

cesba

**Ontario Association of Adult and
Continuing Education School Board
Administrators**

November 10, 2021

Continuing Education: OnSIS and Funding

Presenters

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Acronyms

Acronyms	Meaning
ADE	Average Daily Enrolment
BSID	Board School Identification Number
EDU	Ministry of Education
EFIS	Education Finance Information System
GSN	Grants for Student Needs
IILE	International and Indigenous Languages, Elementary
MCU	Ministry of Colleges and Universities
MLTSD	Ministry of Labour, Training and Skills Development
OEN	Ontario Education Number
OFIP	Changed to 'Tutoring Allocation'
OnSIS	Ontario School Information System
PLAR	Prior Learning Assessment & Recognition
PPF	Priorities and Partnerships Funding (formerly EPO)
SIS	Student Information System

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](mailto:OnSIS_SISOn@ontario.ca) *OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934*
 - enrolment@ontario.ca *for questions on registers etc.*
 - [Ministry Finance Officer](#) Find your board contact
3. How would you do in an enrollment 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. Have you reconciled 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

- 2021-22 Funding Information Page
 - <http://www.edu.gov.on.ca/eng/policyfunding/funding.html>
- Instructions [Pupil Enrolment](#) 2021-22
 - [2021-22 Enrolment Register Instructions for Continuing Education Programs](#)
- 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 2021-22: Grants for Student Needs (GSN)

“B” and “SB” Memoranda

- Memorandum 2020 B08: [Grants for Student Needs \(GSN\) Funding for 2021-22](#)
- Memorandum 2020 B10: [2021-22 Priorities and Partnership Fund](#) (formerly EPO grants)

Appendix A – [2021-22 Priorities and Partnerships Funding Allocations](#)

Ministry Publications

- [Technical Paper 2021-22](#) (PDF, 1.52 Mb)
- [Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016](#)

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 Ontario College Teachers (OCT), if a qualified teacher is not available Board must apply for Letter of Permission (LOP) for the teacher.
- 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 funding data 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 (dates). If a learner has been **absent for *three or more consecutive sessions***, 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 cancelled 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 for professional development** apply to the Continuing Education Credit Register and do not apply to Summer School, Literacy and Numeracy and International and Indigenous Languages (IILE) programs.

Example: If a school or classroom closes due to COVID-19 attendance is recorded with “G” (grant day) code which converts to "C" code on the register during the closure time.

Instructors/teachers would be paid during the school or classroom 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.** Your SIS system will calculate this for you. 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.

Definitions of Remote Learning and Online Learning

Added to 2020-21 Enrollment Register Instructions and will **Continuing for 2021-22**
School Year

Remote Learning: 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.

Online Learning: Courses that are specifically designed to be taught in a fully online format (formerly referred to as “e-learning”). 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.

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: $\$1,300 \times \text{ADE for international visa students}$. 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.

