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Ontario Association of Adult and Continuing Education School Board Administrators
October 20, 2020

Continuing Education: OnSIS and Funding

Presenters

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acronyms

- EDU Ministry of Education
- MCCSS Ministry of Children, Community and Social Services
- MCU Ministry of Colleges and Universities
- ADE Average Daily Enrolment
- EFIS Education Finance Information System
- PPF Priorities and Partnerships Funding (formerly EPO)
- GSN Grants for Student Needs
- IILE International and Indigenous Languages, Elementary
- OEN Ontario Education Number
- BSID Board School Identification Number
- OFIP Changed to 'Tutoring Allocation'
- OnSIS Ontario School Information System
- PLAR Prior Learning Assessment & Recognition

Being 'In the know': Planning Considerations.....

- 1. Have you taken an inventory of all programs for which your department is responsible? Are your programs recorded on the appropriate attendance register?
- 2. Are you in contact with:
 - Budget/Finance department for both funding and cost side of operations?
 - Student Information System (SIS) Department?
 - Other boards?
 - Ministry of Education:
 - OnSIS_SISOn@ontario.ca OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934
 - <u>enrolment@ontario.ca</u> for questions on registers etc.
 - Ministry Finance Officer Find your board contact
- 3. How would you do in an enrolment and/or financial audit conducted by EDU, your board or other? What systems do you have in place for tracking and monitoring expenses by program?
- 4. Who determines your bottom line budget and actual results? Are you acknowledged for all grants that you generate? How do you project revenues and expenses on a yearly basis? Do you connect revenue and expense forecasts?
- 5. Program data: As of 2018-19 EDU funding claim based on OnSIS reports. How will you reconcile your data? Do you have the tools to analyze achievement and enrolment data? Are you able to 'tell your story' using data?

Ministry of Education (EDU)- Useful Web Links

- 2020-21 Funding information page http://www.edu.gov.on.ca/eng/policyfunding/funding.html
- Instructions Pupil Enrolment 2020-21
 - 1. 2020-2021 Enrolment Register Instructions for Continuing Education Programs (all coned registers)
 - 2. Course List Instructions (Non-Credit only): Last updated for 2017-18, prior to OnSIS collection.
 - 3. Instructions (2017-18)
- Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016
- B and SB Memos

https://efis.fma.csc.gov.on.ca/faab/Memos.htm

Policy/Program Memoranda

http://www.edu.gov.on.ca/extra/eng/ppm/ppm.html

e.g., PPM 164: Requirements for Remote Learning August 13,2020

http://www.edu.gov.on.ca/eng/policyfunding/funding.html

Information on the 2020-21: Grants for Student Needs (GSN)

"B" and "SB" Memoranda

- Memorandum 2020 B08: Grants for Student Needs (GSN) Funding for 2020-21
- Memorandum 2020 B10: <u>2020-21 Priorities and Partnership Fund</u> (formerly EPO grants)

Appendix A – 2020-21 Priorities and Partnerships Funding Allocations

Memorandum 2020 SB06: Special Education Grant Funding for 2020-21

Ministry Publications

<u>Technical Paper 2020-21</u> (PDF, 1.52 Mb)

Previous Years

MINISTRY OF EDUCATION CONTINUING EDUCATION PROGRAMS

Notes: Pertaining to all Continuing Education Registers

- All programs that employ non-grid teachers (hourly wage) must be recorded on Continuing Education registers.
- All teachers/instructors must be directly employed by the Board.
- Credit course teachers must be qualified through OCT.
- All registers should be generated upon program completion and then saved, e.g., electronic copy or printed copy. Follow records retention policy of both board and ministry. Ministry requires current plus 2 previous years.
- Principal sign off is required on attendance registers.
- As of 2018-2019, all <u>funding data</u> is based on OnSIS reports. EDU will expect EFIS submission to match OnSIS. If they don't match the, your Board may have to explain the variances and provide an update.

Enrollment and Attendance on Con Ed Registers

Funding starts the first session the student is marked 'present' in the class. Indicate attendance at sessions by leaving the appropriate spaces on the register blank and absence by entering an "A". If a learner is admitted after the course begins, a horizontal line is entered through all spaces up to the date on which the learner begins class. If a learner withdraws, a horizontal line is entered through the remaining spaces. If a learner has been absent for <u>three or more consecutive sessions</u>, the number of consecutive sessions missed is subtracted from the total number of sessions.

Enrolment and Attendance on Con Ed Registers

"C" day - Where an instructional session has been <u>cancelled</u> due to exceptional circumstances (e.g., inclement weather, professional development or an emergency) the session will be recognized for funding purposes if the teacher/instructor is paid the session and the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded. Funded cancelled sessions related to professional development are not applicable to Summer School, Literacy and Numeracy and International and Indigenous Languages (IILE) programs.

Example: During the 2019-2020 School Closure due to COVID-19 – attendance after March Break was recorded with "G" code which converts to C code on the register during this time.

Instructors/teachers were paid during the school closure and funding was uninterrupted.

Enrolment and Attendance on Con Ed Registers

"D" day — Where an instructional session has been cancelled (e.g. the teacher is unavailable) and the teacher/instructor is not paid, the session will not be recognized for funding purposes. Do not include this session in the total number of sessions recognized for funding. The unfunded cancelled session must be marked with a "D" on the register and the reason for the cancellation must be recorded.

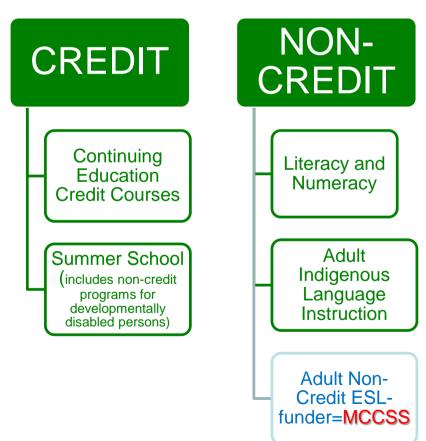
Note that a cancelled session ("C" or "D") at the end of the register session does not break or add to a series of pupil absences.

For Example in 2019-20: Some Boards made the decision to close locations during strike days and a D code was used resulting in an unfunded session as the closure was not due to a Ministry decision.

CONTINUING EDUCATION REGISTERS - A:

A) <u>FUNDING BASED ON DAILY ATTENDANCE</u> Average Daily Enrolment (ADE) Formula

=sum of total # sessions attended by students x hours <u>per</u> session \div 950 (# sessions : deductions only if 3 or more consecutive absences) (950 represents full time equivalent hours for a student Sept to June = 190 days x 5)



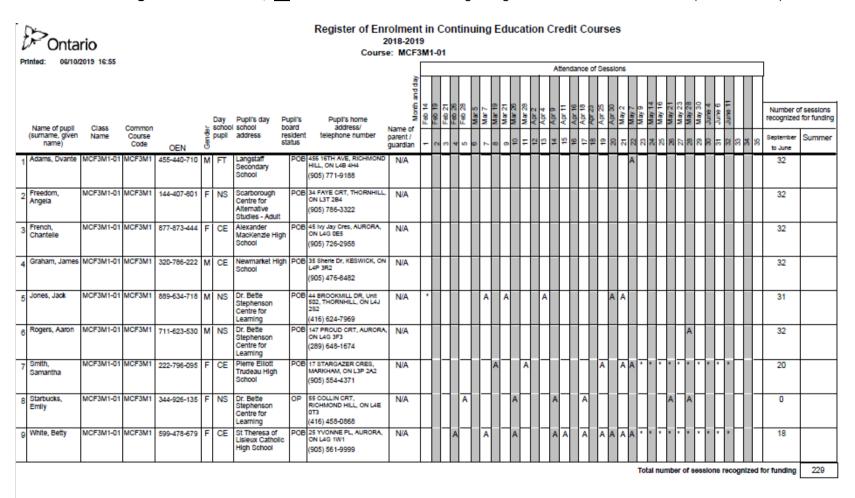
2020-21 Continuing Education Credit Courses

