

Ministry of Education
Education Statistics & Analysis
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Direction de la statistique et de
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MEMORANDUM TO: Reciprocal Education Approach (REA) / Reverse Education Service Agreement (RESA) Leads / OnSIS Board Contacts

FROM: Shirley Carder
Senior Manager
Stakeholder Relations and Data Collections Unit
Education Statistics and Analysis Branch

DATE: September 24, 2019

SUBJECT: 2019-20 Reciprocal Education Approach (REA) Data Submission

The purpose of this memo is to provide further information regarding the 2019-20 Reciprocal Education Approach (REA) data submission protocols for Student Information Reports.

As outlined in *The Reciprocal Education Approach Instructions for First Nations and School Boards*, school boards must submit the Student Information Report to the Ministry of Education, identifying students for which they have received written notice and/or students on existing Reverse Education Service Agreements (RESAs) who reside off-reserve and wish to attend a First Nation school.

Student Information Reports are to be submitted based on the following schedule:

Payment	Board Documentation Requirements	Due to the ministry
Preliminary payment	Student Information Report – Section A & B	10th business day in October of a given school year
Second Payment	Student Information Report – Section A, B and C	last business day in December
Third Payment	Student Information Report – Section A, B, C and D	last business day in May

Payment processes and deadlines are outlined in *The Reciprocal Education Approach Instructions for First Nations and School Boards*. Student Information Reports **must** be received on or before the Due Date to the ministry to meet the payment deadlines.

To facilitate data entry, the ministry has developed the attached template. As personal information will be submitted, the completed form **must** be uploaded via the Secure Online Data Transfer (SODT) tool to ensure security and confidentiality. Email should never be used to transfer confidential data, such as an OEN, to the ministry.

All main OnSIS contacts at each school board should have access to upload files to SODT. However, school board staff who already have access to SODT will need to request access to the **REA** folder. Please send a request to the OnSIS team at onsis_sison@ontario.ca. For those that do not yet have access to the SODT portal, please register for the SODT portal by contacting the email address above as soon as possible, as it is the first step in preparing to submit your data.

The following forms are attached for your reference and assistance with submitting the data:

- Student Information Report Template
- SODT Security Form: User Account for Secure Online Data Transfer Tool
- SODT user guide (this includes guidelines on how to register for New/Existing Accounts for Go-Secure Access)

If you have any questions about submitting the completed spreadsheet or access to SODT, please contact the OnSIS team by email at onsis_sison@ontario.ca, or by phone at 416-212-6366 / Toll Free 1-888-275-5934.

Should you have any questions and/or comments regarding the REA, please contact Taunya Paquette at taunya.paquette@ontario.ca. Should you have any questions regarding Base Fee Calculation or process of payments, please contact Doreen Lamarche at Doreen.Lamarche@ontario.ca.

Sincerely,

Original signed by

Shirley Carder
Senior Manager, Stakeholder Relations and Data Collection

c: Taunya Paquette
Doreen Lamarche