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Transfer Payments and
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2005: SB24

MEMORANDUM TO: Directors of Education
Superintendents of Business and Finance

FROM: Wayne Burtnyk
Director
Transfer Payments and Financial Reporting

DATE: October 7, 2005

SUBJECT: Class Size Data Collection – Elementary Panel

On September 6, 2005, the Minister announced plans to publish detailed primary school class size information on the Ministry's Public Website. This will allow parents to start tracking progress school by school and class by class as we move to the 20:1 cap. This new Class Size Tracker Website will show the enrolment in each class in each school for the years 2003-04 and 2004-05. Data for 2005-06 is to be added at the end of November or early in December 2005. Data for future years will be added as it becomes available.

The ministry will use the class size data reported by school boards in the 2003-04 and 2004-05 October School Reports for publication to the Website. Given the need to make this information available to parents and the public on a timely basis, the ministry has established a due date of November 15, 2005 for a partial submission of the elementary school 2005-06 October School Report.

A number of boards have indicated that certain sections of the October School Report are more difficult than others to complete within the existing November 30 deadline (e.g. sections on special education enrolment by exceptionality and number of computers). Consequently, in an effort to ensure class size information can be published in December, the ministry will permit boards to submit a partial data set to the ministry by the November 15 deadline. As a minimum, the data set must include the class size data (section N) as well as the related enrolment sections – elementary panel. Boards can then complete the data submission for the remaining sections at a later date.

Please refer to the detailed instructions regarding the collection of data through the October School Reports outlined in MISA memo #9 from Aryeh Gitterman, dated September 19, 2005.

In order to streamline the collection of data on class size and relieve boards of some of the administrative workload, the ministry will eliminate the requirement for boards to submit the Average Class Size report for the elementary panel, which was normally due on December 15 of each year. This report will no longer be required for the elementary panel. The need for the report for the secondary panel, usually required on April 30, will be determined in 2006.

The ministry is looking to school boards for their co-operation in managing this very important initiative. It is critical that boards place increased emphasis on getting the October School Reports in to the ministry by the November 15 due date. There will be no extensions to the November 15 deadline for class size information.

School boards will have an opportunity to preview the Class Size Tracker Website before it is opened up to the public. Details on accessing the website will be provided via email as soon as possible.

If you have any questions on the above, please contact Peggy McCormick at (416) 325-2055 or peggy.mccormick@edu.gov.on.ca.

A handwritten signature in black ink, appearing to read "W. Burtnyk", with a period at the end.

Wayne Burtnyk