REGISTER	CRITERIA	FUNDING
(Continuing Education) Continuing Education Credit Courses 1. ConEd Credit (school day, after end of school day ending by 5pm, night, weekend) 2. Additional Prep. For changing course types (OS 7.2.4) 3. Mathematics course(s) for changing course types (OS 7.2.4) 4. Cooperative Education	Qualified teachers Excludes full time day school (grid teacher taught) pupils if course is taken during the day school instructional program. Instructional hours: 90 to 110 maximum For programs that straddle both school year and summer periods, record information under school year	Continuing Education Grant: Allocation is based upon pupil attendance- pupil sessions deducted for grant for three or more consecutive absences -\$3561 times equivalent ADE (pupil hours divided by 950, approximately \$3.75 per pupil hour) -funding not contingent upon student success in earning credit Small Class Size Adjustment — Average Enrolment method -applies only to small, remote schools. - Accommodation Grant (Credit programs offered during the day, after end of school day or summer only); EFIS section 11 *Components and rates for 2020-21: A. School Operation: \$91.56 B. School Renewal: \$7.89—\$11.83 (secondary rate; board specific depending on school age)
5. Credit Recovery		c. Benchmark Area Requirement per Pupil: 9.29 sq. metres
If Adult School, USED FOR BOTH SCHOOL YEAR AND SUMMER PROGRAMS.		D. Secondary Supplementary School Area Factor (board specific) e.g. 1.25 Example accommodation calculation using maximum renewal rate: =ADE x 9.29 sq. meters x (91.56+11.83) x 1.25 =ADE x \$1200.62

Daily Attendance Formula Registers

Number of Sessions Recognized for Funding (Adult Credit, LitNum, Summer school)

- If a learner has been absent for <u>three or more consecutive sessions</u>, the number of consecutive sessions missed is subtracted from the total number of sessions (see learner 9).
- If a learner **begins** the course **late**, **all sessions missed** at the beginning are subtracted from the total (see learner 5).



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Register of Enrolment in Continuing Education Credit Courses 2019-2020

School	Teacher
Night School	SHAUN SMITH
Course Data	
Course name(s)	Common Course Code(s) Credit value
Functions and Applications	MCF3M1 - 01 1.00
Check (√) one:	gram Mathematics course(s) for changing course types (OS.7.2.4)
Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school) Start 14/02/2019 Finish 11/06/2020 Time of Day a.m. Course(s) consisting of additional preparation for changing course types (OS, 7.2.4) 11/06/2020 a.m.	Days Sun. Mon. Tues. Wed. Thur. Fri. Sat.
Start 9:30 p.m. Finish 12:56 p.m.	
September to June	Summer
Hours of classroom instruction 32 X 3.43 = 109.76 9 Number Hours Total Enrolment 9 Number of sessions per session of hours	Hours of classroom instruction X = L Number of sessions per session of hours Total Enrolment Comparison of Lassroom instruction Total Enrolment Comparison of Lassroom instruction Total Enrolment Comparison of Lassroom instruction Total Enrolment
Pupil Data Number of pupils as of the end of October Number of pupils September to June September t	Number of pupils Summer 0
September to June Average	Summer Average
Hours recognized for funding Enrolment*	Hours recognized for funding Enrolment*
229 X 3.43 = 785.47 0 Sessions recognized Hours Total number (small class (from register) per session of pupil hours adjustment)	0 X 3.43 = 0 0 Sessions recognized Hours Total number (small class adjustment)
Calculation of equivalent average daily enrolment (ADE)	
Total number of pupil hours September to June Total number of pupil hours Summer Total number of pupil hours Summer Total number of pupil hours Total number of pupil hours	785.47

SMALL CLASS HOURS ADJUSTMENT

applies to:

Adult Non-Credit ESL/Adult Indigenous Languages/Continuing Education Credit Courses (remote boards only)

Small Class Hours Adjustment is based on the average enrolment over the entire course. (Total Number of Learner Hours divided by the Total Number of Hours of Classroom Instruction).

Where the average course enrolment is fewer than 15, this enrolment may be increased by up to 5 to a maximum of 15 learners.

For example, a course with the following number of learners:

Average Course Enrolment	Small Class Adjustment possible	Adjusted Total for Funding	
6	5	11	
8	5	13	
10	5	15	
12	3	15	
14	1	15	
16	nil	16	

To determine the Small Class Hours Adjustment (column 6), the "small class adjustment possible" is multiplied by the Total Number of Hours of Classroom Instruction.

For example, for a course with an average enrolment of 10 and 100 Total Hours of Classroom Instruction, the small class hours adjustment is 500 additional hours of funding (see below for calculation).

100 total hours of classroom instruction x 5 (small class adjustment possible) = 500 learner hours.

2020-21 Summer School

REGISTER	CRITERIA	FUNDING	ANALYSIS
(Continuing Education) Summer School (Regular day school students only) 1. Credit courses delivered through classroom instruction 2. Additional Prep. For changing course types (OS 7.2.4) 3. Mathematics course(s) for changing course types (OS 7.2.4) 4. Cooperative Education 5. Credit Recovery 6. Non-Credit programs for pupils with developmental disabilities (elementary & secondary) Must be offered between 8:00am and 5:00pm	- Qualified teachers Required - Not to be used for e-Learning - Includes programs with start and end dates in summer only Use school year register for programs that include both summer and school year dates - Full credit course must be scheduled for 110 hours - Coop maximum 110 funded hours including pre-placement, integration and placement; full credits only (no half credits) - register is used for students who were enrolled in a day school program offered by a board or who were enrolled in a private school.	Continuing Education Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences - \$3561 times equivalent ADE (pupil hours divided by 950, approximately \$3.75 per pupil hour) Small class adjustment does not apply Accommodation Grant (all summer programs listed generate accommodation grant) -Components: -Please see example under Continuing Education Credit register *	Attendance calculations same as during school year (see notes on individual registers).