CONTINUING EDUCATION REGISTERS

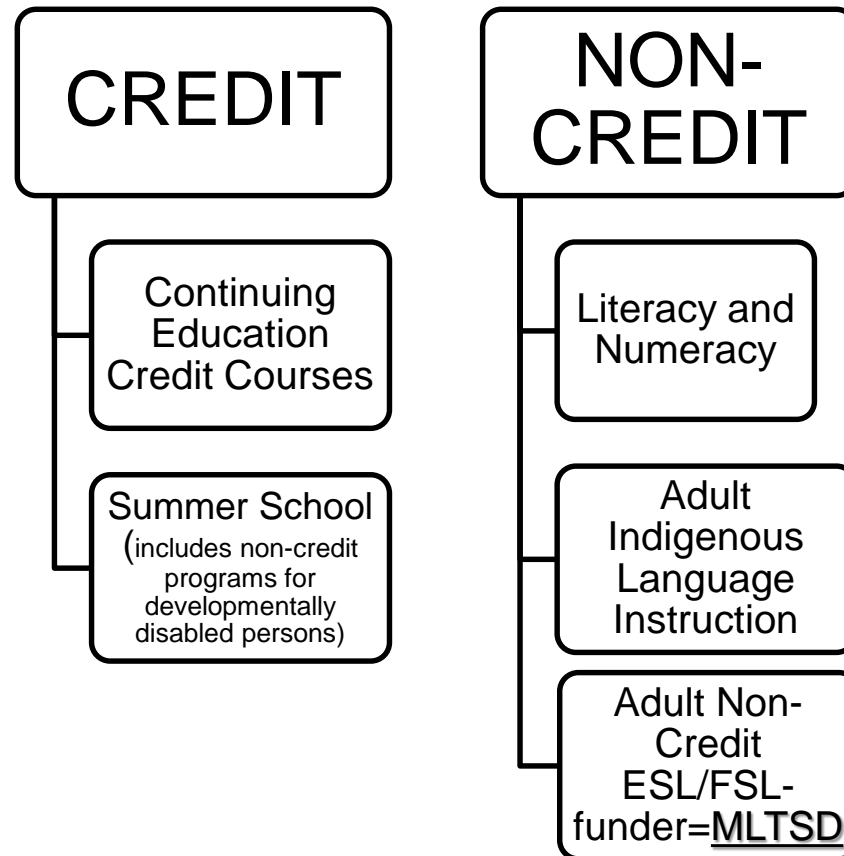
A: FUNDING BASED ON DAILY ATTENDANCE

Average Daily Enrolment (ADE) Formula

= sum of total # sessions attended by students x hours per session ÷ 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)



2021-22 Continuing Education Credit Courses

REGISTER	CRITERIA	FUNDING
<p>(Continuing Education Grant)</p> <p>Continuing Education Credit Courses</p> <ol style="list-style-type: none"> Continuing Education Credit (school day, after end of school day ending by 5pm, night, weekend) Additional Prep. For changing course types (OS 7.2.4) Mathematics course(s) for changing course types (OS 7.2.4) Cooperative Education Credit Recovery <p>If Adult School, USED FOR BOTH SCHOOL YEAR AND SUMMER PROGRAMS.</p>	<ul style="list-style-type: none"> Qualified teachers <u>Excludes full time day school (grid teacher taught) pupils</u> 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 	<ul style="list-style-type: none"> Continuing Education Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences <ul style="list-style-type: none"> - \$3588 times equivalent ADE (pupil hours divided by 950, approximately \$3.78 per pupil hour) - funding not contingent upon student success in earning credit <u>Small Class Size Adjustment – Average Enrolment method</u> -applies only to small, remote schools. Accommodation Grant (Credit programs offered during the <u>day, after end of school day or summer only</u>); EFIS section 11 <p>* <u>Components and rates for 2021-22:</u></p> <ol style="list-style-type: none"> School Operation : \$92.77 School Renewal: \$7.89– \$11.83 (secondary rate; board specific depending on school age) Benchmark Area Requirement per Pupil: 9.29 sq. metres Secondary Supplementary School Area Factor (board specific) e.g. 1.25 <p>Example accommodation calculation using maximum renewal rate: =ADE x 9.29 sq. meters x (92.77+11.83) x 1.25 =ADE x \$1214.67</p>

Daily Attendance Formula Registers

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

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



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Register of Enrolment in Continuing Education Credit Courses

2021-2022

Course: ADA4M1-01

Printed: 04/11/2021 21:50

Name of pupil (surname, given name)	Class Name	Common Course Code	OEN	Gender	Day school pupil	Pupil's day school address	Pupil's board resident status	Pupil's home address/ telephone number	Name of parent / guardian	Month and day	Attendance of Sessions																																			Number of sessions recognized for funding	
											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	September to June	Summer
											Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 20	Sep 21	Sep 22	Sep 23	Sep 24	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 12	Oct 13	Oct 14	Oct 15	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29			
1	Abdalla, Shelly	ADA4M1-01	ADA4M1	111-108-128	F	CE	Dr. Bette Stephenson Centre for Learning	POB	212 DAVIS DR, Apt. 1404, NEWMARKET, ON L3Y 0C2 (437) 772-2885	N/A	*																																	33			
2	Brant, Kelly	ADA4M1-01	ADA4M1	196-028-355	F	CE	Dr. Bette Stephenson Centre for Learning	POB	46 Berwick Cres, Apt. 51, RICHMOND HILL, ON L4C 0C (905) 780-0061	N/A																																			34		
3	Down, Fred	ADA4M1-01	ADA4M1	776-080-947	F	CE	Dr. Bette Stephenson Centre for Learning	POB	520 Lynett Cres, RICHMOND HILL, ON L4C 2V9 (437) 855-7794	N/A																																			34		
4	Efford, Scott	ADA4M1-01	ADA4M1	771-578-295	M	CE	Dr. Bette Stephenson Centre for Learning	POB	107 Briggs Ave, RICHMOND HILL, ON L4B 3J5 (905) 763-2198	N/A																																			34		
5	Frank, Abby	ADA4M1-01	ADA4M1	778-377-181	N	CE	Dr. Bette Stephenson Centre for Learning	POB	143 HAYMER DR, MAPLE, ON L6A 2P4 (437) 999-0086	N/A	*	*																																	32		
6	Gold, Lily	ADA4M1-01	ADA4M1	411-344-967	F	CE	Dr. Bette Stephenson Centre for Learning	POB	43 DUCHARME DR, RICHMOND HILL, ON L4S 0J3 (647) 225-6555	N/A																																				34	
7	Help, Wendy	ADA4M1-01	ADA4M1	559-824-814	F	CE	Dr. Bette Stephenson Centre for Learning	POB	677 Village Pky, MARKHAM, ON L3R 2Y4 (905) 945-0450	N/A																																				34	
8	Kehoe, Judy	ADA4M1-01	ADA4M1	471-476-773	F	CE	Dr. Bette Stephenson Centre for Learning	POB	33 Newbridge Ave, RICHMOND HILL, ON L4E 3Z9 (905) 806-5358	N/A																																				34	
9	Marl, John	ADA4M1-01	ADA4M1	241-155-935	M	CE	Dr. Bette Stephenson Centre for Learning	POB	316 MAIN MARKHAM ST N, Apt. 5, MARKHAM, ON L3P 1Z1 (647) 293-0670	N/A																																				34	
10	Reid, James	ADA4M1-01	ADA4M1	219-141-675	M	CE	Dr. Bette Stephenson Centre for Learning	POB	74 MURRAY DR, AURORA, ON L4G 2N6 (613) 302-0408	N/A																																				34	
11	Smith, Sandy	ADA4M1-01	ADA4M1	903-776-711	F	CE	Dr. Bette Stephenson Centre for Learning	POB	65 Inverloch Blvd, Unit 1, THORNHILL, ON L3T 3R4 (647) 806-8588	N/A																																				34	
											Total number of sessions recognized for funding																																			371	

