

**Ministry of Education**

Education Labour and Finance  
Division

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Toronto ON M7A 0B8

**Ministère de l'Éducation**

Division des relations de travail et du  
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**2024: SB12**

**Date:** June , 2024

**Memorandum To:** Directors of Education

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

**Subject:** **2024-25 Enrolment Register Instructions**

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I am pleased to inform you that the 2024-25 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](#).

Each year, the ministry strives to improve the enrolment register instructions for its education partners. For the upcoming school year, the Enrolment Register Instructions includes clarifications and technical updates on attendance and enrolment reporting policies based on partner feedback or to align the instructions with other ministry policies. Policy changes are summarized below and on page 2 of the Enrolment Register Instructions.

**Enrolment Register Instructions for Elementary and Secondary Schools**

The key policy updates include:

- Aligning the enrolment register instructions with Policy and Program Memorandum (PPM) 169.
- The “Excused Absence” section has been revised to include the requirements to excuse mental health absences as either a medical absence or under subsection 23(3) of Regulation 298. In addition, supporting documentation from a registered social worker

in good standing with the Ontario College of Social Workers and Social Services Workers is also acceptable to excuse mental health absences as medical absences.

- Aligning with full-day absence instructions, secondary pupils who are absent from a course for 15 consecutive scheduled days can remain in that course if they return on the 16th day of absence.

### **Enrolment Register Instructions for Continuing Education Programs**

The key policy updates include:

- Clarifying that pupils attending an Education and Community Partnership Program (ECPP) may take Continuing Education Credit Courses and/or Correspondence/Self-Study/Online Learning, as well as Adult Indigenous Language Instruction and may attract provincial funding. Pupils enrolled in an ECPP may also enrol in the Literacy and Numeracy Program at the recommendation of the principal and will generate funding at the Continuing Education rate. School boards offering other Continuing Education programs to ECPP pupils, must mark the pupil as "Other Pupil" and will not generate funding.

I encourage all staff responsible for enrolment reporting, including school principals, to review these documents prior to the start of the 2024-25 school year. If you require further information about admissions and enrolment requirements, please contact [enrolment@ontario.ca](mailto:enrolment@ontario.ca). If you require information about financial accountability and reporting requirements, please contact [efis.support@ontario.ca](mailto:efis.support@ontario.ca).

Sincerely,

*Original signed by*

Romina Di Pasquale  
Director  
Enrolment, Funding & Labour Policy Branch