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Continuing Education: Summer School Register 2018-2019

School			Teacher		
York Region DSB Summer School	l		SUMMER (1) CONED		
Course Data					
Course Name			Common Course Code(s) GLN4O1 - 02	Credit value	
Navigating the Workplace			GLN401 - 02	1.00	
Dates			Days		
Start 03/07/201	9 Finish 3	0/07/2019	Sun. Mon. Tues. Wed.	Thur. Fri. Sat.	
Time of Day		a.m.	Hours of classroom instru	ıction	
	a.m. p.m. Finish 2:15	☐ a.iii. ☐ v p.m.	20 X	5.50 =	110.0000
			Number of sessions	Hours per session	Total number of hours
Number of pupils 10					
Pupil Data					
Hours recognized for funding					
174 X	5.50 =	957.0000			
Sessions recognized (from register)	Hours per Session	Total number of pupil hours			
Calculation of equivalent averag	ge daily enrolment (ADE)				
957		÷ 950 =	1.0074		
Total number of pupil hours			Equivalent ADE		
I certify that I have examined the course	e data and pupil data given above.	To the best of my knowl	edge, they are correct and are in accordar	nce with the requirements in th	e instructions.
			06/10/2019		
Signature of principal		Date			

2020-21 Literacy and Math Outside the School Day

REGISTER	CRITERIA	FUNDING	ANALYSIS		
(Learning Opportunities Grant – LOG) Literacy and Numeracy 1. Gr 7 or 8 Remedial Literacy and Math (in summer only, gr. 6,7,8) 2. Non-Credit Gr 9 or 10 Remedial Literacy and Math 3. Literacy and Numeracy for Parents and Guardians 4. Grades 7 to 10 Remedial Literacy and Math -Continuing Education Students OR Adults on Regular Day School Register - used for both School year and SUMMER Delivery Codes: School Day: 1. Lunch 2. Before School 3. After School	 Qualified teachers or non-qualified teacher (1.& 2.)Pupils recommended for program by principal of day school in which pupil is enrolled (2.) Pupils in grades 11 and 12 may attend gr. 9 and 10 courses (3.) Parents and guardians of pupils in grades K-12 for whom the principal has recommended additional support; program assists participants in supporting K -12 students Principal recommendation must be kept on file Programs that straddle both school year and summer periods, record information under school year Summer 1.,23- to generate funding, student must have an enrolment record in a publicly funded school in the same school year. Private/home school students are not funded 	 Learning Opportunities Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences \$6941.00 times equivalent ADE (pupil hours divided by 950, approximately \$7.31 per pupil hour); applies to 1,2,3 Parent/Guardians - reported against student's OEN; must be recorded in SIS as parent/guardian NOTE: 4,ADULT day school or Con Ed enrolled in a credit course funded for litnum at CONED RATE of \$3561 Small Class Size Hours adjustment does not apply Accommodation Grant- see ConEd Credit register example* for calculation Summer ONLY -1.,2.,4. Transportation Grant Summer ONLY -1.,2.,4. Transportation grant for the board ADE of pupils of the board x litnum ADE x 3 NOTE: ADEs reported on EFIS sch. 12 Summer Grade 6 to 10 programs ADE reported under summer school on schedule 12; 1,2,3 ADE reported on sch. 12, funding amount shown in EFIS LOG funding area- 	Funded at a higher rate in order to accommodate smaller class sizes.		
4. Evening5. Weekend		section 13	18		

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Ontario

Continuing Education: Register of Enrolment in the Literacy and Numeracy Program 2018-2019

School	Instructor			
After School Literacy Numeracy Program Night School	MARC MURRAY			
Location of course (if different from school)	Campus number			
	502			
─ Course Data ──────────────────────────────────				
Check (√) one: Grade 7 or 8 Remedial Non-credit Gra	ade 9 or 10 Literacy and Numeracy for racy and Numeracy Parents and Guardians			
Days				
	Mon. Tues. Wed. Thur. Fri. Sat.			
Start 19/03/2019 Finish 17/04/2019				
Time of Day				
Start 3:00 p.m. Finish 4:00 p.m.				
September to June	Summer			
Total	Total			
	s of classroom instruction Enrolment			
10 X 1.00 = 10.00 11	X =			
Number Hours Total number Number of sessions per session of hours of sessions	Hours Total number per session of hours			
Pupil Data —				
Number of pupils as of the end of October 0 September to June	Number of pupils Summer 0			
Hours recognized for funding				
September to June	Summer			
107 X 1.00 = 107.00 0	X 1.00 = 0			
Sessions Hours Total number Sessions	Hours Total number			
recognized per session of pupil hours recognized (from register) (from register)	per session of pupil hours			
Calculation of equivalent average daily enrolment (ADE) 107 + 0 =	107 ÷ 950 = 0.1126			
	al number of pupil hours Equivalent ADE			
September to June Summer	September to August			
I certify that I have examined the course data and pupil data given above. To the best of my know	ledge, they are correct and are in accordance with the requirements in the instructions.			
, , , , , , , , , , , , , , , , , , , ,				
06/10/2	2019			
Signature of principal Date				

CONTINUING EDUCATION REGISTERS-B:

B) Funding Formulas other than ADE (daily attendance):

CREDIT

Correspondence /Self Study/ e-Learning

*Formula based on # lessons marked

NON-CREDIT

International and Indigenous Languages Elementary

*Formula based on number of instructional hours and class average

2020-21 International and Indigenous Languages Program

Continuing Education-Other	REGISTER	CRITERIA	FUNDING	ANALYSIS
	International and Indigenous Languages Elementary (noncredit) MANDATED OnSIS Delivery Codes: 1. After School or Lunch Time 3. Integrated Extended Day 4. Late-Afternoon and Evening 5. Weekend 6. Summer - used for both School year and	 qualified teacher Elementary day school pupils (JK to grade 8) including those from private schools Funding capped at 2.5 hours per week per language per student during school year and 2.5 hours per day during summer Languages other than English and French Includes American 	 Programs Grant: Allocation is based upon classroom instructional hours (from register information) 2020-21 maximum funding per instructional hour is \$58.08. This rate applies where board class average is 23 or greater Negative adjustment in per hour grant for board average (to one decimal place) less than 23, i.e., board average of 21.5 reduces hourly rate by \$1.50 (23-21.5) to \$56.58 per instructional hour. Small class adjustment does not apply 	depends on cost structure. If hourly instructor rate is low, there may be an advantage to having a greater number of classes and lower class average to generate more instructional hours. e.g., see sample

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Continuing Education: Register of Enrolment in the International Languages Elementary (ILE) Program

U Ontario	·
School	Instructor
Internationa Languages - School Name	TEACHER'S NAME
Location of course (if different from school)	Campus number 579
Course Data	
International language	
Cantonese	
	Days
Dates	Sun. Mon. Tues. Wed. Thur. Fri. Sat.
Start 21/09/2017 Finish 10/05/2018	
Time of Day ☐ a.m. Start 5:30	Delivery code 1 2 3 4 5 6 □ □ □ □ □ □ Summer
Hours of funded classroom instruction* Total Enrolment 30 X 2.50 = 75.00 14	Hours of funded classroom instruction** Total Enrolment X =
Number Hours Total number of sessions per session of hours Includes 2 'OP'	Number Hours Total number of sessions per session of hours
students. Only 12 POB students will * Maximum of 2.5 hours per week be counted for funding formula.	** Maximum of 2.5 hours per day
Pupil Data —	
Number of pupils enrolled in class	

