

Ministry of Education
Transfer Payments and
Financial Reporting Branch

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Ministère de l'Éducation
Direction des paiements de transfert
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2004: SB19

MEMORANDUM TO: Directors of Education
Secretaries of School Authorities

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting Branch

DATE: October 13, 2004

SUBJECT: Reporting Average Class Size for 2004-05

Boards are reminded that average class size reports for 2004-05 are required to be submitted to the Ministry by December 15, 2004 for elementary schools, and by April 30, 2005 for secondary schools.

Boards can find the updated forms, Guide to Reporting, and Regulations on the Financial Reporting website at <http://tpfr.edu.gov.on.ca>. The website can be accessed using the following username and password:

User ID: **edu**
Password: **EDUgeneral9**

In addition, the Final Report for the Primary Class Size Reduction Amount is also required to be submitted to the Ministry by December 15, 2004. Details of the Final Report and reporting requirements are found in Memorandum 2004: B06 issued May 26, 2004.

For questions on average class size or primary class size reduction reporting, please contact David Corkett at 416-325-2055 or, by email, at David.Corkett@edu.gov.on.ca.

A handwritten signature in dark ink, appearing to read "W. Burtnyk".

Wayne Burtnyk

c.c. Superintendents of Business and Finance