

2017: SB17

MEMORANDUM TO: Directors of Education

FROM: Andrew Bright
Director (A)
Education Funding Branch

DATE: August 4, 2017

SUBJECT: 2017-18 Enrolment Registers and Instructions

I am writing to provide you with information regarding updates to the 2017-18 Enrolment Registers Instructions for Elementary and Secondary Schools and Continuing Education Programs. This information is being provided in conjunction with the release of the 2017-18 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, 2017-18 School Year*
- *Enrolment Register Instructions for Continuing Education Programs, 2017-18 School Year*
- [Form 21-1902E](#): Register of Enrolment in the International Languages Elementary (ILE) Program, 2017-18
- [Form 21-0222E](#): Register of Enrolment in the Literacy and Numeracy Program, 2017-18
- [Form 21-0890E](#): Register of Enrolment in Adult Indigenous Language Instruction, 2017-18
- [Form 21-1905E](#): Continuing Education: Insert for Registers

[FAAB website:](#)

- Enrolment Registers and Instructions for 2017-2018 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 made changes to 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 provide clarification on enrolment policies related to attendance codes and pupil absences and outline audit and record retention requirements. The following summarizes the key changes:

- Clarification of excused and prolonged absence procedures to align with board practice.
- Clarification on the age of admission of a pupil to Junior Kindergarten.
- Clarification of the application of pupil absence codes including “C” 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, school 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.

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:

- Clarification on who is eligible to be enrolled in a grade 7/8 literacy and numeracy program. Beginning in the summer of 2018, pupils that have completed grade 6 can be enrolled in a grade 7/8 literacy and numeracy program.

As noted in Memorandum No. 2017:SB18 “[Enrolment Reporting Initiative \(ERI\) Implementation Extension](#)”, the ministry has extended the full implementation of the ERI for two additional years.

Phase 1 of the ERI will be fully implemented by the end of 2018-19 school year. This means that school boards are required to submit data for credit courses through OnSIS for students on the following registers:

- Summer School Register
 - Including Elementary Program for Developmentally Delayed Pupils (non-credit)

- Adult Credit Register
- Correspondence/Self-Study/e-Learning Register
- Independent Study Register (Day School)

Phase 2 of the ERI will be fully implemented by the end of the 2018-19 school year. This means that school boards are required to report data for non-credit courses in both OnSIS and the Education Finance Information System (EFIS) for 2017-18. School boards will be required to submit student level data for non-credit courses to OnSIS on the following registers:

- Literacy and Numeracy Register
- International Language Elementary (ILE) Register
- Adult Native Instruction Register

School boards are expected to reconcile their OnSIS data with the data entered manually in EFIS, as they will be asked to address any differences in the data.

Continuing Education Course Lists

The 2017-18 course lists in the Microsoft Excel format will be provided on the FAAB website. Unlike previous years, school boards are not required to submit completed course lists and can use the document at their own leisure.

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

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

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cc: Superintendents of Business and Finance