IILE- Analysis of class size, funding and instructor cost

	Scenario: 1) Instructional cost/hr \$20 2) Instructional Cost/hour \$33 3) Instructional Cost/hour \$45	# instructional hrs per year per class (40 wks. X 2.5 hrs)		# classes	Class average (max funding @23)	Total instructional hrs/year	instru	ling per ictional our	Instructional Cost per hour	Instructor Cost (incl. benefits, sick day Est etc.)	Funding	Surplus after Instructional Costs
(1a)	3 classes -Instructor Cost \$20/hr											
	Funding per hr=\$58.08-(23-15.3)=\$50.38	100	46	3	15.3	300	\$	50.38	\$20	\$6,000	\$15,114	\$9,114
(1b)	2 classes -Instructor Cost \$20/hr											
	Funding per hr=\$58.08-(23-23)=\$58.08	100	46	2	23.0	200	\$	58.08	\$20	\$4,000	\$11,616	\$7,616
(2a)	3 classes -Instructor Cost \$33/hr											
	Funding per hr=\$58.08-(23-15.3)=\$50.38	100	46	3	15.3	300	\$	50.38	\$33	\$9,900	\$15,114	\$5,214
(2b)	2 classes -Instructor Cost \$33/hr											
	Funding per hr=\$58.08-(23-23)=\$58.08	100	46	2	23.0	200	\$	58.08	\$33	\$6,600	\$11,616	\$5,016
(3a)	3 classes -Instructor Cost \$45/hr											
	Funding per hr=\$58.08-(23-15.3)=\$50.38	100	46	3	15.3	300	\$	50.38	\$45	\$13,500	\$15,114	\$1,614
(3b)	2 classes -Instructor Cost \$45/hr											
	Funding per hr=\$58.08-(23-23)=\$58.08	100	46	2	23.0	200	\$	58.08	\$45	\$9,000	\$11,616	\$2,616

2020-21 Correspondence/Self Study/Online learning

REGISTER	CRITERIA	FUNDING	ANALYSIS
Education) Correspondence/ Self-Study / Online Learning Courses • Use of Independent Learning Centre (ILC) materials • Correspondence/ Self Study course • Online Learning through Con Ed (courses prepared by board or offered through provincial LMS)	 Qualified Teachers use for Online learning if instruction provided by a continuing education teacher or if course offered during the summer Lessons marked for full time (FT) day school pupils during the school year (SeptJune) are not eligible for funding Lessons marked for part time (PT) pupils taking the same course during the regular school day are not eligible for funding Lesson marked for part time (PT) and Continuing Education (CE) pupils are eligible for funding For programs that straddle both school year and summer periods, record information under school year 	 Continuing Education Grant: Funding contingent upon # Lessons marked, not attendance deduct lessons marked for learners that are full time day school students from Sept. to June All lessons marked are counted in summer Maximum funding: # of lessons marked capped at 20 times course credit value per student; e.g., 20 for 1.0 credit course; 10 for 0.5 credit course) times .00579 (ADE per lesson) equals equivalent ADE times \$3561 (\$20.62 per lesson marked). For courses with maximum # lessons less than the course cap of 20, funding formula prorates number of eligible lessons to maximum # funded lessons possible 1 ADE ~ 172.71 lessons (1/.00579); at 20 lessons per credit = 8.63 credits Accommodation Grant – none No Small Class Adjustment 	# lessons completed counted regardless of official drop date; funding formula is not based on daily attendance 24

Correspondence/Self-Study/On-Line Learning: Recording Enrolment and Lessons/Work Units Marked

Category of Pupil

School Year

FT = Full-time day school pupils (scheduled average of 210 or more minutes per day)

PT = Part-time day school pupils (scheduled average of less than 210 minutes per day)

CE = Continuing Education pupils. Not enrolled in day school.

OP = Other Pupil. Required to pay tuition. Not eligible for provincial funding.

Summer

All pupils are 'CE', Continuing Education.

Entering Lessons/Work Units Marked

Enter a check mark. Entry is not contingent upon successful completion. Check marks should be entered consecutively without spaces in between check marks. Enter total number of lessons for each pupil in 'Total number of lessons marked' column.

Deductions to Number of Lessons/Work Units Marked Recognized for Funding

School year full time pupils: Deduct lessons marked for Full Time (FT) pupils. For pupils enrolled as full time on Oct. 31, deduct lessons marked between Sept. 1 and January 31. For pupils enrolled as full time on March 31, deduct lessons marked between Feb. 1 and June 30. **School year part time pupils**: Deduct lessons marked if student is also taking the same course as part of their day school instructional program.

Correspondence/Self-Study/E-learning ENG4C1

		-				•																						
											ı	Reco	rdin	g Les	sson	s/W	ork l	Jnit	s Ma	irke	d						Numbe	r of lessons
	Name of pupil (surname, given name)	OEN	Gender	Other pupils	Category of Pupil	Pupil's home address telephone number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Sept - June	Summer
1	Burke, Marian	021-533-41	F	POB	CE	2 Jack St, YORK, ON M1S 1D1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1									12	
2	Croft, Laura	021-533-58	F	POB	FT	1 Redstone Dr, RICHMOND HILL L4E 2R2	1	1	1	1	✓	~															6	
3	Duke, Kelly	021-533-28	F	POB	CE	5 Ash Rd, YORK, ON M1S 2K2 (416)222-3335	✓	~	✓	1	✓	✓	~	✓	✓	1	✓	1	1	1	1	✓	~	1	1	✓	20	
4	Gallo, Dale	021-533-85	М	OP	FT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	✓	✓	0	
5	Green, Leslie	021-533-10	м	POB	FT	6 Ash Rd, YORK, ON M1S 2K2 (416)222-3311	1	~	1	~	1	1	~	✓	1	1	1	1	1	~	1	~	~	~	~	•	20	
6	Matthews, Clay	021-533-42	М	POB	FT	1 Ash Rd, YORK, ON M15 2K2 (416)222-3333	1	1	✓	1	✓	✓	1	✓	✓	1	~	1			1	~	~	~	1	•	18	
7	McKasue, Roberta	021-533-42	F	РОВ	FT	1 Ash Rd, YORK, ON M15 2K2 (416)222-3333	1	1	1	1	1	1	1	1	1	1	1	✓	✓	✓	1	•	~	~	~	•	20	
8	Moran, Gale	021-533-09	F	POB	PT	5 Brown Crt, Aurora, ON L4G 3L3 (905)555-	✓	1	1	1	1	1			1	1	1	1				✓	1	1	1	✓	15	
9	Nelson, Jordan	021-533-42	F	POB	PT	1 Ash Rd, YORK, ON M15 2K2 (416)222-3333	✓	1	1	1	1	1			1	1	1	1	1	~		✓	1	~	1	✓	17	
10	Rogers, Aaron	021-533-42	м	РОВ	CE		✓	✓	✓	✓	✓	✓															6	
11	Smith, Todd	021-533-79	м	POB	CE	42 Jane St, YORK, ON M4S 2K2 (416)222-	1	1	1																		3	
12	Walker, Paul	021-553-45	м	POB	FT	1 Ash Rd, YORK, ON M1S 2K2	✓	~	✓	~	✓	~	~	✓	✓												9	
13	White, Beverley	021-533-32	F	POB	PT	5 Brown Crt, Aurora, ON L4G 3L3 (905)555-	✓	1	1	1	✓	1	1	✓	✓	1	1	~	✓	~	1	~	~	~	1	•	20	
14	Winters, Shelly	021-553-67	F	POB	CE	1 Ash Rd, YORK, ON M15 2K2 (416)222-3333	1	✓	1	1	1	1	✓	1	1	1	1	✓	1	✓	1	✓	1	~	1	•	20	
Total number of lessons/work units marked								186																				

Ð	Ontario
	Mindy of Shundar

School

Continuing Education: Register of Enrolment in Correspondence/Self-Study/e-Learning Courses,