Total number of sessions recognized for funding

371



Register of Enrolment in Continuing Education Credit Courses 2021-2022

School Adult Day School	Teacher First Name Last Name
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Course Data													
Course name(s) Drama	Common Course Code(s) ADA4M1 - 01												
Credit value 1.00													
Check (✓) one: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Course(s) offered at night or on the weekend <input type="checkbox"/> Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school) </div> <div> <input checked="" type="checkbox"/> Course(s) offered during the day school instructional program <input type="checkbox"/> Course(s) consisting of additional preparation for changing course types (OS, 7.2.4) </div> <div> <input type="checkbox"/> Mathematics course(s) for changing course types (OS.7.2.4) </div> </div>													
Dates Start: 13/09/2021 Finish: 29/10/2021													
Time of Day Start: 9:00 Finish: 12:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. <input checked="" type="checkbox"/> p.m.													
<div style="display: flex; justify-content: space-around;"> <div> September to June <table border="1" style="width: 100%;"> <tr> <th>Hours of classroom instruction</th> <th>Total Enrolment</th> </tr> <tr> <td>34 X 3.00 = 102.00</td> <td>11</td> </tr> <tr> <td>Number of sessions Hours per session Total number of hours</td> <td></td> </tr> </table> </div> <div> Summer <table border="1" style="width: 100%;"> <tr> <th>Hours of classroom instruction</th> <th>Total Enrolment</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Number of sessions Hours per session Total number of hours</td> <td></td> </tr> </table> </div> </div>		Hours of classroom instruction	Total Enrolment	34 X 3.00 = 102.00	11	Number of sessions Hours per session Total number of hours		Hours of classroom instruction	Total Enrolment			Number of sessions Hours per session Total number of hours	
Hours of classroom instruction	Total Enrolment												
34 X 3.00 = 102.00	11												
Number of sessions Hours per session Total number of hours													
Hours of classroom instruction	Total Enrolment												
Number of sessions Hours per session Total number of hours													

