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reach every student

Enrolment Reporting Initiative (ERI)

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AGENDA

The purpose of this presentation is to provide users an overview of the Enrolment Reporting Initiative (ERI), including:

- ERI Overview
- Records Retention / Management
- Requesting Continuing Education BSID(s)
- Discuss the different Continuing Education Registers
- Next Steps / Questions

ENROLMENT REPORTING INITIATIVE

- The Ministry is modernizing Continuing Education enrolment reporting. This project includes eliminating paper-based enrolment registers and course list files through a phased implementation approach.
- **Enrolment data** will be uploaded into the Ministry's OnSIS and EFIS data systems for data reporting and funding purposes.
- Moving to electronic data collection will:
 - improve transparency and accountability;
 - reduce reporting errors through data checks and error flags based on established business rules; and,
 - help inform policy and program development.
 - Be used as a source of funding beginning in 2018-19 when ERI is fully implemented.

ENROLMENT REPORTING INITIATIVE

- In 2017, the ERI was granted an extension in response to a letter from the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA). The reasons provided by CESBA for requesting an extension include:
 - Outstanding service requests that need to be resolved by SMS vendors
 - Reconciliation of EFIS and OnSIS data
 - Insufficient time to create solutions for updated OnSIS business rules for the OnSIS yearly submission
 - Extra demand on staff and board resources with no additional funding.
- The extension of the ERI granted school boards an additional two years to fully eliminate paper-based enrolment registers and report student level data electronically through OnSIS.
- The ERI will be **fully implemented by 2018-19**.
- There will be **no** additional extensions.

RECORDS RETENTION / MANAGEMENT

- The Ministry of Education requires that, for audit purposes, the current year's registers and the previous 2 year's registers be retained.
- Other documentation that should be retained:
 - Literacy and Numeracy Programs - Principal recommendation
 - General format and signature: paper or electronic
 - Length of retention period: current plus 2 previous years
 - If stored electronically, **the school board must ensure that it could be produced for audit purposes**. Otherwise it should be kept in paper form.
- Retention beyond that minimum period is to be carried out in accordance with the board's record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

OnSIS: Requesting Continuing Education BSID(s)

- As of July 2015, boards can now request BSID's for elementary and/or secondary (non-credit) continuing education programs.
- To facilitate this new process, a new School Special Condition Type '**N - Continuing Education**' was added to the existing OnSIS School Form.
- A '**Continuing Education Program(s)**' field was also added on the School Form in October 2015, to allow boards to identify the various programs offered at each continuing education school. Programs include:
 - Adult Credit - Con Ed Night
 - Adult Credit - Con Ed Day
 - Correspondence/Self Study/E-Learning
 - International Language Elementary (ILE)
 - Literacy/Numeracy
 - Adult Indigenous Language
 - Elementary program for developmentally delayed pupils
 - Summer Credit Course

OnSIS: Sample School Form

New 'School Special Condition Type' and 'Continuing Education Programs' field have been added to the existing OnSIS School form.

Administration	Data Collection	Queries, Reports and Extracts
You are in: Administration > School Administration > Request New School		
SCHOOL FORM		
* indicates that this data must be provided		
* Region Code	* Board Number	
BE	-- Select a Board --	
School Number		
N/A		
Language		
English		
* School Name	Prefix/Suffix	
OnSIS Night School	-- Select a Prefix/Suffix --	
* School Level Type	* School Type	* School Special Condition Type
3-Elem/Sec	0-Public	N-Continuing Education
Continuing Education Programs		
-- Select a Continuing Education Program --		
Adult Credit - Con Ed Day		
Adult Credit - Con Ed Night		
Adult Native Language		
* School Semester Indicator Type	* School Grade Range Type	* Act of Legislation Type
Semestered/Non-semestered	7-12	Not Applicable

ADE Calculations

ADE Calculation - Daily Attendance Based Registers

- Continuing Education Credit Register
- Summer School Register
- Literacy and Numeracy Register
- Adult Indigenous Language Register

$$\text{ADE} = \text{Total pupil hours} / 950$$

ADE Calculation - Lesson Based Registers

- Correspondence/Self-Study/E-Learning Register

$$\text{ADE} = (((\text{Total lessons marked} - \# \text{ of lessons marked for FT pupils or in excess of } 20/\text{credit}) / \# \text{ of Work Units Required for Course (Max } 20/\text{credit})) * \text{credit value} * 20) * 0.00579.$$