School		Teacher ma	rking lessons	School Year
ABC School – e-Learning		TEACHER'S	NAME	20172018
Course Data				
Course name		Common Course	e Code	Credit value
English		ENG4C1 - 01		1.0
Type of course (check (✓) one) Course purchased Learning Center Calculation of Number of Lessons/Work Units Eligible for Funding	from the Independent	Correspond board	dence course prepared by the	e-Learning course
September to June 2			Summer 2018	
Total number of lessons/work units marked (not to exceed 20 per credit)		186	Total number of lessons/work marked and eligible for funding	
Subtract: Lessons/work units for full - time day school pupils	-	73	(not to exceed 20 per credit)	
Total number of lessons/work units eligible for funding	=	113		
To be completed when the number of lessons/work units required for the cours	e is less than 20 Total		Eor cours	es with less than
number of lessons/work units (enter total from above)				s/work units, the
Divide by: Number of lessons/work units required for the course (maximum 20)	÷ 20	=	3.03	f funded lessons is to 20 in order to
Multiply by: Credit value of course	x 1.0	=	E 0E	maximum funding.
		x 2	0	
Total (adjusted) number of lessons/work units eligible for funding		=	113	
Pupil Data				
Number of pupils as of the end of October 2017	Number of pupils Sept to June 2018	ember 2017 14	Number of pupi Summer 2018	İs
Calculation of equivalent average daily enrolment (ADE)				
113.00		x .00579 =	0.6543	
Total number of lessons/work units Equivalent ADE eligible for funding (from above)			Equivalent ADE	

Reminder: ADE for 'OP', Other Pupils, is not included here and is not funded. 'OP' ADE is recorded on OnSIS summary. 20 lesson x 0.00579=0.1158 ADEs for 'OP'

Pupil Enrolment Status – Board Status and Coned Register Impact

Pupil's Enrolment Status								
Code	Description							
FT	Full-Time day school pupil (210 or more minutes per day)							
PT	Part-Time day School pupil (less than 210 minutes per day)							
CE	Continuing Education pupil (not enrolled in regular day school)							

Pupil of the Board or Other Pupils (Board Resident Status)

Student 'Board Residence Status' must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils. Con Ed resident status must match regular day school register status for same student.

РОВ	Pupil of the Board Pupils of the Board have the right to attend continuing education programs without payment of a tuition fee and may receive provincial funding for these courses.
ОР	Other Pupil Other Pupils are required to pay a tuition fee to attend continuing education programs, and do not receive provincial funding for these courses.

Con Ed Register Types and Data Entry into Student Information System

Register	Course Type	Course Offering Type/ Use of Register	School Special Condition Type(s) in OnSIS	Student Type (POB)
Register of Enrolment in Continuing Education Credit Courses	ConEd CreditNight SchoolNight Out-of- School Coop	 Offered at Night or on Weekend Offered during Day School Offered after end of Day School Mathematics course(s) for changing course types Additional preparation for changing course types 	N-Continuing Education Or 8 – Summer	•FT •PT •CE Funding Received
Register of Enrolment in Correspondence/Self-Study/Online Learning Courses	ConEd E- Learning	 Independent Learning Centre (ILC) course Correspondence Course ConEd E-Learning Course 	N-Continuing Education Or 8 – Summer	•FT •PT •CE Funding Received only on PT and CE In Summer full funding for all types of students
Register of Enrolment in the International and Indigenous Languages Elementary (IILE) Program	• International Languages	Non Credit Elementary – International and Indigenous Languages	N-Continuing Education Or 8 – Summer	•FT •PT •CE Funding Received

Con Ed Register Types and Data Entry -continued

Register	Course Type	Course Offering Type/ Use of Register	School Special Condition Type(s) in OnSIS	Student Type
Register of Enrolment in the Literacy and Numeracy Program	Literacy and Numeracy	 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 Gr. 7-10 Literacy & Numeracy - Con Ed. (adults on con ed registers) Gr. 7-10 Literacy & Numeracy - Adult (adults on day sch. Register) Gr. 7-10 Literacy & Numeracy Fully High Credit 	N-Continuing Education Or 8 – Summer As of 2018 Summer students who have completed Grade 6 are eligible to take Grade 7/8 Remedial Literacy and Numeracy	•FT •PT •CE •Adults are also eligible for litnum funding □ Funding received only if student has enrolment record in publicly funded school in same academic year □ Private school students are not funded
Summer School Register	 Summer School Summer Out-of- School Co- op Upgrading 	 Credit course classroom instruction Credit course delivered through coop Mathematics course(s) for changing course types Additional preparation for changing course types Non Credit Programs for pupils with developmental disabilities 	8 – Summer	•FT •PT •CE Funding Received

Flow of Information 2020-21

- 1. Generate Con Ed Registers in SIS.
- 2. If OnSIS reports are not ready to meet EFIS deadlines, create summary report for ADEs by register type. Method will vary depending on SIS system used.
- 3. Education Finance Information System (EFIS) Forms:
 - a) Schedule 12 and Section 6 (IILE)- Data entry

The following sections will automatically populate following 3 a):

- Section 13-Learning Opportunities Grant (LOG)
 - -Base grants litnum (excl. con ed litnum) and transportation grant amounts for summer gr 6-10 litnum
- Section 11-Accommodation (Operations and Renewal)
 - -Generated by summer litnum gr. 6-10, summer credit, summer DD, Con Ed credit school year (daytime and after school).
- Section 6-Learning Opportunities Grant (LOG)
 - -Base grants except for LOG; IILE directly entered into section 6 and funding auto populated
- 4. OnSIS reports must be signed off at both school and board levels. The ministry will use board level OnSIS reports to compare to EFIS data received from boards.

Sample OnSIS Summary

FLOW OF INFORMATION #4
Data comes from summary page of attendance
registers #1...

		ADE				
Continuing Education Average Daily Enrolment (ADE)		_	nber to ne	Summer		
Note EFIS Schedule 12 line reference		Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils	
Continuing Education Credit-Offered during Day School sch	2: line1.2	0.83				
Continuing Education Credit-Offered after end of Day School						
Continuing Education Credit-Offered at Night or on Weekend						
Cont Ed: Transfer credit on math						
Cont Ed: Additional prep for changing course types						
Self Study						
Correspondence						
E-Learning sch	12: line1.4	0.65				
Summer credit course sch	12: line2.2			1.01		
Summer: Transfer credit on math						
Summer: Additional preparation for changing course types						
Program for developmentally disabled pupils						
7/8 Remedial Literacy & Numeracy						
Non-credit 9/10 Remedial Literacy & Numeracy sch1	2: line1.10	0.11				
Literacy & Numeracy - Parents / Guardians						
Adult Indigenous Language Instruction						
7/8 Literacy & Numeracy – Con Ed.						
7/8 Literacy & Numeracy – Adult						
7/8 Literacy & Numeracy – Fully High Credit						
9/10 Literacy & Numeracy – Con Ed						
9/10 Literacy & Numeracy – Adult						
9/10 Literacy & Numeracy – Fully High Credit						
Total Continuing Education ADE		1.59		1.01		

Campus: 579							
International Languages	Description	Total Number of Classes	Total Number of Instructors	Students - Pupils of the Board	Students - Other Pupils		Total Number of Hours
Cantonese		1	1	12	2	14	75.00
Total		1	1	12	2	14	75.00

Of the Total number of classes reported, how many ar	e offered:
After School	
Before School or Lunch Time	
Integrated Extended-Day Program	
Late-Afternoon and Evening Program	1
Summer	
Weekends	
Total	1

FLOW OF INFORMATION #4

- -Data comes from summary page of IILE attendance registers #1
- -Note, on section 6 EFIS, number of students is 12 for funding as the 2 'Other Pupils' do not count for funding