Pupil Data															
Number of pupils as of the end of October 10	Number of pupils September to June 11														
Number of pupils Summer 0															
<div style="display: flex; justify-content: space-around;"> <div> September to June <table border="1" style="width: 100%;"> <tr> <th>Hours recognized for funding</th> <th>Average Enrolment*</th> </tr> <tr> <td>371 X 3.00 = 1113.00</td> <td>0</td> </tr> <tr> <td>Sessions recognized (from register) Hours per session Total number of pupil hours</td> <td>(small class adjustment)</td> </tr> </table> </div> <div> Summer <table border="1" style="width: 100%;"> <tr> <th>Hours recognized for funding</th> <th>Average Enrolment*</th> </tr> <tr> <td>0 X 3.00 = 0</td> <td>0</td> </tr> <tr> <td>Sessions recognized (from register) Hours per session Total number of pupil hours</td> <td>(small class adjustment)</td> </tr> </table> </div> </div>		Hours recognized for funding	Average Enrolment*	371 X 3.00 = 1113.00	0	Sessions recognized (from register) Hours per session Total number of pupil hours	(small class adjustment)	Hours recognized for funding	Average Enrolment*	0 X 3.00 = 0	0	Sessions recognized (from register) Hours per session Total number of pupil hours	(small class adjustment)		
Hours recognized for funding	Average Enrolment*														
371 X 3.00 = 1113.00	0														
Sessions recognized (from register) Hours per session Total number of pupil hours	(small class adjustment)														
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0 X 3.00 = 0	0														
Sessions recognized (from register) Hours per session Total number of pupil hours	(small class adjustment)														
Calculation of equivalent average daily enrolment (ADE) <table border="1" style="width: 100%;"> <tr> <td>1113</td> <td>+</td> <td>0</td> <td>=</td> <td>1113</td> <td>÷ 950 =</td> <td>1.17</td> </tr> <tr> <td>Total number of pupil hours September to June</td> <td></td> <td>Total number of pupil hours Summer</td> <td></td> <td>Total number of pupil hours</td> <td></td> <td>Equivalent ADE</td> </tr> </table>		1113	+	0	=	1113	÷ 950 =	1.17	Total number of pupil hours September to June		Total number of pupil hours Summer		Total number of pupil hours		Equivalent ADE
1113	+	0	=	1113	÷ 950 =	1.17									
Total number of pupil hours September to June		Total number of pupil hours Summer		Total number of pupil hours		Equivalent ADE									

*Regarding the adjustment for small classes, see Enrolment Register Instructions for Continuing Education Programs, 2021-22 School Year.

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

	04/11/2021
Signature of principal	Date

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.

2021-22 Summer School

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p>(Continuing Education Grant)</p> <p>(Regular day school students only)</p> <ol style="list-style-type: none"> Credit courses delivered through classroom instruction Additional Prep. For changing course types (OS 7.2.4) Mathematics course(s) for changing course types (OS 7.2.4) Cooperative Education Credit Recovery Non-Credit programs for pupils with developmental disabilities (elementary & secondary) <p>Must be offered between 8:00am and 5:00pm</p>	<ul style="list-style-type: none"> Qualified teachers Required Not to be used for Online Learning Includes programs with <u>start and end dates in summer only</u> 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. 	<ul style="list-style-type: none"> Continuing Education Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences <ul style="list-style-type: none"> \$3588 times equivalent ADE (pupil hours divided by 950, approximately \$3.78 per pupil hour) <u>Small class adjustment</u> does not apply Accommodation Grant (all summer programs listed generate accommodation grant) <ul style="list-style-type: none"> Components: <ul style="list-style-type: none"> - See example under Continuing Education Credit register * <p><i>May not begin until after the last school day in the 2021-22 school year, nor may they extend beyond the first school day of the 2022-23 school year.</i></p>	<ul style="list-style-type: none"> Attendance calculations same as during school year (see notes on individual registers)

2020-2021

Course: GLD201-03

19



Continuing Education: Summer School Register

2020-2021

School Summer School		Teacher DAVID TAN	
Course Data			
Course Name Discovering the Workplace		Common Course Code(s) GLD201 - 03	Credit value 1.00
Dates Start: 05/07/2021 Finish: 30/07/2021		Days Sun. <input type="checkbox"/> Mon. <input checked="" type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input checked="" type="checkbox"/> Thur. <input checked="" type="checkbox"/> Fri. <input checked="" type="checkbox"/> Sat. <input type="checkbox"/>	
Time of Day Start: 8:50 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. Finish: 3:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.		Hours of classroom instruction Number of sessions: 20 X Hours per session: 5.50 = Total number of hours: 110.0000	
Number of pupils 11			
Pupil Data			
Hours recognized for funding Sessions recognized (from register): 192 X Hours per Session: 5.50 = Total number of pupil hours: 1056.0000			
Calculation of equivalent average daily enrolment (ADE) Total number of pupil hours: 1056 ÷ 950 = Equivalent ADE: 1.1116			
I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.			
Signature of principal		Date: 04/11/2021	

