

Ministry of Education
Transfer Payments and
Financial Reporting Branch

21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2
Tel.: (416) 325-2034
Fax: (416) 325-2007
Email: Wayne.Burtnyk@edu.gov.on.ca

Ministère de l'Éducation
Direction des paiements de transfert
et des rapports financiers

21^e étage, édifice Mowat
900, rue Bay
Toronto, Ontario M7A 1L2
Tél. : (416) 325-2034
Télééc.: (416) 325-2007
Courriel: Wayne.Burtnyk@edu.gov.on.ca



2004: SB4

MEMORANDUM TO: Directors of Education
Secretaries of School Authorities

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting

DATE: April 7, 2004

SUBJECT: Ministry Enrolment Registers Distribution

I am writing to advise you of the distribution procedures for the 2004 Summer School and 2004-05 Day School and Continuing Education Enrolment Registers.

Board and school staff is encouraged to access electronic versions of these registers on the Ministry website at: <http://www.edu.gov.on.ca/eng/document/forms/enrol/enrol.html>. It is anticipated that the 2004 Summer School Register will be available on the website in late June and the 2004-05 Day School and Continuing Education registers in mid-August.

Paper versions of the 2004 Summer School and 2004-05 Day and Continuing Education Registers will also be distributed by mid June and mid August respectively. The process for obtaining paper versions of ministry registers is unchanged from previous years. The enclosed order form(s) may be completed and sent by fax, e-mail or regular mail directly to Promotional Products Fulfillment & Distribution Ltd. School Boards are requested to make only two request(s) to the distribution center; one for the 2004 Summer School Register and another for the 2004-05 Day School and Continuing Education Registers.

Boards should contact Mr. Shane Hamilton of Promotional Products Fulfillment & Distribution Ltd. directly about the status of their orders at Fax # 1-800-993-0543 or eduservice@ppfd.com

Register of Full-Time Enrolment for Secondary Schools (21-2110) and Part-time Enrolment Register (21-0889)

As mentioned in last year's memorandum, almost all boards have implemented student information systems with the ability to produce electronic full-time secondary school enrolment registers and part-time enrolment registers. As a result, there is no need for the ministry to print and distribute these registers. However, these registers will still be available in an electronic version on the Ministry website.

The ministry document entitled "Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools" is also available only in a electronic version and can be found on the Ministry website.

Boards are encouraged to review all 2004-05 Ministry registers and "Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools" prior to the start of the school year.

Thank you for your co-operation.



Wayne Burtnyk
Director
Transfer Payments and Financial Reporting Branch

Enclosure

c.c. Superintendent of Business and Finance
Shane Hamilton - PPF Ltd.

Order Form for Ministry of Education Registers for the 2004-05 School Year

Register Name	Register Number	Quantity Required
Elementary Day School	21-0922E	
Independent Study	21-2112E	
Adult Credit for Diploma	21-1901E	
International Language	21-1902E	
Adult Basic Education	21-1903E	
Continuing Education Insert	21-1905E	
Correspondence/Self-Study	21-2053E	
Remedial Literacy and Numeracy	21- 0222E	

School Board:	
Contact Person:	
Telephone:	
Mailing Address for Registers:	

Please return by **June 14, 2004** to the attention of:

Mr. Shane Hamilton
Promotional Products
Fulfillment & Distribution Ltd.
80 William Smith Drive
Whitby, Ontario
L1N 9W1

Email Address: eduservice@ppfd.com
Fax No: 1-800-993-0543

**Order Form for Ministry of Education 2004 Summer School
Register**

Register Name	Register Number	Quantity Required
Summer School	21-0891E	_____

School Board:	
Contact Person:	
Telephone:	
Mailing Address for Registers:	

Please return by **June 14, 2004** to the attention of:

Mr. Shane Hamilton
Promotional Products
Fulfillment & Distribution Ltd.
80 William Smith Drive
Whitby, Ontario
L1N 9W1

Email Address: eduservice@ppfd.com
Fax No: 1-800-993-0543