

Ministry of Education

Education Labour and Finance
Division

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Ministère de l'Éducation

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2024:SB10

Date: May 29 , 2024

Memorandum to: Directors of Education
Senior Business Officials

From: Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: **Core Ed Enrolment Forecast Process Update**

I am writing to provide information on an updated enrolment forecast reporting process, starting with the 2024-25 school year.

Following a pilot in the 2023-24 school year, the ministry will start to formally collect enrolment forecasting information annually in two phases. This updated process will assist the ministry in gaining a timely understanding of potential enrolment changes after the school year has begun which will support the ministry's annual planning and budgeting process.

School boards will receive another memorandum in early September 2024 that will include detailed instructions for school boards to complete the two enrolment forecast templates as follows:

- 1) **Enrolment Early Read Forecast**, which is a board-level template asking school boards to identify changes in their current year's enrolment forecast from what was submitted in their Estimates submission, through the Education Finance Information System. This information is limited to collecting two data points, total enrolment change by elementary and secondary panels. This template will be due no later than mid-October annually.

- 2) **Enrolment Forecast Template**, which is the traditional multi-year **forecast**, including both the current school year's enrolment forecast and a four-year outlook. No changes are expected to this template and will generally be due annually around the financial statement submission deadline.

If you have any questions please contact Education.Enrolment.Submissions@ontario.ca.

Sincerely,

Original signed by

Xiaofei Wang
Director
Education Modelling and Forecasting Branch