Ministry of Education

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Ontario

2017: SB01

MEMORANDUM TO:	Senior Business Officials
FROM:	Med Ahmadoun Director Financial Analysis and Accountability Branch
DATE:	**January 5, 2017**
SUBJECT:	**School Level Data Verification – 2016-17 Financial Statements and 2017-18 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 2016-17 and 2017-18 school years, the ministry is requesting that school boards verify their school level data and update the various ministry systems outlined in the table on page 3, where applicable.

 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, pages 138 to 139.

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 aforementioned school years. The list of schools eligible for the school foundation grant in 2016-17 will remain 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 2016-17 grant regulation to reflect any updates to the list of schools that are eligible for school foundation grant funding in 2016-17. For 2017-18, in the absence of a grant regulation change for that school year, it is assumed that the list will continue to be frozen in 2017-18.

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 2017-18 forms are 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 2016-17 will be used for school based funding calculation in the 2016-17 financial statements. The final list for 2017-18 will be used for school based funding calculation in the 2017-18 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 2017-18 list, the board will not receive school based funding until it is included in the 2017-18 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

- Library Staff Allocation

Boards are requested to review these lists to ensure that:

- The school data listed in the files is correct. Boards are encouraged to refer to the instructions tab in the files for details on the changes.

- In 2016-17, 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 2017-18, 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 Elsa Calin (Elsa.Cailin@ontario.ca) or Alexandre Beaudin (Alexandre.Beaudin@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
New School Type	N/A
Enhanced Top-up Flag	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 Support (ONSIS_SISON@ontario.ca), Education Statistics & Analysis Branch

- SFIS –   Email: CPPB-SFIS.Support@ontario.ca or Alexandre Beaudin, Capital Policy and Programs Branch, Email: Alexandre.Beaudin@ontario.ca or phone 416-212-4848

- 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 25, 2017**.

Please send the updated list to the Estimates mail box at: estimates.met@ontario.ca

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

Original signed by

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Financial Analysis and Accountability Branch

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