

**Ministry of Education**

Education Labour and Finance  
Division  
315 Front Street West  
12<sup>th</sup> Floor  
Toronto ON M7A 0B8

**Ministère de l'Éducation**

Division des relations de travail et du  
financement en matière d'éducation  
315, rue Front Ouest  
12<sup>e</sup> étage  
Toronto (Ontario) M7A 0B8

**2021: B20**

**Date:** September 24, 2021

**Memorandum to:** Directors of Education  
Senior Business Officials

**From:** Andrew Davis  
Assistant Deputy Minister  
Education Labour and Finance Division

**Subject** **District School Board Preliminary Enrolment for 2021-22 and Enrolment Projections for 2022-23**

As announced, in *2021: B07 Planning for the 2021-22 School Year*, the Ministry of Education will continue to provide temporary COVID-19 funding supports, with more than \$1.6 billion in resources available to school boards throughout the year. School boards were asked to budget for approximately half of the resources, to support the first half of the school year (with some exceptions) with further details on funding for the second half of the school year to come later.

The ministry is working towards providing an update on COVID-19 supports for the second half of the 2021-22 school year. As such, the ministry is departing from the typical process of requesting enrolment projections due in late November (which includes an update on current year enrolment) and moving to an earlier collection date for this year, with a reduced scope of data. Please note that the average daily enrolment (ADE) projection provided by your school board for the 2022-23 school year will be released as part of the 2022-23 Grants for Student Needs Projections.

To support this expedited process, school boards are requested to prepare a preliminary count of 2021-22 day school ADE of pupils of the board under the age of 21 and a forecast of this ADE for the 2022-23 school year. Both ADE figures should be informed by an enrolment count report from a day in September. Boards can use the re-organization date used for elementary

class size for both elementary and secondary enrolment or another school day in September that is operationally easier for the school board. The ministry is also requesting school boards attach the results for their September enrolment counts from their Student Information Systems.

The spreadsheet template for submitting the enrolment projections will be emailed to boards in both English and French. School boards must submit the template and enrolment count report to the ministry no later than **October 25, 2021**. Please email your completed template and enrolment count report to [Education.Enrolment.Submissions@ontario.ca](mailto:Education.Enrolment.Submissions@ontario.ca).

Please note that continuing education, high credit, summer school and adult day school ADE is not to be included in the enrolment projections template. These, along with updated ADE information, will still be collected as part of the revised estimates.

It is important that the ministry receive your projections within the above timelines to ensure that the ministry can provide a timely update on COVID-19 supports for the second half of the 2021-22 school year.

If you have any questions on how to access or complete the template, please contact [Education.Enrolment.Submissions@ontario.ca](mailto:Education.Enrolment.Submissions@ontario.ca).

Thank you for your co-operation and attention in meeting this request.

Sincerely,

Original signed by

Andrew Davis  
Assistant Deputy Minister  
Education Labour and Finance Division