



**2017: SB34**

**MEMORANDUM TO:** Senior Business Officials

**FROM:** Colleen Hogan  
Director  
Capital Policy Branch

Romina Di Pasquale  
Director  
Labour and Finance Implementation Branch

**DATE:** **December 11, 2017**

**SUBJECT:** **School Level Data Verification – 2017-18 Financial Statements and 2018-19 Estimates/Revised Estimates**

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The purpose of this memo is to inform you that the file for the School Level Data Verification has been updated and is now available in the Education Financial Information System (EFIS) 2.0. In order to ensure that boards generate funding for all of their schools in the 2017-18 Financial Statements and 2018-19 Estimates/Revised Estimates, it is essential that school boards verify their school level data and update the various ministry systems outlined in the table on page 3, where applicable.

The file format of the list of school level data has been revamped to show all necessary data of all schools that need to be verified, in one worksheet which covers the two school years. The instruction in completing the file is included in the Excel file under the "Guide" tab.

The file is 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 determine schools that are eligible for school level funding purposes and assign School Type in the two aforementioned school years.

The final list for 2018-19, will be reflected in the school level input form of EFIS 2.0 when the 2018-19 Estimates forms are released. This list will be used to allocate school level funding for the 2018-19 Estimates and Revised Estimates. The next opportunity for boards to revise this list will be in the 2018-19 Financial Statements as part of next year's school level data verification process.

The final list for 2017-18 will be sent to boards for verification by the end of April, 2018. Boards should contact the ministry's finance officer for any discrepancy and sign off on the list by June 15, 2018. Further details will be available when the 2017-18 list is ready. This list will be used for school based funding calculation in the 2017-18 financial statements.

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

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 the list to ensure that:

- The school data listed in the file is correct.
- If the listed data for a school is not correct or if a school data is missing, boards should make the correction(s) in the appropriate ministry system and indicate the changes in the file according to the instructions in the "Guide" tab. This will indicate to the ministry that a correction has been made to the information on the list.
- Only schools with a status of Open in SFIS will be included in the final list of schools eligible for school level funding and that will be used to load the data into EFIS.

If there are schools that do not have their status reported appropriately in SFIS, in 2017-18 and 2018-19, please contact Alexandre Beaudin (Alexandre.Beaudin@ontario.ca) for assistance.

The following table indicates which school data has to be updated:

<b>Data</b>	<b>System to be updated</b>
School	SFIS
SFIS ID	SFIS
BSID	Must be obtained through OnSIS. Must be added/updated in SFIS in the appropriate field.
Campus ID	SFIS
Building ID	SFIS
Panel	SFIS
Status	SFIS
OTG	SFIS
Address	SFIS The SFIS Team will update GIS information as required.
Municipality	SFIS
Postal Code	SFIS

The following contacts and resources are available in assisting the update of various systems:

- ONSIS – ONSIS\_SISON@ontario.ca
- SFIS – Alexandre.Beaudin@ontario.ca or by phone at 416-212-4818

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 schools as soon as possible if this is not done yet.

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 while waiting for the complete information.

The verified lists and associated updates to ONSIS and SFIS are due on **January 12, 2018**.

Please send the updated list to Alexandre Beaudin at: [Alexandre.Beaudin@ontario.ca](mailto:Alexandre.Beaudin@ontario.ca).

If you have any questions on school level data updates in SFIS, please contact Alexandre Beaudin (contact information provided above).

For questions on school level funding, please contact the ministry's Finance Officer.

Sincerely,

Colleen Hogan  
Director  
Capital Policy Branch

Romina Di Pasquale  
Director  
Labour and Finance Implementation Branch

cc: Paul Bloye, Director, Capital Program Branch  
Andrew Bright, Director, Education Funding Branch  
Med Ahmadoun, Director, Financial Analysis and Accountability Branch  
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