2021-22 Literacy and Math Outside the School Day

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p>(Learning Opportunities Grant – LOG)</p> <p>Literacy and Numeracy</p> <ol style="list-style-type: none"> Gr 7 or 8 Remedial Literacy and Math (in summer only, gr. 6,7,8) Non-Credit Gr 9 or 10 Remedial Literacy and Math Literacy and Numeracy for Parents and Guardians <p>Used for both School Year and Summer</p> <p>Delivery Codes: School Day: Lunch <ol style="list-style-type: none"> Before School After School Evening Weekend </p>	<ul style="list-style-type: none"> Qualified teachers or non-qualified teacher (1.& 2.)Pupils <u>recommended for program by principal of day school in which pupil is enrolled</u> (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 <u>assists participants in supporting K -12 students</u> Principal recommendation must be kept on file Programs that straddle both school year and summer periods, record information under school year Summer 1.,2..3- to generate funding, student must have an enrolment record in a publicly funded school in the same school year. If they don't students will be on the Registers for Coned Students and will be funded at the lower rate Private/home school students are not funded at this rate 	<ul style="list-style-type: none"> Learning Opportunities Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences \$6989 times equivalent ADE (pupil hours divided by 950, approximately \$7.36 per pupil hour); applies to 1,2,3 Parent/Guardians - reported against student's OEN; must be recorded in SIS as parent/guardian <u>Small Class Size Hours adjustment</u> does not apply <u>Accommodation Grant-</u> see Continuing Education Credit register example* for calculation <ul style="list-style-type: none"> ➤ Summer ONLY –1.,2. Transportation Grant <ul style="list-style-type: none"> ➤ Summer ONLY –1.,2. ➤ transportation grant for the board /ADE of pupils of the board x litnum ADE x 3 <p>NOTE:</p> <ul style="list-style-type: none"> ADEs reported on EFIS sch. 12 Summer Grade 6 to 10 programs ADE reported under summer school on schedule 12; <u>1,2,3 ADE reported on sch. 12, funding amount shown in EFIS LOG funding area-section 13</u> 	<p>Funded at a higher rate in order to accommodate <u>smaller class sizes.</u></p>

2021-22 Literacy and Math Outside the School Day – Continuing Education Students

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p>(Continuing Education Grant)</p> <p>Literacy and Numeracy</p> <p>Grades 9 and 10 Remedial Literacy and Math - Continuing Education Students OR Adults on Regular Day School Register</p> <p>- used for both School year and SUMMER</p> <p>Delivery Codes: School Day: 1. Lunch 2. Before School 3. After School 4. Evening 5. Weekend</p>	<ul style="list-style-type: none"> • Qualified teachers or non-qualified teacher • Pupils <u>recommended for program by principal of school in which pupil is enrolled</u> • Pupils in grades 11 and 12 may attend gr. 9 and 10 courses • Principal recommendation must be kept on file • Programs that straddle both school year and summer periods, record information under school year 	<ul style="list-style-type: none"> • Learning Opportunities Grant: Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences • NOTE: ADULT day school or Con Ed students enrolled in a credit course - funded at CONED RATE of \$3588 times equivalent ADE (pupil hours divided by 950, approximately \$3.78 per pupil hour) • <u>Small Class Size Hours adjustment</u> does not apply • <u>Accommodation Grant</u> - see Continuing Education Credit register example* for calculation <ul style="list-style-type: none"> ➤ Summer ONLY <p>NOTE: ADEs reported on EFIS sch. 12</p> <ul style="list-style-type: none"> • Summer Grade 6 to 10 programs ADE reported under summer school on schedule 12; • <u>EFIS: ADE funding reported on section 6.</u> 	

[illegible]



Continuing Education: Register of Enrolment in the Literacy and Numeracy Program
2020-2021

School ASP Night School	Instructor BEN BLACK
Location of course (if different from school)	Campus number 577

Course Data

Check (✓) one: ☒ 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

Dates
Start 08/04/2021 Finish 18/05/2021

Time of Day
Start 3:30 ☒ a.m. ☒ p.m. Finish 4:30 ☒ a.m. ☒ p.m.

Days
Sun. Mon. Tues. Wed. Thur. Fri. Sat.
☐ ☐ ☒ ☐ ☒ ☐ ☐

September to June Summer

Hours of classroom instruction	Total Enrolment	Hours of classroom instruction	Total Enrolment
10 X 1.00 = 10.00	9		
Number of sessions	Hours per session	Total number of hours	

Pupil Data

Number of pupils as of the end of October 0 Number of pupils September to June 9 Number of pupils Summer 0

Hours recognized for funding

September to June Summer

64 X 1.00 = 64.00	0 X 1.00 = 0
Sessions recognized (from register)	Sessions recognized (from register)
Hours per session	Hours per session
Total number of pupil hours	Total number of pupil hours

Calculation of equivalent average daily enrolment (ADE)

