

School Board Advanced
Supports Branch

Direction du soutien amélioré
aux conseils scolaires

315 Front Street West
15th Floor
Toronto ON M7A 0B8

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

2025: SB08

Date: October 14, 2025

Memorandum to: Senior Business Official
Superintendent of Facilities/Planning

From: Mehul Mehta
Director
Capital School Board Advanced Support Branch

Subject: 2025-26 Annual Data Validation for School Boards

The goal of annual Data Validation (DV) process is to review and verify the school board data which is used to support the allocation of ministry funding such as:

- Temporary Accommodation Allocation,
- Top-up component within the School Operations and School Renewal Grant (which also indirectly affects funding through the Declining Enrolment Adjustment),
- School Foundation Grant,
- Supported Schools Allocation,
- Actualisation linguistique en français Allocation, and
- Curriculum and Assessment Implementation Allocation.

For 2025-26, the ministry will be utilizing the Education Capital Information System (ECIS) to conduct the Data Validation process. School boards are requested to update the two components of information below directly into ECIS using the following link: www.ecis.edu.gov.on.ca/app/ecis

#	Component	Instructions	Submission Due Date
1	Assets <ul style="list-style-type: none"> • List of owned or leased assets (buildings, lands, temporary assets (portables)), as of October 31, 2025. 	Click to access the Data Validation Checklist	January 9, 2026
2	Occupants and Space Usage <ul style="list-style-type: none"> • List of occupants (SFIS IDs) for the 2025-26 school year. • List of spaces used by each occupant (in buildings and temporary assets), on October 31, 2025. • List of planned occupants for the 2026-27 school year. 		

The board must complete the actions found in the [Data Validation Checklist](#) document, which is located in the School Board Data Validation SharePoint Site. Access to the SharePoint site is based on current user accounts for ECIS. For any complex transactions that cannot be completed in ECIS, the board must contact the ministry prior to the deadline. Upon completion, the board must submit the Data Validation submission form found in the Checklist document.

Upon receiving the Data Validation submission form, ministry staff will generate a report to reflect the data submitted.

Data Validation Training

The ministry will be hosting training sessions on completing the Data Validation process in ECIS. At least one representative from each board is requested to attend. Details regarding session dates and times will be shared within two weeks of the release of this memo.

For questions, further information, or access to ECIS or the SharePoint site, please contact:

EICCU.EDU@ontario.ca

Original signed by

Mehul Mehta
Director
School Board Advanced Support Branch