Funding Register & Corresponding Teacher/Instructor Qualifications(s) Requirements

Funding Register	Qualification(s)
Continuing Education Credit	OCT Certification (Con. Ed Teacher)
Correspondence/Self-Study/e-Learning	OCT Certification (Con. Ed. Teacher)
Literacy and Numeracy	Employee of the board
Summer School	OCT Certification (Con. Ed. Teacher)
Adult Indigenous Language	Employee of the board
International Languages Elementary (ILE)	Employee of the board
Independent Study	OCT Certification (Secondary Teacher)

Continuing Education Credit Register

When to Use this Register:

- For pupils to fulfil their secondary school requirement and/or specific credit courses required for entry into postsecondary and apprenticeship programs.
- The courses must be provided through classroom instruction, or cooperative education during the school year, the summer and from September to August.

Which Pupils to Include on This Register:


- Continuing Education (CE) pupils;
- Part time (PT) day school pupils;
- Full Time (FT) day schools.

These courses are:

- At night or on weekend
- During the day school instructional program (*FT day school pupils are not be eligible for funding)
- After the end of day school instructional programs ending before 5pm
- Mathematics courses required for changing course types
- Additional preparations for changing course types

Register Sample: Continuing Education Credit Register

- In OnSIS, these values are referred to as '**Course Offering Types**' (i.e. Codes 01 - 05)
- In EFIS, these values are linked to Lines 1.2, 1.2.1, 1.3, 1.5 and 1.6 on Schedule 12



School				Teacher			
Course Data							
Course name(s)				Common Course Code(s)		Credit value	
Check (✓) one:							
<input type="checkbox"/> Course(s) offered at night or on the weekend		<input type="checkbox"/> Course(s) offered during the day school instructional program		<input type="checkbox"/> Mathematics course(s) for changing course types (OS, 7.2.4)			
<input type="checkbox"/> Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school)		<input type="checkbox"/> Course(s) consisting of additional preparation for changing course types (OS, 7.2.4)					
Dates							
Y M D		Y M D		Days			
Start		Finish		Sun. Mon. Tues. Wed. Thur. Fri. Sat.			
Time of day							
Start		Finish					
September 2014 to June 2015				Summer 2015			
Hours of classroom instruction				Total enrolment			
Number of sessions		Hours per session		Total number of hours		Total enrolment	
X		=					
Hours of classroom instruction				Total enrolment			
Number of sessions		Hours per session		Total number of hours		Total enrolment	
X		=					

OnSIS Collection: Continuing Education Credit Register

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer')
- Student '**Board Residence Status**' must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.
- Course Offering Type to be collected by course for each student. Course Offering Types include:
 - Offered at Night or on Weekend
 - Offered during Day School
 - Offered after end of Day School
 - Transfer credit on math
 - Additional preparation for changing course types
- ADE to be reported by course in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length)

Correspondence/Self-Study/e-Learning Register

When to Use this Register:

- Correspondence/Self-Study/e-Learning courses enable students to fulfil Secondary School requirements across a variety of program delivery models that are flexible to accommodate students' needs and schedules.

Which Pupils to Include on This Register:

- Full-Time (FT) or Part-Time (PT) day school pupils:
 - For day school pupils who were full-time on the October 2017 enrolment-count date, the number of lessons/units marked must be subtracted from the total number of lessons/units marked during the period September 1, 2017, to January 31, 2018.
 - For day school pupils who were full-time on the March 2018 enrolment-count date, the number of lessons/units marked must be subtracted from the total number of lessons/units marked during the period February 1, 2018, to June 30, 2018.
- Continuing education (CE) pupils.

Which courses to include on this Register:

- Correspondence courses offered using materials provided by the ILC.
- Correspondence or self-study courses prepared by the board.
- E-learning courses offered through a continuing education program – either within the provincial Learning Management System (LMS) or board developed Virtual Learning Environment (VLE).