Campus: All							
International Languages	Other Language Description	Total Number of Classes	Total Number of Instructors	Students - Pupils of the Board	Students - Other Pupils	Total Number of Students	Total Number of Hours
Cantonese		1	1	12	2	14	75.00
Grand Total		1	1	12	2	14	75.00

Schedule 12 - Continuing Ed and Summer School Enrolment and PLAR

1	Continuing Education Average Daily Enrolment	Sept to June ADE	Sept to June ADE Small Class Adjustment	July and August ADE	July and August ADE Small Class Adjustment	Equivalent ADE
1.1	Indigenous Language Instruction for Adults	-	-	-	-	-
1.2	Adult Credit for Diploma Offered during Day School		-	-	-	
1.2.1	Adult Credit for Diploma Offered after end of Day School	0.83	-	-	-	0.83
1.3	Adult Credit for Diploma Offered at Night or on Weekend	-	-	-	-	-
1.4	Correspondence, Self-Study, E-Learning	0.65	j	-		0.65
1.5	Cont Ed - Transfer Credit Courses on Mathematics (see Note 1 below)	-	-	-		-
1.6	Cont Ed - Additional Preparation for Changing Course Types (see Note 1 below)	-	-	-		-
1.7	Total Continuing Education ADE	-	-	-	-	1.48
	(Sum of Items 1.1 to 1.6)					
1.8	Adult Literacy & Numeracy for Parents, s3(2) of 2018-19 ADE Reg.	-	-	-		-
1.9	Grade 7 & 8 Literacy & Numeracy Remedial (see Note 2 below)	-	-			-
1.10	Grade 9 & 10 Non-Credit Literacy & Numeracy Remedial (see Note 2 below)	0.11	_			0.11
1.11	Grade 7 to 10 Literacy & Numeracy - Cont. Ed., Adult and Fully High Credit		-			-
1.12	Total Continuing Education ADE including Literacy and Numeracy	-	-	-	-	1.59
	(Sum of Items 1.7 to 1.11)					

Accommodation Grant

Schedule 12 - Continuing Ed and Summer School Enrolment and PLAR - Continued

	(Sum of Items 1.7 to 1.11)					
2	Summer School Average Daily Enrolment					
2.1	Program for developmentally disabled pupils					
2.2	Secondary: For Credit Course	1.01				
2.3	Summer School - Transfer Credit Courses on Mathematics (see Note 1 below)	-	Accommodation Grant			
2.4	Summer School - Additional Preparation for Changing Course Types (see Note 1 below)	-				
2.5	Subtotal	1.01				
	(Sum of Items 2.1 to 2.4)					
2.6	Summer School - Grade 7 and 8 Literacy and Numeracy Remedial (see Note 2 below)	-				
2.7	Summer School - Grade 9 and 10 Non-Credit Literacy and Numeracy Remedial (see Note 2 below)	-	Accommodation & Transportation Grant			
2.8	Summer School - Gr. 7 to 10 L&N - Cont Ed., Adult and fully high credit students	-	Accommodation Grant			
2.9	Total Summer School ADE	1.01				
	(Sum of Items 2.5 to 2.8)					
3	Prior Learning Assessment and Recognition (PLAR)					
	(This section relates to PLAR for mature students as defined in Section 6.6 of Ontario Secondary School Grades 9 to 12. Equivalency assessments limited to one assessment per pupil during school year.)					
3.1	Number of individual student assessments for grade 9 and 10 credits					
3.2	Number of individual student equivalency assessments for grade 11 and 12 credits	240				
3.3	Number of completed challenges for grade 11 and 12 credits		4			
0.5						

1.01

,	Section 6 - Continuing Education Al	location and	d Other Progran	ns
	Adult Education, Continuing Education and Summer School	Benchmark	ADE	Allocation
6.1	Total Adult Day School Allocation	3,561.00	0.00	0
6.2	Total High Credit Allocation	3,561.00	0.00	0
6.3	Total Continuing Education Allocation	3,561.00	1.48	\$5,270
6.3.1	Total Cont Ed. Gr. 7 to 10 L&N - Cont Ed. Adult and fully high credit Allocation	3,561.00	0.00	0
6.4	Total Summer School Allocation	3,561.00	1.01	\$3,597
6.4.1	Total SS. Grade 7 to 10 L&N - Cont. Ed. Adult and fully high credit Allocation	3,561.00	0.00	0
6.5	Adult Education, High Credit, Continuing Education and Summer Sci((Item 6.1 Benchmark x ADE) + (Item 6.2 Benchmark x ADE) + (Item 6 x ADE) + (Item 6.4.1 Benchmark x ADE))		ltem 6.3.1 Benchmark x ADE) +	\$8,867 + (Item 6.4 Benchmark
6.5.1	Adult Day School / Continuing Education Supplement Allocation		board by boar	<mark>d amount</mark> \$XXXX
	International and Indigenous Languages - Elementary			
6.6	International and Indigenous Language Course enrolment			12
6.7	International and Indigenous Language Number of classes			1
6.8	International and Indigenous Language Average class size			12.0
	(Item 6.6/Item 6.7)			75
6.9	International and Indigenous Language Number of hours			75
		Hourly Rate		
6.10	International and Indigenous Amount before small class size adjustment	\$58.08		\$4,356
	(Item 6.9 x Hourly Rate)			
		Class Size Threshold	Reduction per Hour	
6.11	Adjustment for Small Class SizeIf Class Size Threshold is greater than item 6.8, then the adjustment is otherwise the adjustment is zero.	23 equal to (Class Size Thr	(11) eshold - Item 6.8) x Reduction p	\$ <mark>825</mark> per Hour x Item 6.9,
6.12	International and Indigenous languages amount			\$3,531
	(Item 6.10 - Item 6.11)			
		PLAR Equivalency Assessment Amount Benchmark	PLAR Completed Challenges Grade 11-12 Benchmark	
6.13	PLAR Allocation(Schedule 12, Item 3.1 + Item 3.2) X PLAR Equivalency Assessment A Grade 11-12 Benchmark)	128 mount Benchmark)) + (S	384 chedule 12, Item 3.3 X PLAR C	\$59,776 completed Challenges
6.14	International Student Recovery AmountInternational Student Recovery Amount Benchmark 1,300 x (Schedule 2.16 + Item 2.19) / 2)	13 (Item 2.2 + Item 2.4.2	? + Item 2.6 + Item 2.9 + Item 2.	<mark>0</mark> 12 + Item 2.14.2 + Item
6.15	Continuing Education Allocation and Other Program		1.11 0 4 10 5 10	\$72,174
	(Item 6.5 + Item 6.5.1 + Item 6.12 + Item 6.13 - Item 6.14)	ınder: Litnum \$ not inclu	ided here. See section 13 for litni	um)

Section 13 - Learning Opportunities Allocation

		Total Elementary	Total Secondary	Total Day School
13.1	Demographic Component Table Amount	•		
	GSN regulation table. 2020-21. Col. 2			
13.2	Literacy and Numeracy Assistance Amount			
13.2.1	Average Daily Enrolment, Summer School - Grade 7 to 10 Literacy and Numeracy Remedial			
	Schedule 12, items 2.6 + 2.7			
13.2.2	Average Daily Enrolment, Cont Ed - Adult Literacy & Numeracy for Parents			
	Schedule 12, item 1.8			
13.2.3	Average Daily Enrolment, Cont Ed - Grade 7 to 10 Literacy and Numeracy Remedial			0.11
	Schedule 12, items 1.9 + 1.10			
13.2.4	Transportation for SS Literacy and Remedial Program Allocation			
	(Section 9 (Item 9.22 - 9.20) / Current Year ADE Pupils of the board) X Item 13.2.1 X 3			
13.2.5	Literacy and Numeracy Assistance Amount			
	((Item 13.2.1 + Item 13.2.2 + Item 13.2.3) X \$6,941) + Item 13.2.4			\$764
13.5	Tutoring Allocation			\$4190
	Total Day School ADE of pupils of the board x \$4.19			

All accommodation grants are shown in section 11. Please work with your finance dept.

