

# **INSTRUCTION GUIDE**

## **Elementary Class Size Reporting**

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# INTRODUCTION

The purpose of this document is to provide user instructions for the elementary class size reporting process.

Questions should be directed to the ministry's email address dedicated to issues related to elementary class size reporting at [csreporting@ontario.ca](mailto:csreporting@ontario.ca). Please provide a telephone number if you wish to be contacted directly. Please note that any questions directed to ministry contacts will be redirected to this class size email address.

Please note that class size data may be made publicly available and may be subject to Freedom of Information requests. School boards are responsible for ensuring the integrity of all data submitted to the ministry.

## IMPORTANT INFORMATION FOR 2023-24

Please note the following for the 2023-24 class size reporting process:

- As in previous years, school boards are required to submit their elementary class size reports by October 31 as specified under the class size regulation (O. Reg. 132/12: Class Size).
- School boards will receive a warning message if they do not select a count date from the drop-down menu.
- The *2022-23 Elementary Class Size Reporting Form* is no longer valid and will not be processed. School boards must use the **2023-24 Elementary Class Size Reporting Form** for reporting elementary class size data to the ministry.
- To ensure the reporting form does not generate an error message in tab 3 when reporting students at a remote learning school, please remove the letters "SC" from the Board School Identification (BSID) number in the BSID column. In addition, please ensure the latest or most up-to-date BSID numbers are used in the BSID column.
- The kindergarten condition of "Purpose Built Accommodation is Not Available" has been removed from the template.

# PROCESS INSTRUCTIONS

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## CLASS SIZE REPORTING PROCESS

1. School boards must populate and complete the ***Elementary Class Size Reporting Form***. Please note only the following two sheets require completion:
  - *Board Summary & Attestation* Sheet – includes school board contact, count date and attestation on the class size data submitted.
  - *Class Size Data* Sheet – detailed class size information for all schools of the school board.

All other sheets of the *Elementary Class Size Reporting Form* (i.e. Board Statistics, Class Properties Legend and School List) are either pre-populated or will populate automatically. ***Detailed Instructions & Tips for completing this form are provided beginning on page 5.***

Class size information reported in the above form must be based on an instructional school date in September as chosen by the school board.

2. Completed forms must be approved by the Director of Education of the school board.
3. Completed forms must be emailed to the ministry at [csreporting@ontario.ca](mailto:csreporting@ontario.ca) to finalize the class size reporting submission. The Director of Education must be copied on this email.

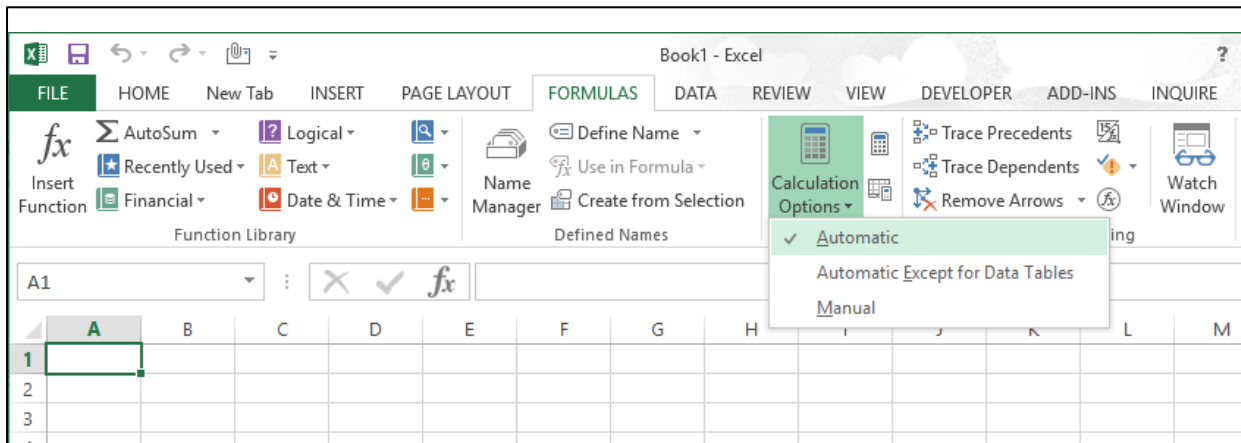
## FORM INSTRUCTIONS & TIPS

These are technical instructions to support school boards in filling out the *Elementary Class Size Reporting Form*. For details regarding class size limits and regulations, please see the class size regulation (*O. Reg. 132/12: Class Size*).

