

2023: SB12

**MEMORANDUM TO:** Senior Business Officials

**FROM:** Eric Ward  
Director  
Education Data Branch

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

**DATE:** August 23, 2023

**SUBJECT:** 2023-24 Elementary Class Size Reporting

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We are writing to share information about the reporting process for 2023-24 elementary class size data.

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 elementary class size reports for the 2023-24 school year is October 31, 2023. 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.

**ELEMENTARY CLASS SIZE REPORTING PROCESS**

1. Populate and complete the following two worksheets of the attached **2023-24 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.

Notes:

- 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](mailto:csreporting@ontario.ca).
- A continuing data element for the 2023-24 school year is students undertaking full-time remote learning. These students should be included in the Reporting Form. Additional details on remote learning are included below.

2. Completed forms must be emailed to the ministry at [csreporting@ontario.ca](mailto: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.

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 on the next page of this document).

When completing the elementary class size reporting template, boards are reminded to refer to memorandum 2023:B04 – 2023–24 Grants for Student Needs Funding, particularly the requirement that each board with remote learning enrolment will need to have a remote Board School ID (BSID) for each panel. In addition, remote learning classes continue to be required to meet the in-person class size requirements as outlined in the class size regulation (O. Reg. 132/12). Where a school board chooses to partner with another board to deliver remote learning, the 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 boards.

Please direct questions related to the reporting of elementary class size data to [csreporting@ontario.ca](mailto:csreporting@ontario.ca).

Sincerely,

*Original signed by*

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Eric Ward  
Director, Education Data Branch

*Original signed by*

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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).