

**Ministry of Education**

Education Labour and Finance  
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**Ministère de l'Éducation**

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**2023: SB06**

**Date:** May 3, 2023

**Memorandum To:** Senior Business Officials  
Directors of Education

**Memorandum From:** Romina Di Pasquale  
Director  
Enrolment, Funding and Labour Policy Branch

**Subject:** **Reporting Secondary Class Size**

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As last announced in [2022: SB26 Secondary Class Reporting: Guide and Compliance Framework Implementation](#), the class size compliance framework for the secondary panel is in effect beginning in the 2022-23 school year. School boards that are not compliant with the secondary class size provisions outlined in *O. Reg. 132/12: Class Size* may be subject to compliance measures outlined in the secondary school class size compliance framework.

Under this compliance framework, school boards are responsible for reporting all in-person and online secondary classes, including classes organized through a consortium or partnership model. For online classes, the school board which employs the teacher or seconds/assigns the teacher to a consortium to teach the online class is responsible for reporting all pupils enrolled in that class taught by the teacher, *including those who are not pupils of the school board*, for the purposes of determining class size, as well as the student achievement data for all students in the class. The home school board of the student must report the enrolment of the student in the online class for the purpose of funding. As well, school boards are responsible for ensuring the integrity of all data submitted to the ministry.

As a reminder, *O. Reg. 132/12: Class Size* outlines class size limits and requirements by grade/panel, the methodology by which class sizes are determined and school board reporting requirements. For secondary school classes:

- the average class size in a given school year of a school board's secondary school in-person and remote classes shall not exceed 23.
- the average class size in a given school year of a school board's online classes shall not exceed 30.

School boards are required to submit their 2022-23 school year secondary class size data in the Ontario School Information System (OnSIS) by June 30, 2023. A school board that does not submit its secondary class size information to the ministry by the deadline may be subject to cash withholdings equivalent to 50 percent of monthly transfers from the ministry. If a school board is unable to meet the reporting deadline due to extenuating circumstances, please contact the ministry at [csreporting@ontario.ca](mailto:csreporting@ontario.ca) in advance of the June 30, 2023 due date to discuss the need for an extension.

Please refer to [O. Reg 132/12](#), the [Secondary Class Size Reporting Guide](#) and the [2022-23 Enrolment Register Instructions for Elementary and Secondary Schools](#) for more information on reporting students' enrolment for in-person/remote and online classes. Both resource documents are available via the [Financial Analysis & Accountability Branch website](#).

Please contact the OnSIS help desk at [onsis\\_sison@ontario.ca](mailto:onsis_sison@ontario.ca) should you have any questions related to the OnSIS submission. Please contact Nicholas Grieco at [nicholas.grieco@ontario.ca](mailto:nicholas.grieco@ontario.ca) or Nathan Rokosh at [nathan.rokosh@ontario.ca](mailto:nathan.rokosh@ontario.ca) for all other secondary class size reporting related questions.

Sincerely,

*Original signed by*

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