Register Sample: Correspondence/Self-Study/E-Learning

- In OnSIS, these values are referred to as 'Course Offering Types' (i.e. Codes 10 - 12)
- In EFIS, these values are linked to Line 1.4 on Schedule 12

School		Teacher marking lessons	
<input type="text"/>		<input type="text"/>	
Course Data			
Course name		Common Course Code	Credit value
<input type="text"/>		<input type="text"/>	<input type="text"/>
Type of course (check (✓) one):			
<input type="checkbox"/> Course purchased from the Independent Learning Centre			
<input type="checkbox"/> Correspondence course prepared by the board			
<input type="checkbox"/> e-Learning course			
Calculation of Number of Lessons/Work Units Eligible for Funding			
September 2014 to June 2015		Summer 2015	
Total number of lessons/work units marked (not to exceed 20 per credit)	<input type="text"/>	Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit)	<input type="text"/>
Subtract: Lessons/work units for full-time day school pupils	– <input type="text"/>		
Total number of lessons/work units eligible for funding	= <input type="text"/>		
To be completed where the number of lessons/work units required for the course is less than 20			
Total number of lessons/work units (enter total from above)		<input type="text"/>	
Divide by: Number of lessons/work units required for the course (maximum 20)	÷ <input type="text"/>	= <input type="text"/>	
Multiply by: Credit value of course	x <input type="text"/>	= <input type="text"/>	
		x 20	
Total (adjusted) number of lessons/work units eligible for funding		= <input type="text"/>	

OnSIS Collection: Correspondence/Self-Study/E-Learning Register

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer')
- Student '**Board Residence Status**' must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.
- Course Offering Type to be collected by course for each student. Course Offering Types include:
 - Independent Learning Centre (ILC) course
 - Correspondence Course developed by the board
 - E-Learning Course (provincial LMS or Board administered)
- ADE to be reported by course in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length)

Summer School Register

When to Use this Register:

- School boards may offer courses for credit through summer school to meet a variety of student needs.
- This is a classroom based register.
- Record enrolment and attendance *only* for pupils enrolled in the following summer school courses or programs:
 - Credit courses delivered through classroom instruction;
 - Credit courses delivered through cooperative education;
 - Additional preparation for changing course types, as described in OS, section 7.2.4;
 - Mathematics courses for changing course types, as described in OS, section 7.2.4;
 - Credit recovery;
 - Non-credit summer school programs for developmentally delayed pupils.
- Summer school classes or courses:
 - May not begin until after the last school day in the 2017-18 school year, nor may they extend beyond the first school day of the 2018-19 school year, and;
 - Must be provided by the board between 8 a.m. and 5 p.m.

Summer School Register

Which Pupils to Include on This Register:

- Who were enrolled in a day school program during the school year offered by a board and has been admitted to a summer school program.
- Who were enrolled in Grades 1 to 12 in a private school (in compliance with subsection 16(1) of the Education Act) and has been admitted to a Ministry-funded summer school programs offered by a board.

OnSIS Collection: Summer School Register

- Data collected once a year at an elemental level through the summer school submissions. (i.e. School Special Condition Type '8 – Summer').
- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.
- Course Offering Type to be collected by course for each student. Course Offering Types include:
 - Summer credit course;
 - Summer: Transfer credit on math;
 - Summer: Additional preparation for changing course types;
 - Program for developmentally delayed pupils (K-12).
- ADE to be reported by course in the '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE field will be 4 decimal places in length).

Independent Study Register

General Requirements

- All pupils who are adults must be indicated with “A” in the “Adult” column on the register – that is, pupils who are already 21 years of age or over or who will turn 21 on or before the end of the calendar year.

Pupil Eligibility

- The pupil is a day school pupil.
- The pupil may be enrolled as a Full-Time day school pupil on the October and/or March enrolment count dates. However, these pupils are not eligible for funding and their lessons/work units marked must not be included in the total number of lessons/work units submitted to OnSIS for funding purposes.
- Note that a pupil enrolled exclusively in courses taken through independent study will be included on this register.

