

2018: SB07

**MEMORANDUM TO:** Directors of Education  
**FROM:** Andrew Bright  
Director (A)  
Education Funding Branch

**DATE:** May 4, 2018

**SUBJECT:** 2018-19 Enrolment Registers Instructions

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I am writing to provide you with information regarding updates to the 2018-19 Enrolment Registers Instructions for Elementary and Secondary Schools and Continuing Education Programs. This information is being provided in conjunction with the release of the 2018-19 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, 2018-19 School Year*
- *Enrolment Register Instructions for Continuing Education Programs, 2018-19 School Year*

[FAAB website:](#)

- Enrolment Registers and Instructions for 2018-2019 School Year

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 2018-19 school year. Updates to this year's Enrolment Register Instructions have been highlighted in order to be easily identifiable.

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, e-learning programs, ESL/PANA eligibility, exclusions, and audit and record retention requirements. The following summarizes the key changes:

- Clarification of ESL/PANA eligibility requirements
- Clarification on recording excluded pupils on the enrolment register and documents to retain for audit purposes
- Clarification of the application of the “General Absence” attendance code (“G” code) to ensure policy is applied appropriately and consistently.
- Clarification of the pupil enrolment records that must be retained for audit purposes

## **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 literacy and numeracy program
  - Beginning in September of 2018, Continuing Education pupils are eligible to take literacy and numeracy courses at the continuing education funding rate.
  - Day school pupils who have an enrolment record in that same academic year are eligible to take literacy and numeracy courses (i.e. not only present on October and March count dates)
- Clarification of age requirements for International Language Elementary (ILE) eligibility
- Name change for International Language Elementary (ILE) to International and Indigenous Language Elementary (IILE)
- Clarification of number of hours for Continuing Education courses on the weekend

## **E-Learning Funding**

In the 2018-19 school year, the ministry will begin to explore the possibility of updating how e-learning programs are funded through policy working groups that will gather input from both internal ministry staff and external stakeholders.

If you require further information about admissions and enrolment requirements, please contact [enrolment@ontario.ca](mailto:enrolment@ontario.ca). If you require information about financial accountability and reporting requirements, please contact [efis.support@ontario.ca](mailto:efis.support@ontario.ca).

*Original signed by*

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Andrew Bright  
Director (A)  
Education Funding Branch

cc Superintendents of Business and Finance