

## **Enrolment Review and Verification Process 2010-11**

As a follow-up to the SB23 memo, this is to inform you that the web-based application for the enrolment confirmation process is now available through the EFIS main menu (<https://efis.edu.gov.on.ca>). All current EFIS users will have access to the application. The link will appear under the name “Enrolment Verification System”.

Each section is identified in the main menu of the Enrolment Verification System. The Section C menu item presents the detailed line items for the October and March collection. A listing of school ADE can be found under the menu item “Reports – ADE by School”.

The report “Enrolment and Language Allocation” will allow boards to view their summarized enrolment as well as to compare the enrolment reported on their 2009-10 Financial Statements and their 2010-11 Revised Estimates. The ministry finance officer will use this report for final sign-off of the board’s enrolment numbers prior to sending the data to EFIS for inclusion in the 2010-11 Financial Statements.

The Enrolment Review application will be refreshed each night from the OnSIS system. Board staff are asked to review their enrolment data and make any changes that are required through the OnSIS system. These changes will be reflected in the Enrolment Review nightly refresh after the board has received their OnSIS verification reports. Once your review has been completed, please send an e-mail to your ministry finance officer. Your data will then be “locked out” from further refreshes from the OnSIS system which will allow your ministry finance officer to proceed with their review.

As stated in the SB23 memo, adjustments by the ministry finance officer to your 2010-11 enrolment data through the Enrolment Review application will only be made for those business rules that cannot be accommodated through the OnSIS system at this time. Boards will be able to contact their ministry finance officer to discuss adjustments to the data contained in the Enrolment Verification system. The board must provide reasonable documentation to their respective ministry Finance Officer who will review and authorize changes to the enrolment data through the Enrolment Review application.

Once boards have received their Confirmation of Enrolment for the 2010-11 school year from their respective ministry officers, the Appendix C report can be run in EFIS. This report will be pre-populated with the confirmed enrolment data. Instructions for the completion of the Appendix C are contained in the worksheet. The completed Appendix C should be sent to [financials.edu@ontario.ca](mailto:financials.edu@ontario.ca). A notice will be e-mailed to the board once the Appendix C has been verified and loaded into EFIS.