Course Eligibility

- The course is a credit course that meets Ministry program and diploma requirements.
- The course is offered during the school year from September 2017 to June 2018.
- The course is divided into a number of specific units of work that are similar in value, and these units are used to measure the pupil’s progress (to a maximum of 20 units).

OnSIS Collection: Independent Study

- Data collected three times a year at an elemental level through the regular secondary day school submissions. (i.e. October, March and June).
- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.
- Independent Study ADE reported at the student level on the student School Enrolment form in the following fields:
 - ‘Independent Study - Regular ADE’
 - ‘Independent Study - High Credit ADE’
- ADE must be based on the number of lessons completed within that particular submission period.
- For 2016-2017 and onwards, ADE fields will be 4 decimal places in length).

Literacy and Numeracy Program Register

When to Use this Register:

- *This is a classroom based register.*
- Record enrolment and attendance *only* for pupils enrolled in the following courses:
 - Grade 7 or 8 Remedial Literacy and Numeracy.
 - Non-credit Grade 9 or 10 Remedial Literacy and Numeracy.
 - Literacy and Numeracy for Parents and Guardians.

The courses must be provided:

- During the school year or during the summer.

Literacy and Numeracy Program Register

Which Pupils to Include on this register:

- Pupils in Grade 7 or 8 for whom Grade 7 or 8 Remedial Literacy and Numeracy has been recommended by the principal of the pupil's day school, if it is not provided as part of the school's day school program.
- Pupils in Grade 9 to Grade 12 for whom Non-credit Grade 9 or 10 Remedial Literacy and Numeracy has been recommended by the principal of the pupil's day school, if it is not provided as part of the school's day school program.
- Adults who are parents or guardians of pupils enrolled in grades JK/K to 12 in a day school program for whom Literacy and Numeracy for Parents and Guardians has been recommended by the principal of the pupil's day school.

*New in 2017-18, pupils that have completed **grade 6** are eligible to be enrolled in the grade 7 or literacy and numeracy program starting in the **summer of 2018**.*

Register Sample: Literacy and Numeracy

- In OnSIS, these values are referred to as '**Course Offering Types**' (i.e. Codes 13 - 15)
- In EFIS, these values are linked to Lines 1.8, 1.9 and 1.10 on Schedule 12

School	Instructor
<input type="text"/>	<input type="text"/>
Location of course (if different from school)	Campus number
<input type="text"/>	<input type="text"/>

Course Data

Check (✓) one:		<input type="checkbox"/> Grade 7 or 8 Remedial Literacy and Numeracy	<input type="checkbox"/> Non-credit Grade 9 or 10 Remedial Literacy and Numeracy	<input type="checkbox"/> Literacy and Numeracy for Parents and Guardians						
Dates		Dates		Days						
Y M D		Y M D		Sun. Mon. Tues. Wed. Thur. Fri. Sat.						
Start <input type="text"/>		Finish <input type="text"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Time of day		Time of day								
Start <input type="text"/>		Finish <input type="text"/>								
<input type="checkbox"/> a.m.		<input type="checkbox"/> a.m.								
<input type="checkbox"/> p.m.		<input type="checkbox"/> p.m.								
September to June				Summer						
Hours of classroom instruction			Total enrolment	Hours of classroom instruction			Total enrolment			
<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>	<input type="text"/>
Number of sessions		Hours per session	Total number of hours		Number of sessions		Hours per session	Total number of hours		

OnSIS Collection: Literacy and Numeracy

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer'). **Students must present on the count date for validation.**
- ADE to be collected by Course Offering Type for each student. Course Offering Types include:
 - Grade 7 or 8 Remedial Literacy and Numeracy.
 - Non-credit Grade 9 or 10 Remedial Literacy and Numeracy.
 - Literacy and Numeracy for Parents and Guardians.
 - Effective summer 2018, the ministry will be offering funding so that a student who has completed grade 6 can access a summer class or course (i.e., July or August 2018, before grade 7) in literacy and/or math for grade 7 students
- ADE to be reported in the '**ADE - September to June**' or '**ADE – Summer**' field.
- '**Program Start Date**', '**Program End Date**', '**Start Time**' and '**End Time**' required to differentiate between duplicate records should the student/parent take the same program more than once.
- ADE for parents or guardians **must be submitted using the child's OEN** since this program can only be offered to parents / guardians of pupils enrolled in a day school for whom a literacy and numeracy program has been recommended by the principal of the day school.
- '**Parent/Guardian Number**' is a unique identifier for each parent which is determined by the board and used to distinguish between parents / guardians should more than one parent / guardian be enrolled in the program. (i.e. student number assigned to each parent).

