Care and/or Treatment, Custody and Correctional (CTCC) Education Programs Excel File Instructions

For Boards that had CTCC Approvals for 2017-18

1. You will need to know your Board number.
2. Download the file flatfile.xls, save it and close it.
3. Download Section 23 Forms (Sec23_1819.xls), save it and close it.
4. Open flatfile.xls.
5. Open the Sec23_1819.xls (For the 5 divested programs, open Sec23_Divested_1819.xls)
6. Select your board number from the list of boards supplied. (Note: For Toronto DSB there are 4 types listed.)
7. Click on the button marked "LOAD". Then click OK on the pop up window. (This will load all the information from the approved programs during the 2018-19 cycle, except for information relating to student enrolment and financial figures. It will also provide five additional tabs for inputting information for new programs, should you have any.)
8. Please make all the necessary changes and additions by filling in the appropriate cells or using the drag down menus. Do not alter the format of the form in any way.
9. If you have any questions or need further assistance please contact your Education Officer in the Regional Office responsible for the approval and funding of programs for pupils in government approved Care and/or Treatment, Custody and Correctional Facilities.

For Boards that did not have approvals for 2017-18

1. Open the file Sec23_1819.xls
2. Select the "Form1" tab at the bottom of the worksheet.
3. Enter your DSB number.
4. Select the "Language" tab at the bottom of the worksheet.
5. Click on the language preferred.
6. This will provide two blank tabs for completion.
7. If you have any questions or need assistance please contact your Education Officer in the Regional Office responsible for the approval and funding of programs for pupils in government approved Care and/or Treatment, Custody and Correctional Facilities.