

2010: SB8

MEMORANDUM TO: Superintendents of Business and Finance

FROM: Andrew Davis
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DATE: February 23, 2010

SUBJECT: Consolidated Summary of Ministry e-learning Enrolment
Recording Requirements

Over the last several years, enrolment recording requirements for e-learning programs have undergone a number of changes. The purpose of this memorandum is to summarize the current recording requirements in order to assist school boards in recording e-learning enrolment in accordance with ministry policy, and supersedes ministry Memoranda 2002:SB12, 2007:SB19 and 2008:SB27.

For enrolment reporting purposes, e-learning courses are teacher-directed secondary school credit courses delivered primarily through the Internet. The role of e-learning teachers is similar to that of a classroom teacher in that they are expected to provide instruction, guide “classroom discussion”, respond to questions, administer tests and examinations and conduct pupil evaluation on an ongoing basis.

E-Learning Day School Programs

Students who are enrolled in e-learning courses as part of their regular day school program are to be recorded in either the full-time or part-time day school enrolment register of the home school in the same manner as classroom delivered courses. The home school for purposes of e-learning enrolment recording, for these students, is the school in which the pupil attends classroom-delivered courses and where the Ontario Student Record is located. This process helps facilitate pupils attending schools outside of their home board.

Where the school providing the e-learning course does not belong to the same District School Board as the pupil's **home school**, the school boards involved have the option of exchanging a fee to cover the direct instructional costs of the course. School boards may elect to waive fees in lieu of, for example, sharing teachers through an e-learning consortium. When boards agree to waived fees the e-learning enrolment recording requirements remain unchanged. The e-learning course enrolment is still recorded by the home school.

Where it is agreed that fees are appropriate, the fee is the amount as shown on the e-Learning Ontario web site at www.ontario.ca/elearning under the Administrators' section. The fee for the 2009-10 school year shall be \$640 per credit course and future year fees will be posted on the e-Learning Ontario website. It is intended that this amount be reviewed and updated annually. These fees are costs between boards and are not fees to be charged to students.

The fee, when applicable, becomes payable when the pupil in question is enrolled in e-learning courses on the enrolment count dates for Grants for Student Needs purposes (October and March 31st). For example, where a pupil registers and enrolls in an e-learning credit course from September 1st until January 31st the fee would become payable as of November 1st. If, however, the pupil dropped out of the e-learning course on October 10th, no fee would apply.

Some pupils **not enrolled in classroom courses of any District School Board** (e.g. home schoolers) may wish to take e-learning courses. These pupils are strongly encouraged to register and enrol in their local community school for e-learning courses in order to gain access to local supports such as library and guidance services, textbooks, computers and pupil accommodation. However, where the pupil declines to do so, they may wish to register and enrol in the e-learning courses offered by boards where they do not have the right to attend. If the out of district board agrees to accept these pupils, the enrolment shall be recorded by the educating school in the Independent Study Register for Day School Pupils (21-2112E).

E-learning Continuing Education Programs

Pupil enrolment for all e-learning credit courses offered through a board's continuing education program must be recorded in the Correspondence/Self Study register (21-2053E).

- Lessons marked in respect of full-time day school pupils during the school year are deducted for funding purposes.
- Lessons marked in respect of part-time day school pupils or pupils not enrolled in day school programs during the school year qualify for funding.
- Lessons marked during the summer for all pupils qualify for funding.

It should also be noted that the Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes (21-1901E), which is a classroom based register, may not be used to record continuing education e-learning course enrolment.

Ministry e-learning resources

For additional instructions regarding the recording of e-learning enrolment and other enrolment please refer to the 2009-10 ministry Day School Enrolment registers and instructions which have been posted to the ministry web 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.

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.

For further information about the provincial e-learning strategy, please contact Ron St. Louis at ron.stlouis@ontario.ca or 416-212-1146 or visit the e-Learning Ontario website at www.ontario.ca/elearning.



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cc: Directors of Education

