Ministry of Education	**Ministère de l'Éducation**	**Ontario**

School Board Advanced
Supports Branch

Direction du soutien amélioré
aux conseils scolaires

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2024: SB25

Date:	November 15, 2024
Memorandum to:	Senior Business Official
Superintendent of Facilities/Planning
From:	Mehul Mehta
Director
Capital School Board Advanced Support Branch
Subject:	2024-25 Annual Data Verification for Schools

The goal of Annual Data Verification (DV) process is to verify school building and temporary asset utilization that would support allocation of ministry funding.

For 2024-25, Data verification will comprise of the following three components:

#	Component	Template	Due Date
1	**Open / Operating Schools List:** List of school facilities with programs that are open and operating as of October 31, 2024.	Board Name & SLDV Verification.xls	January 15, 2025
2	**Temporary Accommodation:** List of portable/portapack in use at each campus / site as of October 31, 2024.	Board Name & TA Verification.xls	January 15, 2025
3	**Room Details:** Linking every room in each school building to a program(s) utilizing the room as October 31, 2024	Board Name & Room Details Verification.xls	February 12, 2025

These three templates pre-populated with relevant information is now available via the School Board Data Validation Sharepoint Site. Access to this site is based on current user accounts for the Education Capital Information System (ECIS).

School boards are requested to upload the completed excel templates in their respective folders by their respective deadlines. The verified lists must be confirmed by the board's senior business official and senior planning official by signing and dating the "Signature" sheet provided in each template.

Upon receiving this information, ministry staff will update ECIS to reflect the data submitted.

For further information, including access to the Sharepoint site, please contact: EICCU.EDU@ontario.ca

Original signed by

Mehul Mehta
Director
School Board Advanced Support Branch