



**2009: SB13**

**MEMORANDUM TO:** Directors of Education  
Superintendent of Business and Finance

**FROM:** Andrew Davis  
Director  
Transfer Payments and Financial Reporting Branch

Don Young  
Director  
Information Management Branch

**DATE:** April 14, 2009

**SUBJECT:** Secondary School Average Class Size (ACS) Reporting

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We are writing to provide an update about efforts to streamline average class size reporting requirements and to inform you about the submission of the 2008-09 Secondary School Average Class Size (ACS) Report and a reporting policy change.

The ministry has been working with a representative sample of school boards to develop and test an OnSIS Secondary Average Class Size Report. It is expected that the report will be ready for full implementation in the 2009-10 school year. What this means is:

- For the 2008-09 school year both the current excel and new OnSIS ACS reports will be available.
- For the 2009-10 school year, subject to successful testing, only OnSIS ACS Reports will be used for ACS reporting purposes.

Boards will file, for 2008-09 reporting purposes, the ACS Report using existing ministry excel spreadsheet based forms. To assist in gathering data to complete the report, the following new reports will be generated through OnSIS:

- i) Board Level Report
- ii) School Level Report
- iii) Pupil and Classroom Credits Detail Report and
- iv) Classroom and Pupil Detail Report

These reports are shown in Appendix A.

The reports will enable boards to reconcile information generated through OnSIS with information compiled through the existing ministry excel sheet based forms. Ministry staff will be pleased to assist in this analysis to help ensure the accuracy of the OnSIS ACS Report prior to full implementation in 2009-10 school year.

The 2008-09 ministry reporting forms, a copy of the Class Size regulation and the Guide to Reporting are located in the Class Size section of the Transfer Payments and Financial Reporting Branch website at <http://tpfr.edu.gov.on.ca>. The due date for these reports is April 30, 2009 as indicated in the Class Size regulation.

The Guide to Reporting remains unchanged from 2008 except for the following revision to the table on Directives for Reporting.

- Quadmester Courses and other classes with non-traditional start and end dates:  
Quadmester course classes and other classes with non-traditional start and end dates will only be reported for ACS purposes if the duration of the course includes one of the enrolment count dates (October and March 31<sup>st</sup>).

During the next few months the ministry's Information Management Branch (IMB) will make a web based presentation available to board staff. Ministry staff will also conduct follow-up regional teleconferences to provide additional information concerning the roll out and implementation of the OnSIS Average Class Size Report. Further details will be provided by IMB in the near future.

For more information, your staff may contact Dave Christie at (416) 325-2048 or, by email, at [dave.christie@ontario.ca](mailto:dave.christie@ontario.ca) or Shirley Stanton at (416) 325-2543 or, by email, at [shirley.stanton@ontario.ca](mailto:shirley.stanton@ontario.ca).



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