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Toronto (Ontario) M7A 0B8**2022: SB33****Date:** Nov. 16, 2022**Memorandum to:** Senior Business Official  
Superintendent of Facilities/Planning**From:** Mehul Mehta  
Director  
Capital School Board Advanced Support BranchXiaofei Wang  
Director  
Education Modelling and Forecasting Branch**Subject:** School Level Data Verification for 2022-23 Financial Statements and  
2023-2024 Estimates/Revised Estimates and Updates on ECIS Business  
Rules and Procedures

The goal of the School Level Data Verification (SLDV) process is to verify school level data to support determination of grants and school level funding for 2022-23 Financial Statements and 2023-2024 Estimates/Revised Estimates and lists of eligible schools.

These lists will be used for the school-based funding calculations in the 2022-23 Financial Statements and 2023-24 Estimates/Revised Estimates. School boards are requested to review all school data provided in the lists ensuring these are complete and accurate by January 13, 2023 (see Table 1 below).

**Table 1: High-Level Activities and Timelines:**

#	Activities	Detailed Process	Timelines
1	Ministry SLDV Instructions sent to School Board users	<ul style="list-style-type: none"> <li>The Ministry will provide an excel template of school level data to be reviewed and updated, where appropriate, as well as instructions to School Boards on how to enter this data in ECIS.</li> <li>The SLDV templates and instructions will be available in the File Download Portal (FDP) in the Education Finance</li> </ul>	November 4-11 2022

		Information System (EFIS) under the 2023-24 Estimates folder as per the FDP User Guide.	
2	ECIS-SLDV Template Training	<ul style="list-style-type: none"> <li>• The Ministry will provide online training to School Boards on how to verify, enter and update their school level data in ECIS.</li> <li>• The training will outline specific changes on the SLDV process for 2022-23 comparing this from previous year.</li> <li>• Meeting invites for the training sessions will be sent out to School Board users registered in ECIS. Please contact the Ministry if you are not a registered user in ECIS and would like to attend the training.</li> </ul>	November 23 and 24 2022
3	School Board Data Verification and Submission of Reviewed/Completed the SLDV Template back to the Ministry	<ul style="list-style-type: none"> <li>• School boards are required to verify and update their data in ECIS for the selected fields listed in table 2 below. For the subset of fields identified in the template, submit the completed templates, with sign-off confirmation from both the Senior Business Official and Senior Planning Official.</li> </ul>	January 13, 2023

School boards are reminded that the implication of not submitting correct data via the outlined SLDV process may have negative impact towards school-based funding calculations, 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; and
- Curriculum and Assessment Implementation Allocation.

The final lists of schools eligible for funding for 2022-23 will be sent to school boards for verification and confirmation by April 30, 2023. Please note that the list will include remote learning schools, where applicable, for reference purposes only. As in previous years, remote learning schools are not eligible for school-based funding, and school boards will be required to distribute any FTE reported in OnSIS in remote learning schools back to the students' home schools for each count date in EFIS. School boards are requested to contact the ministry's finance officers for any discrepancy and confirm the lists by June 15, 2023. Further details will be available and communicated when the 2022-23 final lists are ready.

In addition, to ensure fair and accurate temporary accommodation funding, it is recommended that school boards advise the Ministry of any changes to their portable inventory via email to [EICCU.EDU@ontario.ca](mailto:EICCU.EDU@ontario.ca), by December 31, 2022.

The Ministry has deployed the Education Capital Information System (ECIS) which is replacing SFIS and will be used to maintain accurate school level data from the SLDV process starting with the 2022-23 school year.

In previous years, school data changes were collected and logged in the SFIS directly by board or ministry admin users. For this years' process, school boards are asked to make the changes for the selected fields noted in **Column 1 of Table 2** below directly into ECIS.

Recognizing some aspects of ECIS may require training and to facilitate the transition from SFIS to ECIS having new data structure design and functionalities and following new business rules, school boards are requested to provide updated information in an excel template for selected fields as noted in **Column 2 of Table 2** below. Ministry staff will assist in entering these fields into ECIS on behalf of the school boards.

**Table 2: SLDV ECIS Fields and information for DSB to update in ECIS directly or in SLDV Template**

<b>COLUMN 1: INFORMATION DSBs ARE EXPECTED TO UPDATE IN ECIS DIRECTLY</b>	<b>COLUMN 2: INFORMATION DSBs ARE REQUESTED TO SUBMIT TO MINISTRY VIA TEMPLATE</b>
<p><b>1. SUA – Space Use Agreement Form (SFIS Info):</b></p> <ul style="list-style-type: none"> <li>• Name (SFIS Facility Name)</li> <li>• Expiration Date (SFIS Closing Date)</li> <li>• Commencement Date (SFIS Opening Date)</li> <li>• Grade from &amp; to (SFIS Grade Range)</li> <li>• DSB facility number (SFIS Board Unique ID)</li> <li>• X / Y coordinates (SFIS ID X/Y current year)</li> </ul>	<p><b>1. SUA – Space Use Agreement Form (SFIS Info):</b></p> <ul style="list-style-type: none"> <li>• SUA Status Change (Status Change of the SUA / SFIS ID Record),</li> <li>• Whether the School is at a Holding location?</li> <li>• New OTG values (requires room details)</li> </ul>
<p><b>2. Division/Program Form:</b></p> <ul style="list-style-type: none"> <li>• Program End Date (OnSIS BSID Program End Date)</li> </ul>	<p><b>2. Division/Program Form:</b></p> <ul style="list-style-type: none"> <li>• Has the program (BSID) moved locations or has the programs (BSID) ended - to identify holding school, school closure, or school moving location requests.</li> </ul>
<p><b>3. Building Form:</b></p> <ul style="list-style-type: none"> <li>• Operational Status of the building: <ul style="list-style-type: none"> <li>○ Planned,</li> <li>○ Under Construction,</li> <li>○ Operational (has an issued SFIS ID associated),</li> <li>○ Vacant (has no SFIS ID's),</li> <li>○ Inactive (No longer exists or owned by DSB)</li> </ul> </li> <li>• Address of the Building and its associated SFIS IDs</li> <li>• Building tenure – whether owned or leased.</li> </ul>	<p><b>3. Building Form:</b></p> <ul style="list-style-type: none"> <li>• Creation of New building?</li> <li>• Updates to Existing Building information such as, Inservice date, Primary Use.</li> </ul>
	<p><b>4. Owned Fee agreement (OFAs) or Real Estate Lease agreements (RE Lease) Form:</b></p> <ul style="list-style-type: none"> <li>• Creation of new OFAs agreements or updates to track ownership of buildings</li> <li>• Creation of new RE Leases or updates</li> </ul>
	<p><b>5. ADU/ALT program number of students over/under 21</b></p>

## Contacts

For further information please contact:

- for technical enquiries related to ECIS: [ECIS.Admin@ontario.ca](mailto:ECIS.Admin@ontario.ca) | [SIIE.Admin@ontario.ca](mailto:SIIE.Admin@ontario.ca)
- for business related enquiries: [EICCU.EDU@ontario.ca](mailto:EICCU.EDU@ontario.ca)
- for OnSIS: [ONSIS\\_SISON@ontario.ca](mailto:ONSIS_SISON@ontario.ca)
- for school level funding questions: Ministry's finance officers

*Originals signed by*

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