COVID 19 IMPACTS AND CHANGES

March to June 2020 closure

Recording Attendance

Attendance was reported using the Code "G" during the school closure period which produced C coded days on the attendance registers resulting in uninterrupted funding.

Final Grades

Grades and marks were not to decrease from what they were on March 13th. No student's mark was to be negatively affected by performance during the school closure period. This applies to both elementary and secondary students and Continuing Education Programs.

Literacy Requirement for Graduating Students

For students graduating in the 2019-20 school year, the literacy graduation requirement as set out in Ontario Schools has been waived.

Community Involvement Hours Requirement for Graduating Students

For students graduating in the 2019-20 school year, the Community Involvement Hours graduation requirement as set out in Ontario Schools has been waived.

COVID 19- Summer 2020 Program Delivery

MEMO 2020 SB:04 Summer School & Summer Learning Opportunities

Summer 2020	In-person	Remote	Lesson/Unit based
	Learning ²	Learning	Learning
Credit courses (including credit recovery and transfer courses) and non-credit programs for pupils with developmental disabilities *New* Upgrading Credit Course (55 hour)	Summer School R	egister	Register of Enrolment in Correspondence/Self Study/e-Learning Courses

¹ For students registering from another school board, confirmation of student eligibility will need to be requested from that school board.

² In-person learning may only take place should the current school closure period end. Typically, in-person learning for credit courses and non-credit programs for pupils with developmental disabilities are reported on the Summer School Register, if delivered between the hours of 8AM and 5PM and on the Register of Enrolment in Continuing Education Courses, if offered nights or weekends; however, this distinction is waived for the 2020 summer session.

MEMO 2020 SB:04 Summer School & Summer Learning Opportunities

Summer 2020	In-person Learning ²	Remote Learning	Lesson/Unit based Learning
International & Indigenous Languages Elementary (IILE) Program	Register of Enroln Program	nent in the IILE	
Adult Indigenous Languages Instruction	Register of Enroln Indigenous Langua		N/A
Literacy & Numeracy Program (Literacy and Math Outside the School Day Allocation)	Register of Enrolment in the Literacy & Numeracy Program		

D. UPGRADING CREDIT COURSES

Students are eligible to take an upgrading course if they have already completed the course and passed. The upgrading course should cover the overall expectations of the course; however, students should be able to complete the course in 55 hours (or equivalent) as they will already be familiar with much of the content and can focus on the areas in which they need improvement.

<u>Program Delivery Mode – Remote vs. In person Definitions</u>

Added to 19-20 register instructions

Added to 20-21 register instructions

Definitions of Remote Learning and Online Learning

<u>Remote Learning</u> - Learning that occurs when classes are taught at a distance and when students and educators are not in a conventional classroom setting. Remote learning takes place in times of extended interruption to in-person learning — for example, as a result of a pandemic or natural disaster. Classes can be synchronous or asynchronous and can be taught online through a Learning Management System (LMS) or by using videoconferencing tools. In some cases, they may be delivered through emails print materials, broadcast media, or telephone calls.

<u>Online Learning</u> - Courses that are <u>specifically designed to be taught in a fully online format (formerly referred to as "e-learning").</u> Online learning relies on communication between pupils and teachers through the internet or any other digital platform and does not require pupils and teachers to be face-to-face with each other or with their teacher. For clarity, OnSIS will be reflecting these changes in future updates.

⁴ A classroom may include virtual courses delivered at a distance through synchronous, two-way videoconferencing services. All students must attend programming at a satellite location in Ontario, such as another campus, school, library, as well as other organizations funded by Ontario such as colleges of applied arts and technology, publiclyassisted universities or a Contact North site.

REMINDER: NEW 2019-20

Adult Day School/Continuing Education Supplement (EFIS Section 6)

The Adult Day School/Continuing Education Supplement, introduced in 2019–20, supports former Local Priorities Fund (LPF) investments related to adult day school and continuing education based on local priorities and agreements. Depending on the collective agreements for some employee groups, this funding may be required for compensation or staffing under the Supports for Students Fund (SSF). Each school board's funding under the Adult Day School/Continuing Education Supplement is set out in the Grants for Student Needs – Legislative Grants for the 2020–2021 School Board Fiscal Year regulation.

International Student Recovery Amount (ISRA) (EFIS Section 6)

School boards' operating allocations will be reduced by the ISRA. The ISRA is based on the ADE of fee-paying international visa students reported in OnSIS, multiplied by \$1,300 and calculated as follows: \$1,300 x ADE for international visa students School boards are responsible for setting tuition fee amounts for international /visa students per the tuition fees regulation, which sets the minimum amount that must be charged to non-resident students. The International Student Recovery Amount is projected to be \$22.0 million in 2020–21.

From Technical Paper 2020–21, Spring 2020

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NEW 2020-21

Tutoring Allocation (previously Ontario Focused Intervention Partnership (OFIP) Allocation)

The Tutoring Allocation supports school boards in initiating and <u>expanding</u> before- and after-school, weekend, and summer tutoring programs that provide extra help to students who are not yet achieving the provincial standard in reading, writing, or mathematics.

The ministry encourages partnerships with existing community-based organizations that provide tutoring services for students. The funding is calculated using total elementary and secondary ADE and a per-pupil amount of \$4.19.

Changes to former 'Student Achievement Envelope'

Streamlining the **Student Achievement Envelope** by realigning it into two parts - an Experiential Learning (EL) Envelope and a **Targeted Student Supports (TSS) Envelope**. The EL Envelope includes the SHSM and Outdoor Education
Allocations, along with the new EL Allocation. **The TSS Envelope includes the Literacy and Math Outside the School Day**, Student Success, Grades 7 to 12,
Grade 7 and 8 Literacy and Numeracy and Student Success Teachers, and the **Tutoring Allocations (formerly OFIP)**. School boards must continue to use the
allocations above only for these programs and must report any unspent
funding as deferred revenue for future spending in these programs. There is
flexibility in how school boards may use allocations within the two envelopes,
as long as the funds in total are spent on the programs within each envelope.

Updates from OnSIS – July 2020: Enhancement Release Notes

Summary:

To accommodate the updates from the Ministry due to COVID-19 the following enhancements had to be made to OnSIS

- 1. Community involvement hour requirements: waived for graduating students who had completed their 40 hour for the 2019-20 Academic year.
- 2. Literacy requirements: for graduating students who did not have the opportunity to complete the literacy requirement this year. Schools are asked to select 'Not Applicable' in the Literacy Status field in OnSIS for those students who did not complete the requirement and who are graduating this year.

