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Transfer Payments and
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MEMORANDUM TO: Superintendents of Business and Finance
Secretary Treasurers of School Authorities

FROM: Andrew Davis
Director
Transfer Payments and Financial Reporting Branch

DATE: May 29, 2009

SUBJECT: 2009-10 Day School Enrolment Register Instruction Revisions and
Accountability Changes for Pupils Claimed for English as a Second
Language (ESL) and Perfectionnement du français (PDF) funding

I am writing to inform you about Day School enrolment register instruction revisions and accountability changes for pupils claimed for ESL and PDF funding that will take effect commencing with the 2009-10 school year.

Day School Enrolment Register Instruction Revisions

The 2009-10 ministry Day School Enrolment registers and instructions will be posted on the ministry web site in August at <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>. It is highly recommended that school staff responsible for enrolment recording review the registers and instructions on an annual basis prior to the beginning of the school year.

The 2009-10 register instructions include the following significant revisions:

- i. A new Full-Time Day School enrolment register has been established for Grade 1 age appropriate pupils that are enrolled in Junior Kindergarten or Kindergarten classes for an average of at least 210 minutes of instruction per day. This new register will strengthen financial accountability for these pupils.
- ii. The effective register transfer date for the sending school in respect of a pupil who transfers to a school of the **same board** within 15 school days of an enrolment count date, and due to absenteeism is not included in the enrolment count of either school, is deemed to be the day immediately following the enrolment count date.

- iii. A prolonged absence is defined, for purposes of the Day School enrolment register, as 15 school days of consecutive absence. A referral to a school attendance counselor for a pupil with a prolonged absence shall not be made until the pupil's sixteenth school day of consecutive absence.
- iv. A General Absence Day (G) code may be used to record individual pupil absences due to a public transit strike.
- v. A pupil that receives academic assessment services immediately prior to attending school may be entered into the school register on the first day of the assessment service.

Accountability Changes for Pupils Claimed for ESL/PDF Funding

Pupils that generate ESL/PDF Grants for Student Needs Funding under the recent immigrant component must satisfy the following criteria:

- i. The pupil is a "Pupil of the Board" who is under 21 years of age, as of December 31st of the current year;
- ii. The pupil is enrolled in a school of the board on October 31st of the current school year;
- iii. The pupil is born in a qualifying country; and
- iv. The pupil entered Canada for the first time during the current or last four school years.

In the past, the ministry has required that school boards collect and retain for audit purposes a copy of Citizenship and Immigration Canada (CIC) documents that confirm pupils claimed for funding were born in a qualifying country and entered Canada within the qualifying period. The ministry has recently been advised that the collection and retention of CIC documents is problematic from a privacy perspective under the Municipal Freedom of Information and Protection of Privacy Act. Hence it will be necessary to revise accountability requirements for this funding.

Commencing with the 2009-10 school year, it is recommended that school staff use the attached form to document the examination of appropriate Citizenship and Immigration Canada documentation to confirm pupil eligibility. This form should be retained for audit purposes for the current plus prior four school years.

For additional details regarding this new requirement please refer to Frequently Asked Questions (FAQ) for English as a Second Language/ English Literacy Development (Question # 3) on the Transfer Payments and Financial Reporting Branch web site at <http://tpfr.edu.gov.on.ca/QsandAsESL.htm>

If you have any questions or concerns, please contact Dave Christie at (416) 325-2048 or by email at dave.christie@ontario.ca



Andrew Davis