

Ministry of Education
Education Statistics & Analysis Branch
777 Bay Street
4th Floor, Suite 422
Toronto, Ontario M5G 2E5

Ministère de l'Éducation
Direction de la statistique et de
l'analyse de l'éducation
777, rue Bay, bureau 422, 4^e étage
Toronto (Ontario) M5G 2E5



2022: SB17

MEMORANDUM TO: Senior Business Officials

FROM: Eric Ward
Director
Education Statistics and Analysis Branch

Romina Di Pasquale
Director
Enrolment, Funding, and Labour Policy Branch

DATE: April 26, 2022

SUBJECT: 2022-23 Elementary and Secondary Class Size Reporting

We are writing to share information about the reporting process for 2022-23 elementary and secondary class size data.

New

Class Size Requirements

While there are no changes to class size requirements for 2022-23, school boards continue to be required to offer remote learning options consistent with Policy/Program Memorandum (PPM) No. 164. Fully remote classes and classes offered through hybrid model options (a blend of in-person and remote instruction) continue to be required to meet the class size requirements as outlined in the class size regulation (O. Reg. 132/12). Students attending via remote and hybrid models must be reported, including those attending asynchronously.

Class Size Compliance Framework

As previously announced in [2022:B03 2022-23 Grants for Student Needs Funding](#) the ministry is introducing a class size compliance framework for the secondary panel, starting in the 2022-23 school year, to support the government's commitment to improving public education and advancing student achievement, detailed in Appendix A. School boards continue to be required to report both elementary and secondary class sizes to the ministry; however, in previous years, the class size compliance framework applied only to the elementary provisions of the regulation.

Secondary Average Class Size Reports

The ministry calculates secondary class sizes using course enrolment records submitted through the Ontario School Information System (OnSIS) October and March submissions. The ministry is making updates to the Secondary Average Class Size (SACS) Reports, which will include moving the reports out of OnSIS and ensuring the reports reflect the differentiated average class size for in-person (or temporary remote) classes and online classes. As a result of this process, the current SACS Reports in OnSIS will be disabled as part of the Spring 2022 OnSIS enhancements. However, the ministry will continue to make SACS Reports (e.g., board-level reports, class-level reports by school) available to school boards, including reports for the 2021-22 academic year. In the coming months, senior business officials and OnSIS contacts will receive an email with information on accessing the SACS Reports for 2021-22 through the Secure Online Data Transfer (SODT) tool.

The ministry is finalizing the process for making SACS Reports available for the 2022-23 school year and beyond. Further details will be provided at a later date.

Elementary Reporting Requirements and Processes

As outlined in the class size regulation, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. The deadline for submitting reports for the 2022-23 school year is October 31, 2022. The director of education is required to review and attest to the elementary class size data submission. In any year, a school board that does not submit their class size information to the ministry by the deadline may be subject to immediate cash withholdings equivalent to 50 percent of monthly transfers from the ministry.

For the purposes of reporting elementary class size, each school board must complete the *2022-23 Elementary Class Size Reporting Form*, provided by the ministry, and submit it to the ministry's elementary class size email address at csreporting@ontario.ca. This form, along with detailed instructions for completing the form, will be emailed to previously identified school board class size contacts. If there are updates to the school board contacts for class size, please email their names and email addresses to csreporting@ontario.ca.

ELEMENTARY CLASS SIZE REPORTING PROCESS

1. Populate and complete the following two worksheets of the *2022-23 Elementary Class Size Reporting Form*:

- *Board Summary & Attestation* Sheet – includes school board information, count date and attestation on the class size data submitted.
- *Class Size Data* Sheet – detailed class size information for all schools.

Note: A continuing data element for the 2022-23 school year is students undertaking full-time remote learning. Students undertaking remote learning through a fully remote or a hybrid delivery option should be included in the Reporting Form.

2. Completed forms must be emailed to the ministry at csreporting@ontario.ca to finalize the elementary class size reporting submission. The director of education must be copied on the final class size reporting submission emailed to the ministry.

Please direct questions related to the reporting of elementary class size data to csreporting@ontario.ca.

As in previous years, the ministry will review the final elementary class size submissions for compliance with the regulation. School boards that are not in compliance with the provisions of the regulation may be subject to compliance measures as outlined in the Compliance Framework (see Appendix A).