Updates from OnSIS – July 2020Enhancement Release Notes Continued

- 3. A new value 'Upgrading Credit Course' will be added to the existing 'Other Course Information Type' field in OnSIS to allow schools to identify secondary courses that were upgraded by students during the summer. New business rules will be implemented in relation to the new Other Course Information Type value of 'Upgrading Credit Course'.
- 4. Schools are asked to report secondary students receiving mark of 'I' in OnSIS as follows:

Field	Value
Incomplete Flag	Υ
Earned Credit Value	0.00
Final Mark	0.00
Course End Date	Equal to Class End Date
Withdrawal/Dropped	Blank

Updates from OnSIS – October 2020 Enhancement Release Notes

Following was updated in OnSIS:

Student Gender has been updated to included following two additional options:

N – Prefer Not to Disclose S – Prefer to Specify: _____

This is also new for the Continuing Education Enrollment Registers for 2020-21

Ontario Education Number – Web Site

Removed – Gendre requirement when assigning students and Ontario Education Number, also not search criteria anymore

Updates from OnSIS – October 2020 Enhancement Release Notes – FR761 Summary COVID 19/ QA Business Rules Update

Summary:

This FR includes updates to the Student School Enrolment Extract as well as new and updated business rules to address issues identified through data quality reviews and to accommodate reporting requirement exceptions/changes for the 2020-2021 school year as a result of COVID-19.

See business rules section below for specific changes.

Updated Rule – Year/Month of Entry to Canada cannot be after the Enrolment Start Date – Unless academic year = 2020-2021

New Rule – Status in Canada must be one defined values in the Residence Status Type table that is open as of Submission Period Count Date

OnSIS – Reports

Warnings/Critical Errors are shown on School and Board Submission Validation Report

- School Validation Report: compares the school data within the school board
- **Board Validation Report:** compares the school data with all school boards
- Warnings: are investigated and looked at but are not necessary to correct
- Critical: need to be corrected in the SMS and the process needs to redone

 Snapshot and Transmission if critical error is not corrected the student's data will not be reported at OnSIS

OnSIS: Warnings/Critical Errors

Types of Warnings/Critical Errors

Warnings – Can Be Reviewed but not necessary need to be corrected

Critical Errors – Must be fixed before you are able to sign off on School or Board Level

School Critical Errors must be corrected or the the student's records would not be recorded in OnSIS

School Level – Sign Off – looks at the School data across your own School Board

Board Critical Errors could be different then at the school level

Board Level – Sign Off – looks at the data Board data across the Province

OnSIS: Warnings/Critical Errors

Types of Warnings/Critical Errors

Warning – Examples

- ➤ Birth Country does not match Country of Birth submitted by another school in this submission cycle
- No PLAR data reported
- ➤ 60% or more of enrolled students have a Postal Code whose first two characters are NOT the same as the school's main address in "School Administration

OnSIS: Warnings/Critical Errors

Types of Warnings/Critical Errors

Critical – Examples

- Only the school identified as the "Main School" in student's "School Enrolment" can report the diploma
- Student must have a matching Board Residence Status in a public day school if the student also has an active enrolment record in a public day school in the same academic year
- Student is already an Ontario Scholar
- Continuing Education program Type '09 International & Indigenous Languages Elementary (IILE) Program' must be selected under School Administration if IILE data was reported

Types of PLAR: Verifications Reports

- ► VFSCH-0004ED.00 Prior Learning Assessment and Recognition Detail: Lists all the students who have been access by their name and courses are listed
- ► VFSCH-0004ES.00 Prior Learning Assessment and Recognition Summary: Lists the courses which were accessed
- Always make sure Mature students are flagged clearly for PLAR students

Example Verification Reports -1

OnSIS

Ontario School Information System

2019/06/20 21:53:00

VFSCH-0004ED.00 Prior Learning Assessment and Recognition Detail

Region: BE

Board Number and Name: BXXXXX- Public School School Number and Name: 991111- PSW Program

Academic Year: 2017-2018

Submission Period Type: Night/ Continuing Education School

Region - Board - School

BE Barrie Regional Office BXXXXX Public School 991111 PSW Program Submission Status: Sign-off

PLAR Approval Dat Status		Total Credit Value	Course Code	Mature Flag	Age Grade	Gender	Student Name	OEN	PLAR Type
							pil of the Board	ice Status:Pu	Board Resider
							Grade 9 or 10 credits	essment for G	Individual asse
NA 2018/01/12	NA.	14.00	PLE99	√	49	M	Help, Faith	89-191-111	4
									Total Regular: Total Mature: 1
							ssment for Grade 11 or 12 credits	ivalency asse	Individual equi
NA 2018/01/12	NA	1.00	LYFCO	√	49	M	Help, Faith	89-191-111	4
NA 2018/04/24	NA	1.00	SPH4C	7	51	M	Shop, Amanda,	22-124-763	2
NA 2018/04/24	NA	1.00	SCH3U	7	51	M	Shop, Amanda,	22-124-763	2
NA 2018/04/24	NA	1.00	MEL3E	7	51	M	Shop, Amanda,	22-124-763	2
NA 2018/04/24	NA	1.00	SCH4U	7	51	M	Shop, Amanda,	22-124-763	2
									Total Regular: Total Mature: 2
							d - Regular: 0 d - Mature: 2		
							d - Mature; 2	e il of the Boar il of the Boar and Total Reg and Total Mat	Total Mature: 2 Total Pup Total Pup Gra Gra

Personal Information is confidential and must be protected

1 of 1 Page(s)

Verification Reports - 2

OnSIS

Ontario School Information System

2019/06/20 21:53:00

VFSCH-0004ES.00 Prior Learning Assessment and Recognition Summary

Region: BE Board Number and Name: BXXXXX - Public School School Number and Name: 991111 - PSW Program Academic Year: 2017-2018 Submission Period Type: Night/ Continuing Education School

Region - Board - School

BE Barrie Regional Office B6XXXXX Public School 991111 PSW Program Submission Status: Sign-off

	Course Course Code Grade/Level		Total Credit Value	Students	Number of Students		
Course Name					Equivalency	Challenge	
		GraderLevel				Successful	Unsuccessful
Persian (Farsi)	LYFCO	Level 3	1.00	Regular	0	0	0
				Mature-Pupils of the Board	1	0	0
				Mature-Other Pupils	0	0	0
Mathematics for Work and Everyday Life	MEL3E	Grade 11	1.00	Regular	0	0	0
			Mature-Pupils of the Board	1	0	0	
				Mature-Other Pupils	0	0	0

Personal Information is confidential and must be protected

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Verification Reports (continued 2)

Prior Learning Assessment and Recognition Summary B66095 995780 Continuing Education PSW S 2019/06/20 21:53:00									
Out-of-Province Learning or Ontario	PLE99	Level-Equivalency	14.00	14.00 Regular	0	0	0		
Non-Inspected Private School Credit				Mature-Pupils of the Board	1	0	0		
				Mature-Other Pupils	0	0	0		
Chemistry	SCH3U	Grade 11	1.00	Regular	0	0	0		
				Mature-Pupils of the Board	1	0	0		
				Mature-Other Pupils	0	0	0		
Chemistry	SCH4U	Grade 12	1.00	Regular	0	0	0		
				Mature-Pupils of the Board	1	0	0		
				Mature-Other Pupils	0	0	0		
Physics	SPH4C	Grade 12	1.00	Regular	0	0	0		
				Mature-Pupils of the Board	1	0	0		
				Mature-Other Pupils	0	0	0		

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