

Ministry of Education

Capital Policy Branch
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Ministère de l'Éducation

Direction des politiques d'immobilisations
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2019: SB25

MEMORANDUM TO: Senior Business Official
Superintendent of Facilities/Planning

FROM: Andrea Dutton
Director
Capital Policy Branch

Romina Di Pasquale
Director
Labour and Finance Implementation Branch

DATE: December 6, 2019

SUBJECT: **School Level Data Verification for 2019-20 Financial Statements and 2020-2021 Estimates/Revised Estimates**

The purpose of this memo is to inform school boards that the School Level Data Verification (SLDV) files are now available in the Education Financial Information System (EFIS).

School boards are advised to verify their school level data and appropriately update the various ministry systems outlined in Table 1 on page 3, to ensure:

- boards can generate funding for all their schools in the 2019-20 financial statements and 2020-21 estimates/revised estimates;
- data in the School Facilities Inventory System (SFIS) appropriately support existing grants and funding levels; and
- completeness of data to support broader decision making and other capital activities.

The SLDV files are available for download in the File Download Portal (FDP) under the 2020-2021 Estimates folder. The procedure for downloading the files is provided in the user guide for FDP.

The verified data on the school lists will be used by the ministry to determine the schools eligible for school level funding purposes and assign the school type in 2019-20 and 2020-21.

The final list of schools for 2020-21 will be reflected in the school level input form of EFIS when the 2020-21 estimates forms are released. The school level funding for 2020-21 estimates and revised estimates will be allocated using this final list. The boards will have the opportunity to revise the list in the 2020-21 financial statements as part of next years' school level data verification process.

The final list of schools eligible for funding for 2019-20 will be sent to school boards for verification and confirmation by the second week of May 2020. School boards are requested to contact the ministry's finance officers for any discrepancy and approve the list by June 19, 2020. Further details will be available and communicated to school boards when the 2019-20 list is ready. This list will be used for the school-based funding calculation in the 2019-20 financial statements.

Please note that the school type assigned to schools are still subject to relevant changes as information, such as, school enrolment, address, and geographic coordinates are updated in-year. School-based funding includes:

- Top-up component within the School Operations and School Renewal Grant (which also indirectly affects funding through the Declining Enrolment Adjustment);
- School Foundation Grant;
- Supported Schools Allocation;
- Actualisation linguistique en français Allocation;
- Parent Engagement Allocation; and
- Library Staff Allocation

As a reminder, school boards continue to be required to spend Rural and Northern Education Fund (RNEF) funding using the List of Schools Eligible for RNEF Allocation: <http://www.edu.gov.on.ca/eng/policyfunding/funding.html>.

School boards may modify this list by passing a board motion. School boards should also indicate on the SLDV if they intend to pass a board motion.

Please submit these board motions along with the list of these additional schools to EDULABFINANCE@ontario.ca including the following data:

- school name;
- SFIS ID;
- campus ID;
- BSID; and
- panel (elementary/secondary).

Please include “RNEF” in the subject line of your email. Once board motions have been received, the ministry will seek approval for amendments to the regulations to reflect the changes to the list.

School boards are requested to review all school data provided in the final list ensuring these are correct. Please note that:

- all changes made in SFIS must be completed in collaboration with the SFIS team;
- board School Identifiers (BSIDs) must be obtained through the Ontario School Information System (OnSIS) and added to SFIS appropriately;
- the SFIS team will update the Geographic Information System (GIS) data in SFIS as necessary;
- an SFIS ID must have only one BSID at any given time although a BSID can be used by multiple SFIS IDs;
- if a school moves to a new building or campus, a new SFIS record must be created (SFIS IDs cannot be reused);
- each facility type in SFIS needs a corresponding SFIS record; and
- updates made in SFIS must be applied in ONSIS where appropriate for data consistency.

If the data for a school is not correct or if school data is missing, school boards should make the correction(s) in the appropriate ministry system listed below, as well as indicate the changes in the file according to the instructions in the Guide (EN) tab.

Table 1

Data	System to be updated
School Name	SFIS
SFIS ID	SFIS
BSID	Must be obtained through OnSIS / Must be updated in SFIS
Campus ID	SFIS
Building ID	SFIS
Ownership	SFIS
Facility Type (panel)	SFIS
Status	SFIS
OTG (capacity)	SFIS
Address	SFIS, including geographic coordinates
Municipality	SFIS
Postal Code	SFIS
RNEF Eligibility	List of Schools Eligible for Rural and Northern Education Fund Allocation as per direction above

Only schools with a status of “Open” in SFIS will be included and uploaded in the final list of schools that are eligible for school and facility level funding in EFIS for the 2019-

20 financial statements.

Schools with a status of “Open” or “Under Construction” in SFIS will be included and uploaded in the list of schools, eligible for school and facility level funding and loaded into EFIS for the 2020-21 estimates/revised estimates.

As some of the school level data may take time to process, such as applying for a BSID or mapping of a school in GIS for school distance calculation purposes, school boards are advised to start the updating process for new schools as soon as possible if it has not yet been done.

The ministry understands that some data, such as postal codes, may not be available at the time of the verification; however, school boards should update the systems with what is available at the time, while waiting for the complete information to become available.

The verified and updated list to ONSIS and SFIS are due on January 13, 2020 and must be submitted to: CPPB-SFIS.Support@ontario.ca.

CONTACTS

For further information please contact:

- for SFIS: CPPB-SFIS.Support@ontario.ca / cc: Alexandre.Beaudin@ontario.ca.
- for OnSIS: ONSIS_SISON@ontario.ca
- for school level funding questions: Ministry’s finance officers

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