolment Records and Related Documents _____	2
Determining a Pupil’s Eligibility for an Exemption from Tuition Fees _____	2
Pupil Eligibility Attestation Form _____	3
CODES FOR USE ON THE REGISTERS _____	4
Pupil’s Enrolment Status _____	4
Pupil of the Board or Other Pupils (Board Resident Status) _____	4
Recording Pupil Attendance _____	4
Cancelled Instructional Sessions _____	5
REPORTING IN THE ONTARIO SCHOOL INFORMATION SYSTEM (OnSIS) _____	5
OnSIS Help Desk _____	5
MAINTAINING THE REGISTER AND ATTENDANCE RECORDS _____	6
Register of Enrolment in Continuing Education Credit Courses _____	6
When to Use This Register _____	6
Which Pupils to Include on This Register _____	6
Which Courses to Include on This Register _____	6
Funding Considerations _____	7
Completion of the Data Summary/Course and Pupil Data _____	8
Instructions for Teachers/Instructors _____	<b>Error! Bookmark not defined.</b>
Completing the OnSIS Submission _____	10
Summer School Register _____	12
When to Use This Register _____	12
Which Pupils to Include on This Register _____	12
Which Courses to Include on This Register _____	13
Funding Considerations _____	13
Completion of the Data Summary/Course and Pupil Data _____	14
Instructions for Teachers/Instructors _____	<b>Error! Bookmark not defined.</b>
Completing the OnSIS Submission _____	16
Register of Enrolment in Correspondence/Self-Study/e-Learning Courses _____	17
When to Use This Register _____	17
Which Pupils to Include on This Register _____	17
Which Courses to Include on This Register _____	17
Funding Considerations _____	18
Completion of the Data Summary/Course and Pupil Data _____	19
Instructions for Teachers/Instructors _____	20
Completing the OnSIS Submission _____	20
Register of Enrolment in the International Languages Elementary (ILE) Program _____	22
When to Use This Register _____	22
Which Pupils to Include on This Register _____	22

Which Courses to Include on This Register _____	22
Funding Considerations _____	23
Completion of the Data Summary/Course and Pupil Data _____	23
Instructions for Teachers/Instructors _____	<b>Error! Bookmark not defined.</b>
Completing the OnSIS Submission _____	24
Register of Enrolment in the Literacy and Numeracy Program _____	25
When to Use This Register _____	25
Which Pupils to Include on This Register _____	25
Which Courses to Include on This Register _____	25
Funding Considerations _____	26
Completion of the Data Summary/Course and Pupil Data _____	26
Instructions for Teachers/Instructors _____	<b>Error! Bookmark not defined.</b>
Completing the OnSIS Submission _____	27
Register of Enrolment in Adult Indigenous Language Instruction _____	29
When to Use This Register _____	29
Which Pupils to Include on This Register _____	29
Which Courses to Include on This Register _____	29
Funding Considerations _____	29
Completion of the Data Summary/Course and Pupil Data _____	30
Instructions for Teachers/Instructors _____	<b>Error! Bookmark not defined.</b>
Completing the OnSIS Submission _____	31
APPENDICES _____	32
Appendix A: Sample Registers _____	32
Register of Enrolment in the International Languages Elementary (ILE) Program _____	33
Register of Enrolment in the Literacy and Numeracy Program _____	<b>Error! Bookmark not defined.</b>
Register of Enrolment in Adult Native Language Instruction _____	35
General Instructions to Teachers/Instructors _____	36
Appendix B: Sample Pupil Eligibility Attestation Form _____	37

## 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 Continuing Education Credit Courses
- 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 Indigenous 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.<sup>1</sup>

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.

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<sup>1</sup> 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 administration<sup>2</sup> 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.

Pursuant to Ontario Regulation 253/17, 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 253/17: Calculation of Fees for Pupils for the 2017-2018 School Board Fiscal Year
- 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

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<sup>2</sup> 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."

- “Clarification of Documentation Required for Tuition Fee Exemptions,” Memorandum No. 2013:SB05, April 4, 2013

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, 2016(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
<b>FT</b>	<b>Full-Time day school pupil</b> <ul style="list-style-type: none"><li>• 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</li><li>• A pupil aged 14–17 who has a Supervised Alternative Learning Plan<sup>3</sup> (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</li></ul>
<b>PT</b>	<b>Part-Time day school pupil</b> <ul style="list-style-type: none"><li>• 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</li><li>• 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</li></ul>
<b>CE</b>	<b>Continuing Education pupil</b> <ul style="list-style-type: none"><li>• 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</li></ul>

### 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
<b>POB</b>	<b>Pupil of the Board</b> <ul style="list-style-type: none"><li>• 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</li></ul>
<b>OP</b>	<b>Other Pupil</b> <ul style="list-style-type: none"><li>• Other Pupils are required to pay a tuition fee to attend continuing education programs, and do not receive provincial funding for these courses.</li></ul>

### 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
<b>A</b>	Pupil absence from a session
—	Late admission or early withdrawal

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



<b>C</b>	Funded cancelled session
<b>D</b>	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 sessions 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 2017-2018 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](mailto: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 Continuing Education Credit Courses

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The following instructions are provided to assist boards and schools in maintaining this register.

### 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*<sup>4</sup>:

- During the school year,
- In the summer, or
- From September to August

Credit 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 Continuing Education and 10.2.1 Adult Education, OS) and must meet the requirements set out in curriculum policy documents under OS.