**Please ensure that ALL required fields in the Form have been completed before submitting the final report to the ministry.**

**Important tip:** Please ensure that the calculation mode in Excel is set to automatic or the form will not be able to display any potential errors in the submission when sending the class size data to the ministry.

To confirm this mode on the Formulas tab, select Calculation Options and ensure the check mark is set to “Automatic” (as shown below).



## Sheet 1: Board Summary & Attestation

### Section A: School Board Information

School boards are required to enter board-specific information, including the primary contact for elementary class size reporting. Please select school board name from the drop-down menu. The school board number will be pre-populated when the school board name is selected.

School boards must also select a count date from the drop down menu and ensure that all elementary class size data is accurate and true for all schools as of that date.

Note: School boards will receive a warning message if they do not select a count date from the drop-down menu.

Please refer to screen shot below for reference.

Board Summary & Attestation	
Section A: Board Information	
Board Name:	District School Board
Board Number:	B00000
Contact Name:	
Contact Email:	
Board Count Date (dd/mm/yyyy): Select from drop down menu	

To be filled out before submitting to ministry  
To be filled out before submitting to ministry  
To be filled out before submitting to ministry

### Section B: Status of Class Size Compliance

This section will populate automatically as data is entered in *Sheet 3: Class Size Data*. The school board is required to review the summary statistics contained in this section prior to attesting to the contents of the submission in Section C, below.

### Section C: Attestation

The purpose of this section is to document the school board's Director of Education's approval of all class size data submitted by the school board in the *Elementary Class Size Reporting Form*.

Summary statistics on the school board's class size data are provided in *Section B* in order to ensure that school boards are aware of their compliance status with regard to the class size regulations. Additional summary statistics for the school board are provided for reference in *Sheet 2: Board Statistics*.

This section should be completed after all class size data for the school board has been entered in *Sheet 3: Class Size Data* and the compliance status for the school board is reviewed in *Section B*.

Please ensure that there are no data errors prior to attesting. *Sheet 2: Board Statistics* will indicate to the user when there are errors present in *Sheet 3: Class Size Data* (See Row 7 on *Sheet 2: Board Statistics*).

When attesting, please ensure that the submission is representative and accurate as of the count date chosen by the school board (to attest, the Director of Education of the school board must select “Yes” in the Attestation section of *Sheet 1: Board Summary & Attestation*).

By completing *Section C* and indicating “Yes” in the bottom right corner, the school board confirms that the Director of Education of the school board has reviewed and attested to the elementary class size data submission contained within the form.

<b>Section C: Attestation</b>	
<b>Attention: Data must be entered in Sheet 3: Class Size Data prior to attesting</b>	
<p>By selecting “Yes” the board confirms that the Director of Education of the board has reviewed the elementary class size data contained in this form and attests that:</p> <ul style="list-style-type: none"><li>• The data contained in this report has been developed in accordance with the Ontario Class Size Regulation (O. Reg. 132/12); and</li><li>• The data contained in this report is representative and accurate as at the count date selected by the board (Row 8 of this sheet, above).</li></ul> <p>This form, once completed, must be submitted to the Ministry of Education at <a href="mailto:CSReporting@ontario.ca">CSReporting@ontario.ca</a>. The Director of Education must be copied on this email.</p>	<b>Yes</b>

### Section D: Comments (Optional)

This section is available for school boards that wish to provide other comments regarding the data submission.

### **Sheet 2: Board Statistics**

This section will be updated automatically based on inputs to *Sheet 3: Class Size Data*. The purpose of this Sheet is to ensure that school boards are able to review class size information at the board-level.

Please check the field on row 7, titled “Number of Reporting Errors in DATA”, prior to approval and attestation of the submission. This field must indicate “0” errors in order for the submission to be valid. If this field is greater than 0, it means that the data submitted in *Sheet 3: Class Size Data* contains errors. The school board will need to review the data in *Sheet 3: Class Size Data* and resolve all errors prior to attesting. Error messages will appear in *Sheet 3: Class Size Data*, highlighted in red, at the far right section of each data row that has an error. It is up to the user to resolve the error by entering an appropriate option or data.

Note: If there are issues with the automatic data updates, please refer to the “Important Tip” about the calculation mode in Excel on page 5 of this document.

### Sheet 3: Class Size Data

All values entered in this sheet must be **numeric whole numbers**.

