

Ministry of Education

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2023: SB10

Date: July 14, 2023

Memorandum To: Directors of Education

From: Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy Branch

Subject: **2023-24 Enrolment Register Instructions**

I am pleased to inform you that the 2023-24 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.

Enrolment Register Instructions for Elementary and Secondary Schools

The key policy updates:

- To align with the funding for remote learning administration announced in the 2023-24 Grants for Student Needs (GSN), school boards will need to create a remote Board School ID (BSID) for each panel to track remote learning ADE. Where a school board has partnered with another board to deliver remote learning, in alignment with the requirements outlined in Policy/Program Memorandum (PPM) 164, the home school board continues to report the Average Daily Enrolment (ADE) of those pupils.
- References to COVID-19 have been removed. Absences due to COVID-19 should be treated like other medical absences.

Enrolment Register Instructions for Continuing Education Programs

The key policy updates:

- Reporting requirements for the 55-hour upgrading credit courses offered during the summer have been added to the Register of Enrolment in Continuing Education Credit Courses in addition to the Summer School Register
- Reporting requirements for the Summer Learning Program (K-6), have been added to the Summer School Register instructions as the funding previously provided through the Council of Ontario Directors of Education, is moving from PPF into the Learning Opportunities Grant.

The enrolment register instructions also include a number of technical and policy clarification updates. All policy changes applicable to the 2023-24 school year are summarized on page 2 of the enrolment register instructions.

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 2022-23 school year. If you require further information about admissions and enrolment requirements, please contact enrolment@ontario.ca. If you require information about financial accountability and reporting requirements, please contact efis.support@ontario.ca.

Sincerely,

Original signed by

Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy Branch