

The Course List for Grant Purposes is provided for school boards in Ontario to summarize the enrolment in classes and courses recorded in registers prescribed for use by the Ministry for the following:

- Adult Native Language Instruction
- Adult Credit Courses Taken for Diploma Purposes
- Adult Credit Courses Taken for Diploma Purposes: ONLY FOR SCHOOLS ELIGIBLE FOR SMALL CLASS ADJUSTMENT
- Correspondence / Self Study / e-Learning Courses
- Literacy and Numeracy Programs
- Summer School Programs
- International Languages Programs
- Independent Study

In addition to the prescribed registers, a document to summarize assessments and challenges for Prior Learning Assessment and Recognition for Mature Pupils is also provided. The package provided includes a Summary Page which mirrors the reporting required in the Education Finance Information System (EFIS). The summary page is linked to the totals on the individual course list spreadsheets. To ensure the links work correctly, please use caution when adding rows to the course lists. Additional rows should be added in the middle of each form and any formulas must be copied into the new rows.

The information collected in the Course List for Grant Purposes is transcribed directly from registers prescribed by the Ministry. Ministry registers and Course Lists, or electronic versions that satisfy ministry requirements, are the only recognized source for enrolment values and other data reported in the Course Lists for Grant Purposes and summarized in EFIS. The EFIS cell reference is shown on each Course List.

Although for convenience Ministry registers may be used to record information for circumstances that do not qualify for grant, the information summarized in the course list must be grant eligible. Examples of circumstances that do not qualify for grant include:

- Courses or classes where the instructors or teachers are not directly employed and paid by the board
- Pupils are not eligible to be enrolled as a pupil of the board, as defined in the Grants for Students Needs Regulation, including:
  - pupil who is a registered Indian residing on a reserve within the meaning of the *Indian Act* (Canada)
  - A temporary resident within the meaning of the Immigration and Refugee Protection Act (Canada) or a person who is in possession of a study permit temporary resident of Canada, pupil who is liable to pay fees, as specified in subsection 49 (6) of the Act.
  - An out-of province pupil in respect of whom the board may charge a fee under section 5 of the 2010-2011 fees regulation.

Following are specific instructions concerning the course list for each class or course recorded in the registers.

## **Adult Native Language Instruction**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data.

The course list provided includes the calculations necessary to determine the small class adjustment provided for in the annual Calculation of ADE Regulation and detailed in Memorandum 2005:SB15. The calculation adjusts for the following:

- If the number of pupils in the class or course is 10 or more and less than 15, that number is increased to 15.
- If the number of pupils in the class or course is less than 10, that number is increased by five.

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the total number of pupil hours. The small class adjustment is then added to the total pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

### **Adult Credit Courses Taken for Diploma Purposes**

Two different course lists are provided to summarize Adult Credit Courses. A separate list facilitates the calculations for the small class size adjustment for a credit course in a secondary school in a territorial district more than 80 kilometres from all other secondary schools in the Province that have the same language of instruction. Detail of the small class adjustment calculation is the same as that shown above for Adult Native Language Instruction.

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Courses offered during the school day
- Courses offered after the end of the school day and starting before 5 PM
- Courses offered at night or on the weekend
- Transfer Credit courses
- Non-credit crossover course work

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the total number of pupil hours. The small class adjustment is then added to the total pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

For courses that straddle both the September to June and July and August periods, please only record information in the summer period if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year.

### **Correspondence / Self-Study / e-Learning Courses**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data.

The course category column is to identify the type of course as one of the following:

1. course with material obtained through the Independent Learning Centre
2. correspondence course with material prepared by the board
3. e-Learning course

The maximum number of lessons marked for a full time credit is 20; this maximum is proportionately reduced for part credits.

The key data used to determine the grant for the program is the number of lessons marked and eligible for funding. This total is multiplied by .00579 to determine the Average Daily Enrolment for Grant Purposes for the program.

For courses that straddle both the September to June and July and August periods, please only record information in the summer period if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year. It is important to note that students that are registered for full time instruction in the board are only eligible to be reported for grant purposes for summer school programs.