**Please do not skip rows.**

In the case of misreporting, an error message will appear in red on the far-right section of the form. The message will indicate the nature of the error. It is up to the user to resolve the error by entering an appropriate option or data.

BSID	Class Number	Enrolment											Class Properties			Warning/Error Description			
		JK	K	G1	G2	G3	G4	G5	G6	G7	G8	Self Contained Special Education	Class Type / Track	Kindergarten Conditions	Class Delivery Type				
90210	1	26														1	1	1	
90210	2	26	6													1	2	1	
90210	3		31													1	3	1	
90210	4		32													1	4	1	
90210	5		33													1	5	1	
90210	6			19												1	2	1	Invalid Class Property Option Selected
90210	7			20												1	1	2	
90210	8																		Class cannot have zero enrolment
90210	9				15											1	1	3	
90210	10				25											1	1	1	
90210	11													8		1	1	1	
90210	12						2								10	1	1	1	Self Contained Special Education classes must be reported separately
90210	13															1	1	1	Class cannot have zero enrolment
90210	14							27	28							1	1	1	
90210	15									24						1	1	1	Invalid Class Delivery Type Option Selected for class
90210	16															1	1	1	
90210	17															999	1	1	Invalid Option for Track Please Enter School Number

- The Board School Identification (BSID) number must be populated for each class in the **BSID** column. A list of BSIDs for the schools in your school board is provided in *Sheet 5: Schools List* for your reference.
- To ensure the reporting form does not generate an error message in tab 3 when reporting students at a remote learning school, please remove the letters “**SC**” from the Board School Identification (BSID) number in the BSID column. And please ensure the latest or most up-to-date BSID numbers are used in the BSID column.
- Please note that the information provided in *Sheet 5: Schools List* is based on school board data from the previous school year. School boards must include class size information for any new school not currently included on the *List*.
- A **Class Number** must be assigned for each class within a school. Populate the columns as appropriate.



- The **Enrolment** section must be populated by entering the number of students (headcount) from each grade (junior kindergarten (JK) to grade 8) that are in that class, as applicable.
- The **Self-Contained Special Education** section must be populated by entering the total enrolment of the Self-Contained Special Education class. A Self-Contained Special Education class is defined as a class with students who spend more than 50% of their instructional time together in a self-contained special education class.
- All **Class Properties** must be filled out for each class as appropriate in order to report a valid entry. The following table describes the numeric values which must be entered for the various fields in the Class Properties section:

Class Properties	Valid Numeric Entry	Description	Further Details/Conditions
Class Size Type/Track	1	Main Language of Instruction/ Regular	<ul style="list-style-type: none"> <li>• Class is taught in the main language of instruction.</li> </ul>
	3	French Immersion	<ul style="list-style-type: none"> <li>• This applies to French Immersion Classes in English-Language school boards only.</li> </ul>
	105	HSP	<ul style="list-style-type: none"> <li>• Special education course code added at the request of Toronto District School Board.</li> </ul>
	106	ISP	<ul style="list-style-type: none"> <li>• Special education course code added at the request of Toronto District School Board.</li> </ul>
	10-14	Placeholder	If a school board wishes to select an alternative track that is not an option, please select this as a placeholder option and inform the ministry of the track and track ID for future updates.
	Other	Additional numeric values that have been accepted in previous years will still be recognized within the <i>Board-Level Form</i> .	

<b>Class Properties</b>	<b>Valid Numeric Entry</b>	<b>Description</b>	<b>Further Details/Conditions</b>
<i>Kindergarten Conditions</i>	1	Not Applicable	This option is for any class where a kindergarten exemption is not required, including: <ul style="list-style-type: none"> <li>• Classes which do not have any students from junior kindergarten (JK) or kindergarten (K), OR</li> <li>• Classes with students from JK and/or K <u>and</u> students from other grades; OR</li> <li>• Classes with students from JK and/or K which have 29 students or fewer.</li> </ul>
	2	Program is negatively affected	<ul style="list-style-type: none"> <li>• Up to 10% of kindergarten classes are permitted to have between 30 and 32 students only under certain circumstances, as outlined in the class size regulation. Please indicate which condition applies, using values 2 or 3.</li> </ul>
	3	Compliance will increase the number of kindergarten-combined splits	
	4	Other	This option is for classes which are non-compliant, for example: <ul style="list-style-type: none"> <li>• Classes with students from JK and/or K which have more than 32 students; OR</li> <li>• Classes with students from JK and/or K which have 30 or more students up to a maximum of 32 for reasons other than those listed in 2 or 3 above.</li> </ul>
<i>Class Delivery Type ID</i>	1	In-Person	Classes taught in a conventional classroom setting with pupils attending in-person
	2	Remote	Classes taught remotely - when pupils are learning virtually
	3	Hybrid	Classes taught both in-person and remotely at the same time

Please correct any reporting errors in *Sheet 3: Class Size Data* before approval and attestation of the data. School boards cannot complete the reporting process unless all data errors (if any) are corrected.