Adult Indigenous Language Register

When to Use this Register

- This is a classroom based register. Use it to record enrolment and attendance on all continuing education (CE) pupils enrolled in Adult Indigenous Language non-credit courses.
- The courses must be provided through classroom instructions:
 - During the school year or in the summer.

Which Pupils to Include on This Register:

- Record enrolment and attendance only for continuing education pupils enrolled in Adult Indigenous Language non-credit courses.
- The register must not include Full-Time (FT) or Part-Time (PT) day school pupils.

Which courses to include on this Register:

- Adult Indigenous language non-credit courses.

OnSIS Collection: Adult Indigenous Language

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type 'N - Continuing Education' or '8 – Summer').
- ADE to be collected by Course Offering Type for each student.
 - Adult Indigenous Language (value for all students on the Adult Indigenous Language register).
- Indigenous Language must be reported for all students enrolled in this program.
- ADE value to be reported in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length).
- '**Program Start Date**', '**Program End Date**', '**Start Time**' and '**End Time**' required to differentiate between duplicate records should the student take the same program more than once.
- Small class size adjustment will not be collected through OnSIS.

International Languages Elementary (ILE) Program Register

When to Use this Register:

- *This is a classroom based register.* Use it to record enrolment and attendance *only* for day school pupils in Junior Kindergarten to Grade 8 who are enrolled in the International Languages Elementary (ILE) program. Courses must be in languages other than English and French. Pupils pre-registered for Junior Kindergarten can also attend an ILE course.
- The courses must be provided through *classroom instruction*:
 - During the school year, or;
 - In the summer.
- ILE courses may be offered:
 - After School;
 - Before School or Lunch time;
 - Integrated Extended-Day Program;
 - Late-Afternoon and Evening Program;
 - Weekend;
 - Summer.

International Languages Elementary (ILE) Program Register

Which Pupils to Include on This Register :

- Record enrolment and attendance *only* for:
 - Pupils enrolled in Junior Kindergarten to grade 8 in a publically funded day school.
 - Pupils enrolled in Junior Kindergarten to grade 8 in a private school.
 - Pupils pre-registered for Junior Kindergarten can also attend an ILE course.

This program is not available to pupils enrolled in Secondary school.

Which Courses to Include on This Register:

- Courses recorded on this register must be in languages other than English and French.
- If a school board receives a request from the community for language instruction in which at least 23 students want to participate, it must offer an ILE program.
- The 2012 Resource Guide offers more details on the program's parameters.

<http://www.edugains.ca/resourcesILE/ResourceGuide/MergedResourceGuide.pdf>

OnSIS Collection: International Languages Elementary (ILE)

- Data collected once a year at an aggregate level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type 'N - Continuing Education' or '8 – Summer').
- Aggregate collection includes;
 - Campus
 - Language
 - Total Number of Classes (i.e. **Not** total number of sessions for each class)
 - Total Number of Instructors
 - Total Number of Students (Pupils of the Board)
 - Total Number of Students (Other Pupils)
 - Total Number of Hours

NOTE: International languages offered in a regular elementary day school. (i.e. extended day program) must be submitted through the night/continuing education or summer school submissions in OnSIS.

Ministry Contact Information

- All questions regarding enrolment and admissions including registers, instructions and course lists and any funding related questions should be directed to:

Email: enrolment@ontario.ca

- All questions related to OEN and/or OnSIS including data submissions, business rules batch/sign-off errors and/or reports should be directed to the OEN/OnSIS HELP DESK:

HELP DESK HOURS & CONTACT INFORMATION

Hours: Monday to Friday - 8:30 am to 4:30 pm (closed Statutory Holidays)

Email: ONSIS_SISON@ontario.ca

Phone: 416-212-6366 or 1-888-275-5934