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MEMORANDUM TO:	Directors of Education Secretary - Treasurers of School Authorities
FROM:	Eric Ward Director, Education Statistics and Analysis Branch
DATE:	September 29, 2021
SUBJECT:	Fall 2021-22 Ontario School Information System (OnSIS) Data Collection and Education Information Updates

The purpose of this memorandum is to provide information on:
- Access to the Education Information Centre
- Managing Information for Student Achievement (MISA)
- The 2021-22 Ontario School Information System (OnSIS) submission timelines
- Information regarding OnSIS submissions
- An update on upcoming OnSIS data collection enhancements
- Information regarding privacy protection practices

We appreciate your continued work to submit data that supports ministry decision-making and reporting. Data submitted through OnSIS is also rolled-up and made available for board analysis and decision making through the Education Information Centre (EIC).

Access to the Education Information Centre

Data and information is available to school board staff through the enhanced Education Information Centre (https://ontariogov.sharepoint.com/sites/EIC), which features several tools including the following:
- Indigenous Education Analytical Profile Tool – Provides data and information to help you support Indigenous students in your board.
- Graduation Rate Cohort Tool – Provides board-specific information on secondary school programs / factors to support your work to increase graduation rates.
- Board Profiles Tool – Provides board-level and school-level achievement data (e.g., report card data, enrolment in grade 9 applied math courses) that can be used for planning, targeting areas of need and highlighting successes.
- Attendance Tool – Provides attendance data to support analysis and the development of local strategies to address absenteeism.

If you do not already have access and would like to gain access yourself, or would like to expand access across your board (e.g., to board Indigenous Leads, school principals, etc.), please email the name and email address of any approved users to

EIC.Support@ontario.ca. We will grant access provided that the approved users for your board are identified by you, your board's Managing Information for Student Achievement (MISA) Leader, and/or another individual you designate. We will follow-up directly with MISA Leaders at least once a year to ensure that the approved user list for your board is kept up to date.

The tools are updated as more recent data is collected through OnSIS. Automated emails will be sent to users periodically when the updated versions of the tools are available through the Education Information Centre.

If you have any questions, please send an email to EIC.Support@ontario.ca.

Managing Information for Student Achievement (MISA)

Managing Information for Student Achievement (MISA) Leaders have an important role supporting the collection and use of data. MISA Leaders are expected to work with board colleagues to leverage data provided through the Education Information Centre and MISA Local Capacity Building funding provided through the Grants for Student Needs (GSN), to help boards build capacity and manage information to support key initiatives.

In 2021-22, the ministry will not require boards to submit supplementary MISA plans or qualitative reporting to the ministry. While not required by the ministry, boards are encouraged to develop a plan for activities that will build capacity and utilize information in support of key initiatives. In addition, boards are reminded that EFIS reporting for MISA Local Capacity Building funding continues to be required.

Boards are also reminded to keep the ministry informed when the MISA Leader in a board changes or if the MISA Leader's contact information changes. MISA Leader contact information updates can be emailed to EIC.Support@ontario.ca.

OnSIS API (Application Programming Interface) Proof of Concept Invitation

We recognize the board resources that are involved in reporting through OnSIS and are exploring ways to streamline reporting and reduce the staff time required to complete submissions. As such, the ministry is proposing the development of a proof of concept API solution as an option for the submission of suspension/expulsion data. The development of a proof of concept is an opportunity to take a step towards a new streamlined approach to reporting, while immediately providing a new option for submitting suspension/expulsion data to the ministry.

To move forward with the development of options to proceed with this project we will need the commitment from a group of boards who can pledge to work with us and with their vendors to make the related changes to their Student Management System to enable system-to-system integration. If your board is interested in working with us and your vendor on this project, we are requesting that your school board OnSIS Contact send an email to Rick Bent at rick.bent@ontario.ca by October 13, 2021.

OnSIS Data Submission Timelines

Attached for your reference is the **2021-2022 OnSIS Data Submission Schedule**, which highlights the timelines for each data submission. Your assistance in securing sign-off for these data submissions on or before the submission due dates ensures key education indicators accurately reflect the data of all boards across the province.

