

Ministry of Education

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Ministère de l'Éducation

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**2020: 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:** October 30, 2020

**SUBJECT:** **School Level Data Verification for 2020-21 Financial Statements and 2021-2022 Estimates/Revised Estimates**

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The purpose of this memo is to inform school boards that the School Level Data Verification (SLDV) files, used to determine the schools eligible for school level funding purposes and assign the school type in 2020-21 and 2021-22, are now available in the Education Financial Information System (EFIS).

School boards can download the files from the [File Download Portal \(FDP\)](#) under the 2021-22 Estimates folder as explained in the [FDP User Guide](#). School boards are advised to verify their school level data and appropriately update the various ministry systems outlined in Table 1 on page 3 below, to ensure:

- boards generate funding for all their schools in the 2020-21 EFIS financial statements and 2021-22 EFIS 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 final lists of schools for 2021-22 will be reflected in the school level input form of EFIS when the 2021-22 estimates forms are released. The school level funding for 2021-22 estimates and revised estimates will be allocated using this final list. School boards will have the opportunity to revise the lists in the 2021-22 financial statements as part of next years' school level data verification process.

The final lists of schools eligible for funding for 2020-21 will be sent to school boards for verification and confirmation by early April 2021. Please note that the list will include remote learning schools, where applicable, for reference purposes. School boards are requested to contact the ministry's finance officers for any discrepancy and approve the lists by June 25, 2021. Further details will be available and communicated when the 2020-21 final lists are ready. The final lists will be used for the school-based funding calculation in the 2020-21 financial statements, which includes the following:

- 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 Funding Allocation; and
- Curriculum and Assessment Implementation Allocation.

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

As a reminder, school boards continue to be required to spend the Rural and Northern Education Fund (RNEF) funding using the [List of Schools Eligible for RNEF Allocation](#). School boards may modify the lists by passing board motions and should indicate in the SLDV if they intend to do so. The board motions along with the list of additional schools must also be submitted to [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca) including the following data:

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

When submitting, 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 lists.

School boards are requested to review all school data provided in the final lists ensuring

these are correct. Please note that:

- all changes made in SFIS must be completed in collaboration with the SFIS team;
- Board and School Identification (BSID) numbers 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;
- updates made in SFIS must be applied in ONSIS where appropriate for data consistency; and
- room changes must be reflected in the school year these changes are made to accurately reflect the OTG capacity of the school.

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**

<b>Data</b>	<b>System to be updated</b>
School Name	SFIS
SFIS ID	SFIS
BSID	Must be obtained through OnSIS / Must be updated in SFIS
Campus ID	SFIS, based on validated address
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

The SLDV files will include all schools with a status of “Open”, “Planned” or “Under construction”. School boards must provide the forecasted school opening date for all schools with a “Planned” or “Under construction” status. Schools that will have a forecasted school opening date which falls within the 2021-22 school year will see their status changed to “Open” in 2021-22.

Only schools with a status of “Open” in 2020-21 in SFIS will be included and uploaded in the final lists of schools that are eligible for school and facility level funding in EFIS for the 2020-21 financial statements.

Only schools with a status of “Open” in 2021-22 in SFIS will be included and uploaded in the final lists of schools that are eligible for school and facility level funding in EFIS for the 2021-22 estimates/revised estimates.

As some of the school level data changes 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 list must be confirmed by the board’s senior business official and senior plant official by signing and dating the “Signature” sheet provided in the SLDV file.

The verified and updated list to ONSIS and SFIS are due on December 17, 2020 and must be submitted to: [CPPB-SFIS.Support@ontario.ca](mailto:CPPB-SFIS.Support@ontario.ca).

## CONTACTS

For further information please contact:

- for SFIS: [CPPB-SFIS.Support@ontario.ca](mailto:CPPB-SFIS.Support@ontario.ca) / cc: [Alexandre.Beaudin@ontario.ca](mailto:Alexandre.Beaudin@ontario.ca).
- for OnSIS: [ONSIS\\_SISON@ontario.ca](mailto:ONSIS_SISON@ontario.ca)
- for school level funding questions: Ministry’s [finance officers](#)

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