### **Literacy and Numeracy Programs**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Grade 7 or 8 Remedial Literacy and Numeracy Program
- Grade 9 or 10 Non-Credit Remedial Literacy and Numeracy Program
- Parents and Guardians

The delivery code column is for classes that operate from September through June and is to be a number of 1 through 5 as follows:

1. On a school day, delivered during the lunch hour
2. On a school day, delivered before school
3. On a school day, delivered after school
4. Class delivered in the evening
5. Class delivered on the weekend.

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the total number of pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

The Grade 7 or 8 Remedial Literacy and Numeracy Programs and Grade 9 or 10 Non-Credit Remedial Literacy and Numeracy Programs that operate in July and August, that begin after the last day of school in the current school year and end before the first day of school in the new school year, are to be recorded and summarized on the Summer School Register.

For courses for parents and guardians that straddle both the September to June and July and August periods, please record information in the summer period only if the course begins after the last day of school in the current school year and ends before the first day of school in the new school year.

### **Summer School Programs**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Secondary for Credit

- Secondary School Co-operative Education (for credit)
- Program for Developmentally Delayed Pupils
- Grade 7 or 8 Remedial Literacy and Numeracy Program
- Grade 9 or 10 Non-Credit Remedial Literacy and Numeracy Program
- Transfer Credit Courses (OSS 5.6)
- Non-Credit Crossover Materials

The key data used to determine the grant for the program is the sessions recognized from the register, times the hours per session, which results in the total number of pupil hours. This total is divided by 950 to determine the Average Daily Enrolment for Grant Purposes for the program.

All classes summarized in this course list must begin after the last day of school in the current school year and end before the first day of school in the new school year.

### **International Languages Program**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Total Hours of Classroom Instruction – September to June
- Total Hours of Classroom Instruction – July and August

Course enrolment is the number of pupils who attended class at any time during, is not reduced by pupil withdrawals prior to the completion of the course and may include elementary aged children who are not pupils of the board, such as those that attend a private school. The maximum hours of classroom instruction per class is 2.5 hours per week during the school year and 2.5 hours per day during the summer.

The key data used to determine the grant for the program is the hours of funded classroom instruction. The hourly rate is annually established in the Grants for Students Needs regulations. This hourly rate is reduced where the average class size of all classes established by the board is less than 23. The hourly rate is reduced by \$1 for the difference between the actual average class size and 23.

### **Independent Study**

The information recorded on this form is to be listed by a school name or register identifier or course name, depending on how the program is managed by the board. Sufficient detail should be provided so the source register for the information can be matched to the data. Note separate columns are provided to report:

- Pupils under 21 Years - Pupils of the Board
- Pupils under 21 Years - Other Pupils
- Pupils 21 and over – Pupils of the Board
- Pupils 21 and over – Other Pupils

Each course is divided into a number of specific units of work that are similar in value and measure a pupil's progress. The key data used to determine the grant for the program is the number of work units completed compared to the number of work units required for each course. The total is divided by 7.5 to determine the Average Daily Enrolment for Grant Purposes for the program.

**Prior Learning Assessment and Recognition for Mature Pupils**

The information on this list does not come from a Ministry prescribed register. The list is provided to facilitate recording information for grant purposes prior learning assessments and challenges, as described in section 6.6 of the document entitled "Ontario Secondary Schools, Grades 9 to 12 — Program and Diploma Requirements — 1999". These are:

- Individual assessment completed for grade 9 and 10 credits
- Individual assessment completed for grade 11 and 12 credits
- Completed challenges for Grades 11 and 12

A mature student is at least 18 years of age on December 31 and was not enrolled in a day school program at any time in the 10-month period immediately preceding the date of the assessment or challenge. Funding is based on the number of mature students that receive an individual assessment or the number of completed challenges for grade 11 or 12 credits.

**Contact Information:**

The ministry finance officer assigned to your board (<http://faab.edu.gov.on.ca/FO%20List.pdf>) is available to assist you with any questions or concerns you may have about these procedures. Assistance is also available from:

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