In 2021-22, there will not be financial penalties for boards if an OnSIS submission is not complete by the submission due date. However, the ministry may begin to publicly report data submitted through OnSIS once a submission due date has passed. Data for schools that have not signed off their submission will not be captured in the reporting. This will be indicated in the footnotes of any products produced by the ministry. Once all schools in a board have been signed-off for a submission, data submitted through OnSIS will be examined for data quality purposes. Boards will be contacted based on any potential data quality issues that are identified.

Please remind all those responsible for data submissions to:
- Review all warnings before signing-off on a submission.
- Keep the validation and verification reports generated at sign-off for future reference to ensure the submission of quality data.
- Complete data submissions on or before the due dates as outlined in the attached data submission schedule.

To support the timely submission of data, the OnSIS Help Desk can be reached at ONSIS_SISON@ontario.ca.

Student Attendance Reporting Through OnSIS

Boards are reminded that to ensure absent related data is being reported consistently in OnSIS across all boards, the **'Total Days Absent (Year to Date)'** field on the Student School Enrolment form for elementary schools and the **'Classes Missed'** field on the Class Enrolment form for secondary schools has been defined as follows for 2017-2018 onwards:

- The total number of days (elementary schools) or number of classes missed (secondary schools) that a student was absent from the start of the school year/class to the end of the school year/class or the student's departure date. This includes all absences associated with any of the enrolment register absence codes listed below:
    - 'A' – Regular Absence
    - 'G' – General Absence (includes Absence of All Pupils and Absence of an Individual Pupil)
    - 'C' - Two Way Contact / Principal referral to attendance counsellor

For more information please refer to the [Enrolment Register Instructions for Elementary and Secondary Schools](#) for a complete definition of each absence code.

OnSIS Reporting for Students Who Attend a Temporary Remote Learning School

The process for OnSIS enrolment reporting for students who attend a Temporary Remote Learning School in 2021-22 will remain the same as the processes in place 2020-21. For more details, please contact the OnSIS Help Desk at ONSIS_SISON@ontario.ca

OnSIS Enhancements: Fall 2021

The following OnSIS Enhancements are planned to launch in fall 2021:

New Data Collections

- To increase the precision of the attendance data collected through OnSIS, the ministry will begin collecting additional attendance related data on school closures during which remote learning is not offered. Please note, these should be minimal as schools are expected to offer remote instruction to ensure continuity of learning.

- Beginning in the 2021-22 school year, Reciprocal Education Approach (REA) related data, which was previously submitted to the ministry through the Secure Online Data Transfer (SODT) portal, will be collected through OnSIS.

Operational System Improvements

- Business rules will be updated to reflect policy changes for the 2021-22 school year, including updates identified through data quality reviews and/or suggested by system users, as well as the following policy changes which were communicated in the [2021: B07 "Planning for the 2021-22 School Year" memo:](#)
  - Students graduating in the 2021-22 school year are exempted from the literacy graduation requirement.
  - The required number of hours for community involvement activities will be reduced from 40 to a minimum of 20 hours for students graduating in the 2021-22 school year.

- OnSIS will be updated to align with recent policy changes to the Ontario's Native Language's curricula for Grades 1-12, which now includes Inuktitut as a language of instruction, and allows Inuktitut classes to be eligible for funding through the Indigenous Languages Allocation within the Grants for Student Needs (GSN).

Specific OnSIS requirements related to the October 2021 OnSIS release, including the new data elements, business rules and reports, have been communicated to Student Management System (SMS) vendors.

Personal Information

The ministry is committed to safeguarding student privacy. Please ensure that personal information is transferred through secure channels and not sent to the ministry by email or any other method that is not secure.

We ask that boards ensure user access to the OEN Registry and OnSIS is limited to staff responsible for verifying and/or managing data within these systems. Accounts must not be shared between users.

Please also ensure user access is always up to date (e.g. revoke access of former staff immediately and ensure accounts for staff members that have changed roles are updated or revoked accordingly by completing the appropriate user access forms). Please contact your board's designated Local User Authority (LUA) for assistance.

Thank you for your ongoing support.

Sincerely,

Original approved by

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Eric Ward
Director
Education Statistics and Analysis Branch

Enclosures:
− 2021-22 OnSIS Data Submission Schedule

c: Supervisory Officers
     Secretaries to the Directors of Education
     Senior Business Officials
     OnSIS Contacts
     MISA Leaders