

**Ministry of Education**  
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# Ontario

**2004: SB01**

**MEMORANDUM TO:** Directors of Education

**FROM:** Peter Gooch  
Director  
Education Finance Branch

**DATE:** January 29, 2004

**SUBJECT:** District School Board Enrolment Projections for 2004-05

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As part of the 2004-05 Grant Regulation cycle, the Ministry of Education will use an enrolment projection to estimate the allocations for each school board for publication as part of the funding announcements for 2004-05.

As in previous years, the Ministry is requesting that school boards share their enrolment projections for the upcoming 2004-05 school year to support the development of the Ministry's province-wide projection. Specifically, we would like to request that your board:

- Submit an elementary enrolment projection for the 2004-05 school year; and
- Confirm or update the secondary school enrolment projection for 2004-05 your board submitted in December 2003, as part of the Ministry's "Secondary Enrolment Survey" (Memo 2003: SB31, which also noted that the elementary panel request would be forthcoming).

Please complete the request and return to the Ministry no later than **Monday, February 9, 2004**.

As in past years, the enrolment submission process will be completed on-line. The "2004-05 Enrolment Projection" spreadsheet is available for download from the following website.

**Website:** <http://forecasting-pilot.edu.gov.on.ca>

**Username(s):** dsbusera, dsbuserb, dsbuserc, dsbuserd

**Password:** dsbpass9

To ensure improved access, the Ministry has created multiple accounts, as identified by different user names. Please note that the password is the same for all usernames. If you have any questions regarding how to access or complete the spreadsheets, please contact Sylvie Wong at (416) 325-2039 or Paul Bloye (416) 325-2005.

Thank you for your co-operation.

Peter Gooch  
Director  
Education Finance Branch

cc: Superintendent of Business and Finance,  
Board contact for Enrolment Projections

