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Ontario

2016: SB23

MEMORANDUM TO:	Directors of Education
FROM:	Andrew Bright Director (A) Education Finance Branch
DATE:	**August 24, 2016**
SUBJECT:	**2016-17 Enrolment Registers and Instructions**

I am writing to provide you with information about updates to the 2016-17 Enrolment Registers Instructions for Elementary and Secondary Schools, and Continuing Education Programs. This information is being provided in conjunction with the release of the 2016-17 enrolment policy documents which are now available through the Ministry and Financial Analysis and Accountability Branch (FAAB) websites:

Ministry website:
- *Enrolment Register Instructions for Elementary and Secondary Schools, 2016-17 School Year*
- *Enrolment Register Instructions for Continuing Education Programs, 2016-17 School Year*
- Form 21-1902E: Register of Enrolment in the International Languages Elementary (ILE) Program, 2016-17
- Form 21-0222E: Register of Enrolment in the Literacy and Numeracy Program, 2016-17
- Form 21-0890E: Register of Enrolment in Adult Native Language Instruction, 2016-17
- Form 21-1905E: Continuing Education: Insert for Registers

FAAB website:
- Enrolment Registers and Instructions for 2016-2017 School Year (this links to the Ministry's website)
- Continuing Education Course Lists for Grant Purposes, Non-Credit Program Forms and Instructions

I encourage all staff responsible for enrolment reporting, particularly school principals

and administrators, to review these documents in detail prior to the start of the school year.

The Ministry has been working with our education stakeholders to improve enrolment policy and reporting. Based on stakeholder feedback, the Ministry has re-written the Enrolment Register Instructions to clarify attendance and enrolment reporting policies with the intention of helping boards improve reporting accuracy.

Elementary and Secondary Schools Register Instructions

The Elementary and Secondary Schools Register Instructions have been updated to increase board flexibility and to ease administration. The updates reflect minor policy changes; provide clarification on enrolment policies related to pupil absences and tuition fee exemptions; and clearly outline audit and record retention requirements. The following summarizes the key changes.

- Clarification of excused and prolonged absence procedures to align with board practice. New Daily Attendance Record samples and an expanded flow chart have been included. These additions aim to make the instructions clearer and more concise.

- Clarification of the application of pupil absence codes including "C", "N" and "G" codes to ensure the policy is applied consistently.

- Clarification of the pupil enrolment records that must be retained for audit purposes. In addition, Boards now have the flexibility to store most pupil enrolment records either electronically or in paper format. This change will help to reduce paper consumption.

- Addition of a section on tuition fees exemptions highlighting the relevant statutory and policy memoranda which will help Boards determine whether a pupil is eligible for a tuition-fee exemption.

Continuing Education Program Enrolment Registers and Instructions

The Continuing Education Register Instructions have been updated to provide greater clarity in all areas. The updates reflect small policy and procedural changes related to reporting. In addition, a new generic sample register has been developed for use with the three non-credit continuing education registers.

As noted in Memorandum No. 2015:SB35 "Enrolment Reporting Initiative (ERI) Implementation Extension", the Ministry has extended the implementation of ERI for one additional year for each phase of the initiative.
- Phase One of ERI is now fully implemented. This means Ministry publication of the three credit-based Continuing Education Program registers has been discontinued. School boards must submit data for these registers through OnSIS and EFIS.
- Phase Two of ERI will be in the parallel reporting year and will be fully implemented in the 2017-18 school year. The Ministry will, however, publish the

three non-credit Continuing Education Program registers in paper format for the 2016-17 school year.

The Ministry will provide further information on audit requirements and records retention for the continuing education programs in the 2016-17 school year.

Continuing Education Course Lists

As announced in 2015-16, boards are no longer required to report credit-based courses through the continuing education course lists.

However, as 2016-17 is still a transition year for ERI Phase Two, boards are required to report data for non-credit courses in parallel through OnSIS and the Education Finance Information System (EFIS), including the completion and submission of course lists for non-credit courses. 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 enrolment 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 2016-17 course lists must be submitted by **September 15, 2017** in the Microsoft Excel format provided on the FAAB website. Boards that have technical difficulties concerning this submission should contact efis.support@ontario.ca. The 2015-16 course lists must be submitted by **September 16, 2016**. Please submit your course lists by email to accountability.reports@ontario.ca.

The Ministry looks forward to continuing to collaborate with our education stakeholders to further improve attendance and enrolment reporting.

Contacts

If you require further information about admissions and enrolment requirements, please contact enrolment@ontario.ca. If you require information about financial accountability and reporting requirements, please contact efis.support@ontario.ca.

Original signed by

Andrew Bright

cc: Superintendents of Business and Finance