*Note: Sheet 2: Board Statistics will indicate the total “number of reporting Errors in DATA” on row 7. This field must indicate “0” in order for the submission to be valid.*

**Please email the completed form to the Ministry of Education at [csreporting@ontario.ca](mailto:csreporting@ontario.ca).**

## General Tips and FAQs:

### General Tips

- Please use only the form which the ministry emailed to your school board contact(s) for the current year's elementary class size collections. The prior year's forms will not be valid.
- Please do not alter the form name when completing the Class Size submission.
- Please do not skip rows.
- Please do not cut and paste in the Class Size Data tab.
- Every class property must be selected as appropriate to report a valid class.
- *Total Enrolment* cannot be equal to 0.
- The Attestation Section of the forms must be completed by the Director of Education of the school board.
- School boards are responsible for providing an update regarding school openings and closures to the ministry. If your board has had school openings or closures that are not reflected in the list of schools in the reporting form template, please provide a list of new and closed schools (name of school and associated BSID) to [csreporting@ontario.ca](mailto:csreporting@ontario.ca).

### FAQs:

#### 1. Are school boards required to attest to the data submitted?

School boards are required to attest to the data as part of the ministry submission process.

School boards are responsible for developing their own process to assist their Director of Education in verifying that the data is accurate.

The school board's Director of Education is required to approve the final submission to the ministry, which is demonstrated by completing the Attestation Section of the form (Sheet 1, Section C).

#### 2. When is the Elementary Class Size Reporting Template due to the ministry?

As per Ontario Regulation 132/12 - *Class Size*, 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, as prescribed by the regulation, is October 31, 2023.

The Director of Education must be copied on the final class size reporting submission emailed to the ministry.

### **3. How can I tell if my data has errors?**

In the case of misreporting, an error message will appear in red on the far-right section of *Sheet 3: Class Size Data*. The message will indicate the nature of the error (e.g. if there is missing data or an invalid option was chosen). *Sheet 2: Board Statistics* will also provide the total number of reporting errors in the data. Please refer to Row 7 of the sheet.

Please note these error messages are specific to data errors and invalid entries. Error messages will not be shown if the school board is non-compliant with the class size regulation. However, *Section B* in *Sheet 1: Board Summary and Attestation* provides a summary of school board statistics related to the class size regulation requirements.

### **4. How do I select my school board?**

Click on the “enable editing” button. Once you “enable editing” a drop-down menu will appear with a list of school boards.

### **5. How do I edit/add remote learning locations?**

The “school list” tab of the excel form is just meant to be used as a reference. You can add or remove schools when reporting on the third tab (“Class Size Data”). There is no automation between the two tabs.

### **6. What are the remote learning class size requirements?**

Classes delivered though remote learning are bound by same class size requirements as in-person classes, outlined in the regulation.

### **7. How should class sizes for remote learning be reported?**

School boards may offer remote learning instruction directly, they may partner with another school board to provide remote learning instruction on their behalf, or they may work with other school boards to deliver remote learning collaboratively.

Each school board with remote learning enrolment will need to create a remote Board School ID (BSID) for each panel to track remote learning average daily enrolment (ADE).

Where a school board chooses to partner with another board to deliver remote learning, the school board delivering the remote learning should report the class for class size reporting and include all students in the class, including those who are from other school boards.

**8. Are school boards required to complete and submit separate class size reports based on the delivery model?**

School boards are required to submit one class size report for the entire school board that should include remote learning, hybrid, and in-person classes.

**9. How should students who are participating in asynchronous remote learning be counted?**

If students are participating in asynchronous learning with a school board, then they should have an assigned teacher and they should be counted as part of the class size report.

Please ensure that the school board is meeting the minimum requirements for asynchronous learners as set out in Policy/Program Memorandum No. 164, including daily attendance tracking and a daily schedule or timetable in accordance with the 300-minute instructional day.