

Ministry of Education

Education Labour and Finance
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2024:SB19

Date: September 06, 2024

Memorandum to: Directors of Education
Senior Business Officials

From: Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: 2025-26 Core Education Funding Enrolment Forecast – 2024-25
Early Read and 2025-26 Enrolment Forecast (District School
Boards)

I am writing to share the instructions for the district school boards to complete the 2024-25 early read and 2025-26 enrolment forecast, as outlined in Memorandum [2024:SB10](#) *Core Ed Enrolment Forecast Process Update*.

2024-25 Enrolment Early Read Forecast

Following a pilot in the 2023-24 school year, the ministry is starting to formally collect the Enrolment Early Read Forecast annually. This information 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.

Please submit the completed Enrolment Early Read Forecast for both elementary and secondary panels by **October 11, 2024**, through these SharePoint links ([elementary link](#) and [secondary link](#)).

2025-26 Core Education Funding (Core Ed) Enrolment Forecast

As part of the annual process of determining projected Core Ed operating funding for the subsequent school years, school boards are requested to provide the preliminary Revised Estimates Average Daily Enrolment (ADE) for the 2024-25 school year reflecting actual October 31 count data and projected ADE for the 2025-26 to 2028-29 school years in the 2025-26 Core Ed Enrolment Forecast.

Please submit the completed Enrolment Forecast document (attached) through this SharePoint site [link](#) by **November 22, 2024**.

Note that it is important to follow the naming convention when submitting the 2025-26 Core Ed Enrolment Forecast. The naming convention is **DSB#_DSB Name_ 2025-26 Enrolment Forecast Template** and can be found in Row 12 of the 2025-26 Core Ed Enrolment Forecast document. Once the Enrolment Forecast is submitted, the document will be removed from the SharePoint site after it is processed by ministry staff. If there is a need to submit a revised Enrolment Forecast after the initial submission, please notify the ministry.

SharePoint Site Instructions

Instructions on using the SharePoint site, including on how to submit the 2024-25 Enrolment Early Read and the 2025-26 Core Ed Enrolment Forecast, can be found by following the link “How to Upload a Document” on this SharePoint site [link](#).

The screenshot shows the SharePoint site interface for 'School Board Financial Reports / Rapports financiers des conseils scolaires'. The main content area is titled 'Enrolment Forecast' and includes the following text:

*** La version française suit ***

The ministry collects enrolment forecasting information annually in two phases, as outlined in Memorandum 2024-SB10 Core Ed Enrolment Forecast Process Update and Memorandum 2025-26 Core Education Funding Enrolment Forecast – 2024-25 Early Read and 2025-26 Enrolment Forecast (District School Boards).

Please select the option on the right to submit the required documentation for the following:

- 2024-25 Enrolment Early Read Forecast
2024-25 Enrolment Early Read Forecast is due **October 11, 2024**. If district school boards have either Elementary data or Secondary data ready, please feel free to provide the data. It's not necessary to provide both Elementary and Secondary data at the same time.
- 2025-26 Enrolment Forecast
2025-26 Enrolment Forecast Template is due **November 22, 2024**.

For any questions, please contact Education.Enrolment.Submissions@ontario.ca.

Prévisions des Effectifs

Le ministère recueille des renseignements chaque année sur les prévisions des effectifs en deux phases, comme indiqué dans la note de service 2024-SB10 Le point sur les prévisions relatives à l'effectif dans le cadre du financement principal de l'éducation et note de service 2024-SB Prévisions relatives à l'effectif dans le cadre du financement principal de l'éducation 2025-26 — Prévisions préliminaires des effectifs 2024-25 et Prévisions des effectifs 2025-26 (conseils scolaires de district).

Veillez sélectionner l'option à droite pour soumettre la documentation requise pour les éléments suivants:

- Prévisions préliminaires des effectifs 2024-2025
Les prévisions des effectifs 2025-2026 doivent être remises au plus tard le 22 Novembre 2024.

The 'Submission Links and Resources' section on the right contains the following links:

- How to Submit Enrolment Forecasts/Comment soumettre les prévisions des effectifs (highlighted with a red box)
- Elementary-Enrolment Early Read Forecast/Élémentaire-Prévisions préliminaires des...
- Secondary-Enrolment Early Read Forecast/Secondaire-Prévisions préliminaires...
- Enrolment Forecast Template/Modèle de prévision des effectifs

If you have any questions on the submission process including access to the SharePoint site, or in completing the 2024-25 Enrolment Early Read Forecast or 2025-26 Enrolment Forecast, please contact Education.Enrolment.Submissions@ontario.ca.

Thank you for your co-operation and attention in providing the requested information.

Sincerely,

Original signed by

Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Attachments: 2025-26 Core Ed Enrolment Forecast document