Secondary Class Size Reporting Requirements and Processes

As outlined in the class size regulation, school boards are required to submit data for each school year on class size in secondary schools. The ministry calculates the reported secondary class size averages from course enrolment records submitted through the OnSIS October and March submissions. School boards will be required to complete the March submission for the 2022-23 school year by June 30, 2023. In any year, a school board that does not complete their OnSIS submissions by the deadline may be subject to immediate cash withholdings equivalent to 50 percent of monthly transfers from the ministry.

Using the secondary course enrolment data submitted through the October and March submissions, the ministry calculates the number of pupil credits and classroom credits for each school board. Secondary average class sizes for both in-person and online classes are calculated by dividing the number of pupil credits for the school board by the number of classroom credits for the school board. To support accurate and consistent reporting, we would like to remind school boards of a few key rules regarding reporting of online classes:

- Online classes are to be coded with the class type of “E-Learning” in OnSIS to be included in the online secondary class size calculation. Classes not coded as such will be counted as regular classes, regardless of the number students in the class enrolled in courses where the course delivery or offering type is ‘E-Learning’ in OnSIS.
- Where a teacher may be teaching multiple sections of the same online class, each class must be coded as a distinct class.
- Where a school of a school board other than the home school board is providing the instruction in the online class:
 - The school board where the student’s Ontario Student Record is held (the home school board) must report the enrolment of the student for funding purposes. The student’s participation in the online class at another school board will not be counted for the purposes of determining the home school board’s class size average.

- The school board providing the instruction in the online course must report the student and the course enrolment and achievement data for the corresponding online learning course in OnSIS, with an FTE of 0.00. In this case, the student will be counted as part of the school board's class size average.
- The school board providing the instruction may charge the home school board a fee that is established by the ministry.

Please see the *2022-23 Enrolment Register Instructions for Elementary and Secondary Schools* for more information on reporting students in online classes.

Please direct questions related to the reporting of secondary class size data to onsis_sison@ontario.ca.

The ministry will review the secondary average class size calculations based on the course/class data submitted through OnSIS. School boards that are not in compliance with the provisions of the regulation may be subject to compliance measures as outlined in the Compliance Framework (see Appendix A). Please note that compliance measures associated with non-compliance in the secondary panel will be applied in the year following the year of non-compliance.

We would like to acknowledge the extraordinary efforts of school boards in meeting the range of challenges over the last few years, and continuing to ensure the highest quality of education, while supporting both in-person and remote learners.

Sincerely,

Original signed by

Eric Ward
Director, Education Statistics and Analysis Branch

Original signed by

Romina Di Pasquale
Director, Enrolment, Funding, and Labour Policy Branch

c: Directors of Education

APPENDIX A:

Class Size Compliance Framework

In year one of non-compliance, school board chairs and directors of education will be notified by the ministry and required to submit a compliance management plan detailing how the school board will become compliant with the class size regulation.

In year two of non-compliance and beyond, school board chairs and directors of education will be notified by the ministry and subject to the following requirements:

- After two consecutive years of non-compliance, a one per cent reduction in the Grants for Student Needs (GSN) envelope for school board administration and governance, as defined in the GSN funding regulation. This is effectively a requirement to re-direct these funds to the classroom to assist with compliance with the class size regulation.
- After three consecutive years of non-compliance, a three per cent reduction, similar to the year two reduction.
- After four consecutive years of non-compliance, a five per cent reduction similar to the other reductions.

The ministry will also conduct an analysis of the school board's use of other revenues for administrative purposes to determine if further restrictions are necessary.

When a school board, which has been non-compliant the previous year(s) and demonstrates compliance with the class size regulation through reporting in the following year, it will have the above restrictions lifted, subject to the approval of the Minister, and the calculation of consecutive years for the purposes of compliance will be reset.

Restrictions will be imposed in-year for the elementary panel (i.e., in the same school year, after the school boards submit elementary class size reports in the Fall).

For the secondary panel, restrictions will be imposed in the year following the year of non-compliance to accommodate the existing reporting timelines. As such, the compliance framework will apply separately for elementary and secondary panels for the purposes of determining consecutive years of non-compliance.