64	+	0	=	64	÷	950	=	0.0674
Total number of pupil hours September to June		Total number of pupil hours Summer		Total number of pupil hours September to August				Equivalent ADE

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

	04/11/2021
Signature of principal	Date

Additional Funding Allocation (LOG)

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

The Tutoring Allocation supports school boards in initiating and expanding 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. Tutoring supports may be targeted towards supporting successful transition into the de-streamed Grade 9 Math course. School boards can work with schools to design and structure the tutoring programs to best fit their needs. The ministry encourages partnerships with existing community based organizations that provide tutoring services for students as well as students (K to 12) who have faced barriers to success as a result of the COVID-19 pandemic. The funding is calculated using total elementary and secondary ADE and a per-pupil amount of \$4.19.

Targeted Student Supports (TSS) Envelope

This envelope is part of the Learning Opportunities Grant and is made up of four funding allocations including the **Literacy and Math Outside the School Day**, and the **Tutoring Allocations (formerly OFIP)**. School boards must continue to use the allocations 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 envelope, as long as the funds in total are spent on the programs within the envelope.

CONTINUING EDUCATION REGISTERS :

B: FUNDING FORMULAS NOT BASED ON DAILY ATTENDANCE

CREDIT

Correspondence
/Self Study/ e-
Learning

**Formula based on
lessons marked*

Note: Lessons marked must still be recorded in SIS system.

**NON-
CREDIT**

International and
Indigenous
Languages
Elementary

**Formula based on
number of
instructional hours
and class average*

2021-22 International and Indigenous Languages Program - Elementary

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><i>(Continuing Education- Other)</i></p> <p>International and Indigenous Languages Elementary (non-credit)</p> <p>MANDATED</p> <p>OnSIS Delivery Codes:</p> <ol style="list-style-type: none"> 1. After School 2. Before School or Lunch Time 3. Integrated Extended Day 4. Late-Afternoon and Evening 5. Weekend 6. Summer <p>- used for <u>both</u> School year <i>and</i> SUMMER</p>	<ul style="list-style-type: none"> • Qualified or non-qualified teacher • Elementary day school pupils (JK to grade 8) including those from private schools or home school • 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 Sign Language • Must be operated in compliance with the Child Care and Early Years Act, 2014. 	<ul style="list-style-type: none"> • Continuing Ed. and Other Programs Grant: Allocation is based upon <u>classroom instructional hours</u> (from register information) • 2021-22 maximum funding per instructional hour is \$58.57. 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 \$57.07 per instructional hour. • Small class adjustment does not apply • Accommodation Grant - none 	<p>Optimal class size 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.</p> <p>e.g., see <i>sample scenarios slide</i></p>



Register of Enrolment in the International & Indigenous Languages Elementary (IILE) Program 2021-2022

School

International Languages - 123

Instructor

First Name Last Name

Location of course (if different from school)

Campus number

555

Course Data

International or Indigenous language

Yoruba

Dates

Start 21/10/2021 Finish 19/05/2022

Time of Day

 Start 6:00 ☐ a.m. ☒ p.m. Finish 8:30 ☐ a.m. ☒ p.m.

