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2015: SB22

MEMORANDUM TO: Directors of Education

FROM: Joshua Paul
Director
Education Finance Branch

DATE: **August 31, 2015**

SUBJECT: **2015-16 Enrolment Registers and Instructions**

I am writing today to inform you that the Day School and Continuing Education Enrolment Register Instructions and the Course Lists for Grant Purposes for the 2015-16 school year are now available on the ministry website at <http://www.edu.gov.on.ca/eng/policyfunding/forms.html> and on the Financial Analysis and Accountability Branch website at <https://efis.fma.csc.gov.on.ca/faab/Enrolment.htm>. I encourage all staff, particularly school principals, responsible for enrolment reporting to review these documents in detail prior to the start of the school year.

Day School Register Instructions

The Day School Register Instructions have been updated to reflect policy and procedural changes, which include the following:

- Modernization of record retention, including the exclusion of the requirement for paper-based external transfer forms and the electronic attestation of the enrolment registers, to reduce paper consumption.
- Elimination of the part-time register for pupils in Supervised Alternative Learning (SAL).

The Day School Register Instructions have also been updated to clarify the prolonged absence and medical excusal policies.

Continuing Education Enrolment Registers and Instructions

The Continuing Education Enrolment Register Instructions have been updated to reflect policy and procedural changes related to reporting in the Ontario School Information System (OnSIS) as part of the Enrolment Reporting Initiative (ERI), which include the following:

- Ontario Education Number (OEN) requirement for non-credit courses.
- Requirement for name of parent/guardian for literacy and numeracy.
- Inclusion of fee-paying pupils on the registers.

Ministry publication of the credit-based registers has been discontinued.

Continuing Education Course Lists

The procedures for compiling and reporting Continuing Education and Independent Study Equivalent ADE for purposes of the 2015-16 Financial Statements have changed since the previous year. 2015-16 is the first year in which OnSIS data will be used to fund credit-based courses, including day school independent study, summer school, adult credit courses taken for diploma purposes, and correspondence/self-study/e-learning. Consequently, boards no longer have to report these courses through the continuing education course lists.

However, as 2015-16 is a transition year for ERI phase two that requires boards to report data for non-credit courses in parallel through OnSIS and the Education Finance Information System (EFIS), boards must continue to complete and submit to the ministry the course lists for non-credit courses. As part of phase two of the ERI, school boards are required to submit student level data for non-credit courses to OnSIS, including literacy and numeracy and adult native language instruction. Boards are required to submit board level data for the International Languages Elementary (ILE) program to OnSIS. Boards are expected to reconcile their OnSIS data with the data entered manually in EFIS, as boards will be asked to address any differences in the data.

The 2015-16 course lists must be submitted by **September 16, 2016** in the Microsoft Excel format provided on our website. Boards that have technical difficulties concerning this submission should contact the Ministry staff below. The 2014-15 course lists must be submitted by **September 18, 2015**. Please submit your course lists by email to accountability.reports@ontario.ca.

The Finance Officer assigned to your board is available to assist you with any questions or concerns you may have about these policies and procedures. You may also contact Kyra Woudstra at kyra.woudstra@ontario.ca or Nicholas Grieco at nicholas.grieco@ontario.ca.

Thank you for your co-operation.

Original signed by

Joshua Paul

cc: Superintendents of Business and Finance