

Course Lists for Grant Purposes: 2016-17 Instructions

The Course List for Grant Purposes is provided for school boards in Ontario to summarize the enrolment in classes and courses recorded in registers prescribed for use by the Ministry for the following:

- Adult Native Language Instruction
- Literacy and Numeracy Programs
- International Languages Elementary (ILE) Program

The package provided includes a Summary Page which mirrors the reporting required in the Education Finance Information System (EFIS). The summary page is linked to the totals on the individual course list spreadsheets.

The information collected in the Course List for Grant Purposes is transcribed directly from registers prescribed by the Ministry. Ministry registers and Course Lists, or electronic versions that satisfy ministry requirements, are the only recognized source for enrolment values and other data reported in the Course Lists for Grant Purposes and summarized in the EFIS. The EFIS cell reference is shown on each Course List.

The 2016-17 course lists must be submitted by **September 15, 2017** in the Microsoft Excel format provided on the FAAB website. Boards that have technical difficulties concerning this submission should contact efis.support@ontario.ca.

Although Ministry registers are used to record information for circumstances that do not qualify for grant, the information summarized in the course list must be grant eligible. Examples of circumstances that do not qualify for grant include:

- Courses or classes where the instructors or teachers are not directly employed and paid by the board
- Pupils are not eligible to be enrolled as a pupil of the board, as defined in the Grants for Students Needs Regulation, including:
 - pupil who is a registered Indian residing on a reserve within the meaning of the *Indian Act* (Canada)
 - A temporary resident within the meaning of the Immigration and Refugee Protection Act (Canada) or a person who is in possession of a study permit temporary resident of Canada, pupil who is liable to pay fees, as specified in subsection 49 (6) of the Act.

- An out-of province pupil in respect of whom the board may charge a fee under section 5 of the 2016-2017 fees regulation.

Following are specific instructions concerning the course list for each class or course recorded in the registers.

Adult Native Language Instruction

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data.

The course list provided includes the calculations necessary to determine the small class adjustment provided for in the annual Calculation of ADE Regulation and detailed in Memorandum 2005:SB15. The calculation adjusts for the following:

- If the number of pupils in the class or course is 10 or more and less than 15, that number is increased to 15.
- If the number of pupils in the class or course is less than 10, that number is increased by five.

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the total number of pupil hours. The small class adjustment is then added to the total pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

Literacy and Numeracy Programs

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Grade 7 or 8 Remedial Literacy and Numeracy Program
- Grade 9 or 10 Non-Credit Remedial Literacy and Numeracy Program
- Parents and Guardians

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the

total number of pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

For courses for parents and guardians that straddle both the September to June and July and August periods, please record information in the summer period only 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.

International Languages Elementary (ILE) Program

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Total Hours of Classroom Instruction – September to June
- Total Hours of Classroom Instruction – July and August

Course enrolment is the number of pupils who attended class at any time during, is not reduced by pupil withdrawals prior to the completion of the course and may include elementary aged children who are not pupils of the board, such as those that attend a private school. The maximum hours of classroom instruction per class is 2.5 hours per week during the school year and 2.5 hours per day during the summer.

The key data used to determine the grant for the program is the hours of funded classroom instruction. The hourly rate is annually established in the Grants for Students Needs regulations. This hourly rate is reduced where the average class size of all classes established by the board is less than 23. The hourly rate is reduced by \$1 for every pupil less than 23.

Contact Information:

The [ministry finance officer](#) assigned to your board is available to assist you with any questions or concerns you may have about these procedures.