Days

 Sun. Mon. Tues. Wed. Thur. Fri. Sat.
☐ ☐ ☐ ☐ ☒ ☐ ☐

Delivery code

 1 2 3 4 5 6
☐ ☐ ☐ ☐ ☐ ☐

September to June

Summer

Hours of funded classroom instruction*

28 X 2.50 = 70.00

Number of sessions

Hours per session

Total number of hours

Total Enrolment

10

Hours of funded classroom instruction**

X 2.50 =

Number of sessions

Hours per session

Total number of hours

Total Enrolment

* Maximum of 2.5 hours per week

**Includes 1 "OP" students,
Only 9 "POB" students will
be counted for funding**

** Maximum of 2.5 hours per day

Pupil Data

Number of pupils enrolled in class

10

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

Signature of principal

04/11/2021

Date



2021-2022

Course: XYRAM4-01

29

IILE- Analysis of class size, funding and instructor costs

	Scenario: 1) Instructional cost/hr \$20 2) Instructional Cost/hour \$35 3) Instructional Cost/hour \$45	#instructional hrs per year per class (40 wks X 2.5 hrs)	Total number of students	# classes	Class average (max funding @23)	Total instructional hrs/year	Funding per instructional hour	Instructional Cost per hour	Instructor Cost (incl. benefits, sick day est etc. if applicable)	Funding	Surplus after Instructional Costs
(1a)	3 classes -Instructor Cost \$20/hr Funding per hr = $\$58.57 - (23 - 15.3) = \50.87	100	46	3	15.3	300	\$50.87	\$20	\$6,000	\$15,261	\$9,261
(1b)	2 classes -Instructor Cost \$20/hr Funding per hr = $\$58.57 - (23 - 23) = \58.57	100	46	2	23	200	\$58.57	\$20	\$4,000	\$11,714	\$7,714
(2a)	3 classes -Instructor Cost \$35/hr Funding per hr = $\$58.57 - (23 - 15.3) = \50.87	100	46	3	15.3	300	\$50.87	\$35	\$10,500	\$15,261	\$4,761
(2b)	2 classes -Instructor Cost \$35/hr Funding per hr = $\$58.57 - (23 - 23) = \58.57	100	46	2	23	200	\$58.57	\$35	\$7,000	\$11,714	\$4,714
(3a)	3 classes -Instructor Cost \$45/hr Funding per hr = $\$58.57 - (23 - 15.3) = \50.87	100	46	3	15.3	300	\$50.87	\$45	\$13,500	\$15,261	\$1,761
(3b)	2 classes -Instructor Cost \$45/hr Funding per hr = $\$58.57 - (23 - 23) = \58.57	100	46	2	23	200	\$58.57	\$45	\$9,000	\$11,714	\$2,714

2021-22 Correspondence/Self Study/Online Learning

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p>(Continuing Education) Correspondence/ Self-Study / Online Learning Courses</p> <p>Courses designed for online delivery</p> <ul style="list-style-type: none"> • Use of Independent Learning Centre (ILC) materials • Correspondence/Self Study course • Online Learning through Continuing Education (courses prepared by board or offered through provincial LMS) <p>- used for both School year <i>and</i> SUMMER</p>	<ul style="list-style-type: none"> • Qualified Teachers • use for Online Learning if instruction provided by a <u>Continuing Education teacher</u> or if course offered during the summer • Lessons marked for full time (FT) day school pupils during the school year (Sept. -June) are <u>not eligible for funding</u> • Lessons marked for part time (PT) pupils taking the same course during the regular school day are <u>not eligible for funding</u> • 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 	<ul style="list-style-type: none"> • Continuing Education Grant: • Funding contingent upon # Lessons marked, not attendance – <u>deduct lessons marked for learners that are full time day school students</u> from Sept. to June • All lessons marked are counted in summer • Maximum funding: # of lessons marked <u>capped at 20 times course credit value</u> 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 \$3588 (\$20.77 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 	<ul style="list-style-type: none"> • # lessons completed counted regardless of official drop date; funding formula is not based on daily attendance

Correspondence/Self-Study/Online Learning: Recording Enrollment 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 and are funded if the POB.

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.

2021-22 Correspondence/Self-Study/Online Learning – School Year Example

							Recording Lessons/Work Units Marked																				Number of lessons	
	Name of Pupil	OEN	Gender	Other pupils	Category of Pupil	Pupil's Home Address/Telephone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Sept-June	Summer
1	Brown, Allan	597-653-071	M	POB	FT	596 Timothy St, NEWMARKET, Newmarket, ON Canada L3Y 1R2 H: (905) 898-2855	✓	✓	✓																		3	
2	Calkan, Amanda	129-512-577	F	POB	FT	132 BOURBON ST, WOODBRIDGE, Vaughan, ON Canada L4L 6Y9	✓	✓	✓	✓	✓	✓															6	
3	Coles, Laura	795-241-711	F	POB	CE	159 Jonas Millway, STOUFFVILLE, Whitchurch-Stouffvil, ON Canada L4A 0M9 H: (416) 318-1008	✓	✓	✓	✓	✓	✓	✓														7	
4	Coles, Stacey	617-696-222	F	POB	CE	16 Ailsa Dr, KESWICK, Georgina, ON Canada L4P 3N5 H: (905) 989-2666	✓	✓	✓	✓	✓	✓	✓														7	
5	D'Angelo, Julie	705-590-511	F	POB	FT	102 Yorkleigh Cir, STOUFFVILLE, Whitchurch-Stouffvil, ON Canada L4A 0Z5 H: (905) 642-8967	✓	✓	✓	✓	✓	✓	✓														7	
6	Haghighipour, Atefeh	911-423-922	F	POB	CE	7471 YONGE ST, Unit 318, THORNHILL, Markham, ON Canada L3T 2C1 H: (905) 955-1994	✓	✓	✓	✓	✓	✓															6	
7	Koskocan, Grant	789-118-411	F	POB	FT	25 BANNOCKBURN DR, WOODBRIDGE, Vaughan, ON Canada L4H 4P8	✓	✓	✓	✓	✓	✓	✓	✓													8	
8	Mason, Vicky	794-509-011	F	POB	CE	8675 Bayview Ave, Unit 81, RICHMOND HILL, Richmond Hill, ON Canada L4B 3M5 H: (647) 525-8785	✓	✓	✓	✓	✓	✓	✓														7	
9	Mirasgari, Seyedpouria	342-839-222	M	POB	CE	23 Johnson Rd, AURORA, Aurora, ON Canada L4G 2A3 H: (647) 746-0705	✓	✓	✓	✓	✓		✓														6	
10	Moncada, Steve	901-351-944	M	POB	CE	306 METRO RD N, KESWICK, Georgina, ON Canada L4P 3C8 H: (416) 409-9521	✓	✓	✓	✓	✓	✓	✓														7	
11	Nobes, Maddy	448-720-611	F	POB	CE	59 Centre St W, RICHMOND HILL, Richmond Hill, ON Canada L4C 3P6	✓	✓	✓	✓	✓	✓															6	

