

Ministry of Education

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**2019: SB12**

MEMORANDUM TO: Directors of Education
FROM: Paul Duffy
Director
Education Funding Branch
DATE: September 3, 2019
SUBJECT: 2019-20 Enrolment Registers Instructions

I am writing to provide you with information regarding updates to the 2019-20 Enrolment Registers Instructions for Elementary and Secondary Schools and Continuing Education Programs. This information is being provided in conjunction with the release of the 2019-20 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, 2019-20 School Year
- Enrolment Register Instructions for Continuing Education Programs, 2019-20 School Year

[FAAB website:](#)

- Enrolment Registers and Instructions for 2019-20 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 2019-20 school year. Similar to last year, updates to this year's Enrolment Register Instructions have been highlighted in order to be easily identifiable.

The ministry continues to work with our education partners to improve enrolment policy and reporting. Based on partner 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, expanded policy requirements for tuition exemption, the introduction to Reciprocal Education Approach (REA), proof of address documentation, internal and external transfers. The following summarizes the key changes:

- Introduction of the new REA policy to support student transitions between school systems in Ontario;
- Update to ministry requirements for parent/guardians who have been accepted to study as a full-time student at a qualified postsecondary institution;
- Update to the students who can be added to the register without attending in person to include Supervised Alternative Learning (SAL) and home instruction students as long as the date of approval occurs before they are added to the register;
- Update to the referral period to the attendance counsellor in the prolonged absence procedures; and
- Students participating in a school orchestrated field trip or sports trip should no longer be coded with a “G” for the period in which the trip is scheduled.

Continuing Education Program Enrolment Registers and Instructions

The Continuing Education Register Instructions have been updated to reflect small policy and procedural changes related to reporting as follows:

- Clarification that funded cancelled sessions related to professional development are not applicable to Summer School, Literacy and Numeracy and International & Indigenous Languages Elementary Programs.
- Clarification under Literacy and Numeracy Program and Adult Indigenous Language Program that pupils absent for three or more consecutive scheduled sessions are not funded for the missed sessions
- Clarification that the definition of a classroom includes synchronous two-way videoconferencing services for register purposes.

Some of the elements and proposals set out in this document can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the *Education Act*. Such regulations have not yet been made. Therefore, the content of this document should be considered to be subject to such regulations, if and when made.

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

Paul Duffy
Director
Education Funding Branch

cc Senior Business Officials