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MEMORANDUM TO:	Directors of Education Secretary - Treasurers of School Authorities
FROM:	Phil Graham Assistant Deputy Minister Strategic Policy and Planning Division
DATE:	October 25, 2022
SUBJECT:	2022-23 Ontario School Information System (OnSIS) Data Submission Timelines and Education Information Updates

The purpose of this memorandum is to provide the 2022-23 Ontario School Information System (OnSIS) data submission timelines and other education information updates for the upcoming year.

OnSIS Data Submission Timelines

Attached for your reference is the **2022-2023 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.

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.

The OnSIS Help Desk is available to support the timely submission of data and can be reached at ONSIS_SISON@ontario.ca.

Starting immediately, in instances where submissions are late, we will follow-up with you regarding your board's OnSIS submission and request information on your board's plan for completion. Please note that indicators relying upon the data from late submissions may be publicly reported with the results for your board absent and the late submission of your board's data noted in the footnotes.

Actions to Streamline the Data Collection Process

The ministry is taking the following steps to reduce burden and streamline the data collection process

- Based on board feedback, we are discontinuing the collection of aggregate board and school personnel data through the October Board Report OnSIS Submission and renaming the submission "October Board Educator" as it will continue to collect elemental board educator data. We are also discontinuing the collection of elementary educator data in the OnSIS March and June submissions.
- The ministry will collect Teacher Performance Appraisal data and data on excluded pupils in aggregate form for the 2022-23 school year.
- To make data available for planning purposes sooner
  - We are discontinuing the diploma confirmation process and will instead make diploma confirmation profiles available to boards in February, after which there will be a three-week window for any corrections to be made. Note that boards will still have access to student-level cohort data through the Cohort Graduation Rate Report (OPCGR-0001.00 - Cohort Graduation Rate), which can be downloaded using the "Queries, Report and Extracts function" in OnSIS.
  - Once the OnSIS submission deadline has passed, the ministry will not wait for all boards to complete data submissions and confirmations before publicly reporting results.
  - The four-year graduation rate would be reported for the most recent available cohort instead of waiting until a five-year rate is available for the same cohort (i.e., the next graduation rate release would include the four-year rate for the 2018-19 cohort and the four- and five-year rate for the 2017-18 cohort).
- We continue work on a proof of concept for an Application Programming Interface (API) approach to data collection as we work to eliminate some of the steps currently required of boards to submit data. We would like to thank boards that have provided information to support this work. We will be scheduling follow-up meetings with OnSIS Contacts and Student Management System (SMS) vendors as we proceed with this work.

OnSIS Enhancements: Fall 2022

The OnSIS changes outlined below are planned to launch in fall 2022. Specific requirements related to these changes, including the new data elements, business rules and reports, are being communicated to SMS vendors and OnSIS Contacts.

New Data Collections

- Beginning in the 2022-23 school year, data specific to the online learning graduation requirement will be collected through OnSIS for each student.

Operational System Improvements

- Business rules and batch processes will be updated to reflect policy changes for the 2022-23 school year, including updates identified through data quality reviews and suggested by system users.

- New detailed board level Independent Study and PLAR for Mature Students CSV extracts will be available for boards to run that will allow board users to easily identify which students/records were counted for funding.

Managing Information for Student Achievement (MISA)

You are encouraged to develop a plan for activities that will build capacity for data use and utilize information in support of key initiatives.

Managing Information for Student Achievement (MISA) Leaders have an important role supporting the collection and use of data. Please inform us when your MISA Leader changes or if your MISA Leader's contact information changes. MISA Leader contact information updates can be emailed to EIC.Support@ontario.ca.

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,

Phil Graham
Assistant Deputy Minister
Strategic Policy and Planning Division

Enclosures:
− 2022-23 OnSIS Data Submission Schedule

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