

**Ministry of Education**

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**Ministère de l'Éducation**

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**2020: SB15**

**Date:** September 9, 2020

**Memorandum to:** Directors of Education

**From:** Paul Duffy  
Director  
Education Funding Branch

**Subject** **2020-21 Enrolment Register Instructions**

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I am pleased to inform you that the 2020-21 Enrolment Register Instructions for Elementary Schools, Secondary Schools and Continuing Education Programs are now available on the [Ministry website](#). These may also be accessed via the [FAAB website](#).

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 and to provide instructions in response to the ongoing COVID-19 outbreak.

**Enrolment Register Instructions for Elementary and Secondary Schools**

The following summarizes the four key policy updates:

- Update for pupil suspensions in Kindergarten to grade 3;
- Update to support students on Reciprocal Education Agreements (REA);
- Update on attendance for children and youth in care; and
- Updates for COVID-19 considerations, including guidance on how to calculate pupil average daily enrolment for quadmester or 8 semester delivery models which

should be reflected in the associated fees for students attending a REA under these delivery models.

The register instructions also include a number of technical changes. All changes applicable to the 2020-21 school year are summarized on pages 6 and 7 of the register instructions. School boards and principals are reminded of their responsibilities when a student's name is removed from the enrolment register due to non-attendance. Under the *Education Act*, compulsory aged (6-17 years old) students must attend school, and the principal must ensure that the attendance counsellor is advised of the removal of the names of all students from the register. School boards or principals must continue to attempt to re-engage these students.

- If the pupil is 6-13 years of age, the school or board must continue to make successful two-way contact with the pupil or the pupil's parent or guardian every 15 days.
- If the pupil is 14-17 years of age, the school or board is expected to contact these youth, at a minimum, before the start of every semester to encourage them to return to school.
- For all ages, contact the relevant social agency / emergency services if there is deemed to be concern for the student's safety and well-being.

### **Enrolment Register Instructions for Continuing Education Programs**

The Continuing Education Register Instructions have been updated to reflect a minor policy and procedural change related to expanded reporting options in OnSIS for the Literacy and Numeracy Program.

#### **Notice:**

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.

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 2020-21 school year. 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).

Sincerely,

Original signed by

Paul Duffy  
Director  
Education Funding Branch