

**Ministry of Education**

Education Labour and Finance  
Division

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**Ministère de l'Éducation**

Division des relations de travail et du  
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**2021:SBXX**

**Date:** September XX, 2021

**Memorandum To:** Directors of Education

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

**Subject:** **2021-22 Enrolment Register Instructions**

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I am pleased to inform you that the 2021-22 Enrolment Register Instructions for Elementary and 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 and to provide instructions in response to the ongoing COVID-19 pandemic.

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

The following summarizes the three key policy updates:

- A clarification that where two school boards are trying to record the same pupil over a count date, the start date of the pupil at the new school board shall be used to determine which school board retains the pupil on their register

- A clarification on the appropriate use of a program of study (i.e. for pupils who have been excused from school for periods that exceed 15 consecutive school days for reasons such as a family vacation)
- Update on the maximum funded FTE for a secondary pupil enrolled in two or more secondary school boards over the count date with different models of programming (e.g. semesters, quadesters or octomesters)

The register instructions also include a number of technical changes. All changes applicable to the 2021-22 school year are summarized on pages 2 and 3 of the register instructions.

### **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 the calculation of pupil data.

**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 2021-22 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