

Ministry of Education
Education Data Branch
777 Bay Street
4th Floor, Suite 422
Toronto, Ontario M5G 2E5

Ministère de l'Éducation
Direction des données relatives à
l'éducation
777, rue Bay, Bureau 422, 4^e étage
Toronto (Ontario) M5G 2E5



2024: SB15

MEMORANDUM TO: Senior Business Officials

FROM: Claire Corinthios
Director
Education Data Branch

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

DATE: August 28, 2024

SUBJECT: 2024-25 Class Size Reporting

We are writing to share information about the reporting process for 2024-25 elementary and secondary class size data.

Elementary Class Size Reporting

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 2024-25 school year is October 31, 2024. 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 **2024-25 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.
 - A continuing data element for the 2024-25 school year is students undertaking full-time remote learning. Students undertaking remote learning through a fully remote or a hybrid delivery option 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 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.

Additionally, school boards must ensure that each class number/identifier for a class within a school is unique to that class and distinct from other classes in the school. Whilst the guidance does not mandate class numbers/identifiers, having classes from the same school with the same class numbers/identifiers leads to confusion in our calculations, and slows down the ministry's quality assurance process.

Secondary Class Size Reporting

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, 2025 and the March submission by June 30, 2025 for the 2024-25 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.

Secondary Average Class Size (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.

Compliance Framework

School boards that are not compliant with the provisions of the regulation may be subject to compliance measures as outlined in the Compliance Frameworks found in the Class Size Reporting Guides. The 2024-25 compliance framework for both elementary and secondary class sizes are being updated to apply to the new school board administration spending limit in the Core Education Funding. Previously under the Grants for Student Needs, a reduction was applied to a school board's administration and governance funding envelope for non-compliant school boards. This reduction will now be applied to a school board's administration spending limit.

To support accurate and consistent reporting please refer to the [Elementary Class Size Reporting Guide and the Secondary Class Size Reporting Instruction Guide](#).

When completing the elementary class size reporting template or submitting secondary class size data in OnSIS, school 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.

Sincerely,

Original signed by

Claire Corinthios
Director, Education Data Branch

Original signed by

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

c: Directors of Education