



2013: SB32

MEMORANDUM TO: Directors of Education
Superintendents of Business and Finance
Secretary Treasurers of School Authorities

FROM: Joshua Paul
Director
Education Finance Branch

Marie Li
Director (A)
Financial Analysis and Accountability Branch

DATE: November 1, 2013

SUBJECT: 2012-13 PLAR for Mature Students Funding Data &
Enrolment Reporting Initiative

We are writing to you today to:

1. provide the procedures for reporting Prior Learning and Assessment Recognition (PLAR) for mature students data for funding purposes, for the purpose of the 2012-13 Financial Statements, and;
2. inform you of the next step of our ongoing improvements to enrolment reporting.

2012-13 PLAR for Mature Students Data for Funding Purposes

As per memo 2011: SB24, data from the OnSIS PLAR for Mature Students verification report is being used for funding purposes as of the 2012-13 school year.

School boards are required to continue to populate PLAR for Mature Students funding data in EFIS through existing procedures for 2012-13 Financial Statements. This EFIS data will be reconciled with OnSIS data for funding purposes.

If you require further clarification concerning the above, please contact your Financial Analysts.

Enrolment Reporting Initiative

In addition, we would like to engage you in the next step of our ongoing improvements to enrolment reporting.

Starting in 2014-15, we will start to replace paper-based enrolment registers and manual enrolment reporting practices with electronic student information system and

Ontario Student Information System (OnSIS) data collection for Continuing Education and independent study programs. This initiative will improve enrolment reporting by increasing financial accountability and transparency. Moving to an OnSIS data collection for continuing education and independent study programs will help to reduce reporting errors through the use of data checks and error flags based on established business rules. This change follows the move to electronic enrolment registers to part-time and full-time day school pupils over 10 years ago.

We have conducted informal discussions on this initiative with boards, OnSIS and vendors. Further discussion and sector preparation will be scheduled to support full implementation, including with the Ontario Association of School Business Officials (OASBO) enrolment and admissions committee and the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA). The Ministry will work with boards and their SMS vendors to support changes to meet new OnSIS requirements in a timely manner.

Student level data will be submitted to OnSIS for funding purposes through a phased approach:

- ❑ **PHASE ONE:** 2014-15 – Credit based paper registers
I.e. Day School Independent Study / E-learning; Summer School; Continuing Education Adult Credit; and, Continuing Education Correspondence/Self-Study/e-Learning Courses
- ❑ **PHASE TWO:** 2015-16 – Non-credit based paper registers
I.e. Continuing Education Literacy and Numeracy; Continuing Education International Languages Elementary (ILE); and, Continuing Education Adult Native Language Instruction

Boards currently enter aggregate data from the paper-based registers directly into the Ministry's Education Finance Information System (EFIS). Starting in 2014-15, the student-level data entered into OnSIS will flow directly into EFIS for funding purposes. There will be a transition year for each phase in which school boards will report data in parallel through OnSIS and manually through EFIS to allow for error identification.

Once sufficient data is available through OnSIS, we intend to review impacts of further transformations to streamline enrolment policy (e.g. potentially aligning the continuing education ADE calculation with the day school ADE calculation).

If you require further information on the above, please contact Karen Connor at karen.connor@ontario.ca or Nicholas Grieco at nicholas.grieco@ontario.ca.

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