

Ministry of Education

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2023: SB13

Date: September 8, 2023

Memorandum To: Senior Business Officials

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

Eric Ward
Director
Education Data Branch

Subject: 2023-24 Secondary Class Size Reporting and Instruction Guide

We are writing to share information about the reporting process for 2023-24 secondary class size data and to provide updates to the *Secondary Class Size Reporting Instruction Guide*.

Secondary Class Size Reporting Requirements

As outlined in the Class Size regulation, [Ontario Regulation 132/12](#), school boards are required to submit data for each school year on class size in secondary schools. The ministry calculates the reported secondary average class size (SACS) based on class and course enrolment records submitted through the Ontario School Information System (OnSIS) October and March secondary submissions (see additional information on SACS reports below).

School boards are required to complete the October submission by January 31, 2024 and the March submission by June 30, 2024 for the 2023-24 school year. In any year, a school board that does not complete their OnSIS October and March secondary submissions by the deadline

may be subject to immediate cash withholdings equivalent to 50 per cent of monthly transfers from the ministry.

To support accurate and consistent reporting, the [Secondary Class Size Reporting Instruction Guide](#) has been updated to support school boards in reporting online and remote secondary school class size data to the ministry as follows:

- Where a teacher is assigned to teach an online class that is scheduled over different periods/blocks to accommodate students' schedules/timetables, the total enrolment for the different periods/blocks must be reported as one class.
- The school board which employs the teacher providing instruction or seconds/assigns the teacher to a consortium to teach the online or remote 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.

Secondary Average Class Size (SACS) Reports

SACS Reports (e.g., school-level reports and class-level reports by school) will continue to be made available to school boards for both in-person (including remote) and online classes in OnSIS. Once all secondary schools in a school board have completed their October or March OnSIS submissions, school boards will receive an email from the ministry with information on accessing their school and board level SACS reports through the Secure Online Data Transfer (SODT) tool. School boards should review their in-person (including remote) and online class sizes to ensure accuracy and compliance.

Resources

Please see the revised [Secondary Class Size Reporting Guide](#) and the [2023-24 Enrolment Register Instructions for Elementary and Secondary Schools](#) for more information on reporting students' enrolment for in-person, remote and online classes.

Please direct questions related to the reporting of secondary class size data to onsis_sison@ontario.ca.

Sincerely,

Original signed by

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

Original signed by

Eric Ward
Director, Education Data Branch

c: Directors of Education