

Ministry of Education
Transfer Payments and
Financial Reporting Branch

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Ontario

2007: SB19

MEMORANDUM TO: Directors of Education
Secretary Treasurers of School Authorities

FROM: Andrew Davis
Director
Transfer Payments and Financial Reporting

Sue Durst
Director
Curriculum and Assessment Policy

DATE: August 28, 2007

SUBJECT: Enrolment Reporting for e-learning courses provided as part the
Regular Day School Program

I am writing to inform you of new enrolment reporting requirements for e-learning courses provided as part of the regular Day School Program.

E-learning enrolment reporting has been a topic of discussion and consultation for a few years now. The changes which are being implemented effective this September reflect the valuable feedback we've received to-date and should help simplify the process.

Effective September 1, 2007, students enrolled in e-learning courses as part of their regular day school program will be recorded in either the full-time or part-time day school enrolment register of the home board in the same manner as classroom delivered courses (as opposed to the Independent Study Register of the delivering board). The home board is where the pupil has the right to attend under the Education Act, regardless of the board that is providing e-learning instruction. Unless it is the home board, the educating board will not report the pupil enrolment for funding purposes.

Where the home board is not providing the e-learning instruction, a provincial fee shall be paid by the home board to the educating board. For the 2007-08 school year the fee will be \$600 per credit. This amount recognizes the Grants for Student Needs funding benchmarks related to the direct instructional costs of the educating board. All other costs such as library and guidance services, textbooks, computers, pupil accommodation and other expenses necessary to support the purchased credit are the responsibility of the home board.

This change in reporting does not affect e-learning courses provided through Continuing Education at this time. The enrolment reporting provisions for these courses are outlined in Memo 2002:SB12, Enrolment reporting for E-Learning Courses, and in the instructions for the Correspondence/Self Study Register.

For further information about enrolment recording, please see the Enrolment Registers and Instructions for the 2007-08 school year at www.edu.gov.on.ca/eng/policyfunding/forms.html. For further information about the provincial e-learning strategy, please contact Ron St. Louis at ron.stlouis@ontario.ca or 416-561-7994 or visit the e-Learning Ontario website at www.elearningontario.ca.

If you have any questions or concerns regarding the enrolment recording of e-learning courses please contact your Finance Officer or Dave Christie at dave.christie@ontario.ca or (416) 325-2048.



Andrew Davis



Sue Durst

cc: Superintendents of Business and Finance