

Ministry of Education

Financial Analysis and
Accountability Branch
900 Bay Street
20th Floor, Mowat Block
Toronto, ON M7A 1L2
Tel.: (416) 326-0201
Fax: (416) 325-2007
Email: Marie.Li@Ontario.ca

Ministère de l'Éducation

Direction de l'analyse et de la
responsabilité financières
900, rue Bay
20^e étage, édifice Mowat
Toronto ON M7A 1L2
Tél.: (416) 326-0201
Télééc.: (416) 325-2007
Courriel: Marie.Li@Ontario.ca

**2014: SB30**

MEMORANDUM TO: Senior Business Officials

FROM: Marie Li
Director
Financial Analysis and Accountability Branch

DATE: December 15, 2014

SUBJECT: School Level Data Verification - 2014/15 Financial
Statements and 2015/16 Estimates/Revised Estimates

As part of the annual process of determining the eligible schools for school level funding under the Grants for Student Needs in the school years 2014/15 and 2015/16, the Ministry is asking school boards to verify their school level data and update the various Ministry systems if necessary.

Two reports are now available for download in EFIS 2.0 under the folder "Facilitating Documents" which is available through the "Explore" button. The download process is described in the Appendix A of the EFIS 2.0 User Guide page 135 to 136.

The verified data on these lists will be used by the Ministry to assign School ID and School Type for funding purposes in the two school years. The list of schools eligible for School Foundation Grant in 2014/15 continues to be frozen except for new schools, closed schools and schools that have relocated / changed programs. The Ministry intends to seek approval for any necessary amendments to the 2014/15 grant regulation to reflect any updates to the list of schools that are eligible for school foundation grant funding in 2014/15. For 2015/16, in the absence of a grant regulation change for this school year, it is assumed that the list will continue to be frozen in 2015/16.

The final lists with the assigned School ID and School Type for both years will be reflected in the school level input form of EFIS 2.0 when the 2015/16 forms are

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released. Please note that the School Type is still subject to change as information on school enrolment is updated in-year.

The final list for 2014/15 will be used for school based funding calculation in the 2014/15 Financial Statements. The final list for 2015/16 will be used for school based funding calculation in the 2015/16 Estimates and the Revised Estimates. The list of schools eligible for school based funding will be frozen based on the finalized lists. If a school is missed in the 2015/16 list, the board will not receive school based funding until it is included in the 2015/16 Financial Statement list in next year's process.

School based funding includes:

- Top up allocation for School Operations and School Renewal
- Top up allocation for Declining Enrolment
- School Foundation Allocation
- Supported Schools Allocation
- Actualisation linguistique en français (ALF)
- Parent Engagement Allocation

Boards are requested to review these lists to ensure that:

- The school data listed in the files is correct. To facilitate the review by the board, the layout and data elements of the files have been changed from last year. Boards are encouraged to refer to the instructions tab in the files for details on the changes.
- In 2014/15, only schools with a status of Open in SFIS are shown on the list. If there are schools that do not have their status reported appropriately, please ensure it is updated in SFIS.
- In 2015/16, for the purposes of Estimates and Revised Estimates, schools with a status of Open or Under Construction are shown on the list. If there are schools that do not have their status reported appropriately in SFIS, please contact Noman Ali Syed (NomanAli.Syed@ontario.ca) for assistance.

If the listed data for a school is not correct or missing, boards should make the correction(s) in the appropriate Ministry system and indicate "Yes" in the "Updated in Ministry's systems" column on the verification list. This will indicate to the Ministry that a correction has been made to the information on the list. The following table indicates which system is to be updated:

Data	System to be updated
SFIS #	SFIS
BSID	Obtain from ONSIS and update field in SFIS
School ID	N/A
School Type	N/A
Name of School	SFIS
Campus ID	SFIS
Building ID	SFIS
Address	SFIS
Postal Code	SFIS
OTG	SFIS
GIS mapping	GIS

The following contacts and resources are available in assisting the update of various systems: ONSIS – E-mail: ONSIS_SISON@ontario.ca or

Gabriela Rodrigues, Education Statistics & Analysis Branch E-mail: Gabriela.Rodrigues@ontario.ca

SFIS – Elsa Cailin, Capital Policy and Programs Branch, E-mail: Elsa.Cailin@ontario.ca

Instruction manual:

http://faab.edu.gov.on.ca/Capital%20Programs%20Branch/091116_SFIS_%20P2.0_User_Manual_EN.pdf

GIS – Chris Carrington, Data Collection & Decision Support Solutions Branch.

E-mail: Chris.Carrington@ontario.ca

As some of the school level data may take time to process, such as applying for BSID or mapping of a school in GIS for school distances calculation process, boards are advised to start the updating process for new school as soon as possible if it has not been done.

The Ministry understands that some of the data, such as postal code, may not be available at the time of the verification, however, boards should update the systems with what is available at the time rather than waiting for complete information.

The verified lists and associated updates to ONSIS, SFIS and GIS are due on January 12, 2015.

Please send the updated list to:

Martin Fry, Financial Analysis and Accountability
Branch, E-mail: Martin.Fry@ontario.ca

If you have any questions, please contact Martin Fry at Martin.Fry@ontario.ca or Mark
Bonham at Mark.Bonham@ontario.ca.

Original signed by

Marie Li
Director
Financial Analysis and Accountability Branch

cc: Grant Osborn, Director, Capital Policy and Programs Branch
Joshua Paul, Director, Education Finance Branch
Taddesse Haile, Director, Education Statistics and Analysis Branch