These courses are:

- Credit Courses

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<sup>4</sup> With the exception of the pupil's placement component of a cooperative education course.

- 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 adjustment<sup>5</sup>. 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.

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

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<sup>5</sup> 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 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:

- Credit – Offered at Night or on Weekend
- Credit – Offered during the Day School instructional program
- 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

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The following instructions are provided to assist boards and schools in maintaining this register.

### 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*<sup>6</sup>:

- During the summer

Summer school classes or courses:

- May not begin until after the last school day in the 2017-18 school year, nor may they extend beyond the first school day of the 2018-19 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 2017-18 school year, the course must be recorded on the *Register of Enrolment in 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 (with the exception of non-credit summer school programs for developmentally delayed pupils).

### 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.

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<sup>6</sup> 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 a 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 continuing education teacher 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, elementary or secondary 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.

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**

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The following instructions are provided to assist boards and schools in maintaining this register.

### **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.

Use this register 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 prepared by the board
- E-learning offered through the provincial LMS

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 continuing education teacher 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, 2017, to January 31, 2018.
  - 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, 2018, to June 30, 2018.

#### *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 as determined by the course start date

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

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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 Kindergarten<sup>7</sup> to Grade 8 who are enrolled in the International Languages Elementary (ILE) program.

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 program 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 Kindergarten<sup>8</sup> to 8 in a publically funded elementary 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.

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<sup>7</sup> Pupils pre-registered for Junior Kindergarten can also attend an ILE course.

<sup>8</sup> Pupils pre-registered for Junior Kindergarten can also attend an ILE course.

## **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.

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 2017-18 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.

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

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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
  - During the school year outside of the regular school day
  - In the summer. Note: beginning in summer 2018 students who have completed Grade 6 are eligible to be enrolled in this program during the summer.
- Non-credit Grade 9 or 10 Remedial Literacy and Numeracy
  - During the school year outside of the regular school day
  - In the summer
- Literacy and Numeracy for Parents and Guardians.
  - During the school year outside of the regular school day
  - In the summer
  - During the day for Parents and Guardians or outside the school day

Literacy and Numeracy Program courses may be offered before school, during lunch or after the school day and/or 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.

New in 2017-18, pupils that have completed grade 6 are eligible to be enrolled in the grade 7 or literacy and numeracy program starting in the summer of 2018.

### 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.

### **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.

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 Parent/Guardian Number is a unique identifier to be determined by the board (e.g. Parent 1 or Parent 2, etc.)

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



## Register of Enrolment in Adult Indigenous Language Instruction

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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 for 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 Indigenous 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 Indigenous 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 Indigenous 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 Indigenous 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 adjustment<sup>9</sup>. 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*

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

*September to June and the Total number of pupil hours for 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.

### **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 2017-18, 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 type="text"/>	Instructor <input type="text"/>
Location of course (if different from school) <input type="text"/>	Campus number <input type="text"/>

### Course Data

International language <input type="text"/>													
<b>Dates</b> Start <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> Finish <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Y	M	D	<input type="text"/>	<input type="text"/>	<input type="text"/>	Y	M	D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Days</b> 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											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
Y	M	D											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
<b>Time of day</b> Start <input type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.         Finish <input type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<b>Delivery code</b> 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>											
<b>Hours of funded classroom instruction*</b> <input type="text"/> X <input type="text"/> = <input type="text"/> <small>Number of sessions      Hours per session      Total number of hours</small>	<b>Total enrolment</b> <input type="text"/>	<b>Hours of funded classroom instruction**</b> <input type="text"/> X <input type="text"/> = <input type="text"/> <small>Number of sessions      Hours per session      Total number of hours</small>	<b>Total enrolment</b> <input type="text"/>										
* Maximum of 2.5 hours per week.		** Maximum of 2.5 hours per day.											

### Pupil Data

Number of pupils enrolled in class <input type="text"/>
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I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.	
<input type="text"/>	<input type="text"/>
Signature of principal	Date



## Register of Enrolment in Adult Indigenous 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

<b>Dates</b>		<b>Days</b>	
Start <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> Y <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> M <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> D	Finish <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> Y <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> M <input style="width: 20px; text-align: center; font-size: 8px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> D	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"/>	
<b>Time of day</b>			
Start <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Finish <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" 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: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> X <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> = <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> X <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> = <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
Number of sessions per session	Total number of hours	Number of sessions per session	Total number of hours

### Pupil Data

Number of pupils as of the end of October <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	Number of pupils September to June <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	Number of pupils Summer <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
<i>September to June</i>		<i>Summer</i>
Hours recognized for funding	Average enrolment*	Hours recognized for funding
<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> X <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> = <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> X <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/> = <input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
Sessions recognized (from register)	Hours per session	Total number of pupil hours
(small class adjustment)		(small class adjustment)
<b>Calculation of equivalent average daily enrolment (ADE)</b>		
<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>	+	<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
Total number of pupil hours September to June		Total number of pupil hours Summer
		=
		<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
		Total number of pupil hours September to August
		= 950 =
		<input style="width: 40px; border: none; border-bottom: 1px solid black; margin-right: 5px;" type="text"/>
		Equivalent ADE

\*Regarding the adjustment for small classes, see *Enrolment Register Instructions for Continuing Education Programs, 2017-18 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





## 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:	