

Ministry of Education

Ministère de l'Éducation

Education Labour and Finance
Division

Division des relations de travail et du
financement en matière d'éducation

315 Front Street West
12th Floor
Toronto ON M7A 0B8

315, rue Front Ouest
12^e étage
Toronto (Ontario) M7A 0B8

2025: SB03

Date: July 4, 2025

Memorandum To: Directors of Education

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

Subject: **2025-26 Enrolment Register Instructions**

I am pleased to inform you that the 2025-26 Enrolment Register Instructions for Elementary and Secondary Schools and Continuing Education Programs are now available on the [Ministry](#) and [Financial Analysis and Accountability Branch](#) websites.

Each year, the ministry works to enhance the Enrolment Register Instructions for its education partners. For the upcoming school year, we have made policy updates, as well as clarifications and technical updates, based on feedback, to align with ministry policies and to make the document easier to navigate. Policy changes are summarized below and at the beginning of each Register Instruction document.

Key policy updates include:

- Aligning with the ministry policy updates to reconfigure the current **Education and Community Partnership Program (ECPP)** funding component into two new separate components (Education and Community Partnership Programs (ECPP) and Care and Treatment Education Programs (CTEP))
- Reporting CTEP pupils as Pupils of the Board (POB) on the **Elementary and Secondary Enrolment registers** to allow students continued access to school resources during their time in the program, including transition periods. Previously CTEP and ECPP pupils could not be reported on the Elementary and Secondary Enrolment registers during their time in the program. Although CTEP pupils will now be reported as POB, these students will continue to

not generate funding for the duration of their participation in the CTEP. School boards must report CTEP pupils on the registers as 0.0 Full-Time Equivalent (FTE), with an "N" code indicating non-instructional time and as "shared pupils" with the CTEP Board School ID (BSID). Attendance for CTEP pupils should be tracked under the CTEP BSID until their full transition back to regular day school. No change is being made for ECPP pupils and they continue to be excluded from these registers during their time in the program.

- Updating CTEP pupils' enrolment status on the **Continuing Education enrolment registers** from "Continuing Education pupil" to "Part-Time day school pupil" during their participation in a CTEP, including transition periods. CTEP pupils will now be eligible to be reported on all continuing education registers. Previously, CTEP and ECPP pupils were reported as "Continuing Education pupil" on the Continuing Education registers and as a result were excluded from Summer School and International & Indigenous Languages Elementary (IILE) Program registers. ECPP pupils' enrolment status will remain as "Continuing Education pupil" and they will continue to be excluded from these two registers.
- Effective for the 2025-26 school year, for students receiving remote learning instruction from a school board outside of their jurisdiction ("remote learning board"), a Supervisory Officer of the school board or a principal from the local school in the jurisdiction where the pupil resides can review the pupil's Ontario residency documentation in person and sign off on the remote learning board's **Pupil Eligibility Attestation Form**. This process is only for exclusively remote learners and does not apply to online learners.

Some of the elements set out in this memo can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the Education Act or other legislation as required. Such regulations have not yet been made. Therefore, the content of this memo should be considered subject to such regulations, if and when made.

I encourage all staff responsible for enrolment reporting, including school principals, to review these documents prior to the start of the 2025-26 school year. If you require further information about admissions and enrolment requirements, please contact enrolment@ontario.ca.

Sincerely,

Original signed by

Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy Branch