

2004: SB15

MEMORANDUM TO: Directors of Education

FROM: Peter Gooch
Director

DATE: September 14, 2004

SUBJECT: ISA 1 claim form and process for 2004-05

I am pleased to announce that we are sending you a complete package of electronic files pertaining to ISA Level 1 claims for the 2004-05 school year.

The attachments below include:

1. The ISA 1 claim form
2. Instructions on how to complete the claim form
3. A timeline showing the critical dates for the ISA 1 business cycle

To complete your documentation, your staff will want to print out a copy of the 2004-05 ISA Guideline, which is available through the following link to the ministry's website.

<http://www.edu.gov.on.ca/eng/funding/0405/isa2004rev.pdf>

This year the ministry will be offering training sessions for board staff responsible for completing the ISA 1 claim form. Although the form has been revised to address several identified weaknesses, we believe it would be most effective to support these changes by providing your staff an opportunity to participate in an on-line test run, in a teleconference setting.

The training sessions will be scheduled on a regional basis, during the week of October 4 - 8, 2004. Sessions in both English and French will be offered, and the details will be arranged by our Field Services Branch.

Our expectation is that board staff will benefit from an opportunity to participate in a demonstration of how the ministry expects the claim form to be completed. This will require that staff are able to participate in the appropriate regional teleconference from a location with a computer, so they can work on the excel claim form during the conference call.

Thank you for your cooperation.

Peter Gooch