

**Ministry of Education**

Education Labour and Finance  
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**Ministère de l'Éducation**

Division des relations de travail et du  
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315, rue Front Ouest,  
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**2019: SB19****MEMORANDUM TO:**

Directors of Education  
Senior Business Officials

**FROM:**

Paul Duffy  
Director  
Education Funding Branch

**DATE:****October 8, 2019****SUBJECT:**  
**District School Board Enrolment Projections for 2020-21 to 2023-24**

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I am writing to share information regarding the reporting process for submitting enrolment projections for the 2020-21 to 2023-24 school years.

As part of the annual process of determining Grants for Student Needs (GSN) requirements for the upcoming 2020-21 school year, the ministry is requesting that school boards submit their enrolment projections by November 22, 2019. The ministry is requesting both the preliminary revised estimates enrolment numbers for the 2019-20 school year and the projected Average Daily Enrolment (ADE) for 2020-21 to 2023-24.

The spreadsheet template for submitting the enrolment projections is attached in both English and French. Please note that the template has been streamlined to reduce the reporting burden on school boards. Please email your completed spreadsheet template to [Education.Enrolment.Submissions@ontario.ca](mailto:Education.Enrolment.Submissions@ontario.ca).

Please note that high credit ADE is not to be included in the regular secondary day school ADE forecasts. In addition, the ministry is requesting that school boards provide enrolment projections for grades 4-6 and 7-8 separately.

It is important that the ministry receive your projections within the above timelines to ensure that they are reflected in the 2020-21 GSN public release in the spring.

If you have any questions on how to access or complete the template, please contact [Education.Enrolment.Submissions@ontario.ca](mailto:Education.Enrolment.Submissions@ontario.ca).

Thank you for your co-operation and attention in meeting this request.

*Original signed by*

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Paul Duffy  
Director  
Education Funding Branch

Attachments:

Template for Board Submission