							Recording Lessons/Work Units Marked																				Number of lessons	
	Name of Pupil	OEN	Gender	Other pupils	Category	Pupil's Home Address/Telephone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Sept-June	Summer
						H: (647) 203-3796																						
12	Seleci, Frances	383-108-626	F	POB	CE	64 Miley Dr, MARKHAM, Markham, ON Canada L3R 4V3 H: (905) 554-2577	✓	✓	✓	✓	✓	✓														6		
13	Taylor, Kim	769-084-245	F	POB	CE	734 Stonehaven Ave, NEWMARKET, Newmarket, ON Canada L3X 2G2 H: (289) 338-5315	✓	✓	✓	✓	✓	✓	✓													8		
Total number of lessons/work units marked																										84	0	

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

School Online Learning	Teacher marking lessons Last, First	School Year 20212022
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Course Data

Course name English	Common Course Code ENG4C1 - 01	Credit value 1.0
Type of course (check (<input checked="" type="checkbox"/>) one) <input type="checkbox"/> Course purchased from the Independent Learning Center	<input type="checkbox"/> Correspondence course prepared by the board	<input checked="" type="checkbox"/> e-Learning course
Calculation of Number of Lessons/Work Units Eligible for Funding		
September 2021 to June 2022	Summer 2022	
Total number of lessons/work units marked (not to exceed 20 per credit) 84	Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit) []	
Subtract: Lessons/work units for full - time day school pupils - 24		
Total number of lessons/work units eligible for funding = 64		
To be completed when the number of lessons/work units required for the course is less than 20		
Total number of lessons/work units (enter total from above) 64		
Divide by: Number of lessons/work units required for the course (maximum 20) ÷ 10	= 6.4	
Multiply by: Credit value of course x 1.0	= 6.4	
	x 20	
Total (adjusted) number of lessons/work units eligible for funding	= 128	

For courses with less than 20 lessons/work units, the number of funded lesson is "adjusted" to 20 in order to generate maximum funding

Pupil Data

Number of pupils as of the end of October 2021 13	Number of pupils September 2021 to June 2022 13	Number of pupils Summer 2022 0
Calculation of equivalent average daily enrolment (ADE)		
128.0000	x .00579 =	.74112
Total number of lessons/work units Equivalent ADE eligible for funding (from above)	Equivalent ADE	

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.	
Signature of principal	Date

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'

New in 2021–22 - PLAR

Prior Learning Assessment and Recognition (PLAR) is now mandatory for all eligible adult learners (mature students). This new approach will better address the needs of adult learners in expeditiously achieving the Ontario Secondary School Diploma (OSSD) and efficiently moving them forward to more opportunities including sustainable employment, postsecondary education and apprenticeship.

Technical Paper 2021–22, Spring 2021 – page 90

It is a mandatory formal evaluation and accreditation process carried out under the direction of a school principal through which the principal may grant secondary school credits to mature students.

The ministry will provide additional details through the release of a revised Policy/Program Memorandum (PPM) 132: Prior Learning Assessment and Recognition (PLAR) for Mature Students in the spring of 2021. 2021:B08

Type of PLAR	Funding Amount
Individual student assessment for Grade 9 and 10 credits	\$129
Individual student equivalency assessment for Grade 11 and 12 credits	\$129
Each completed challenge assessment for a Grade 11 or 12 full credit course, whether successful or unsuccessful School boards are funded based on their reporting of these assessment activities.	\$387

Example of PLAR - Board Summary



2021/11/04 10:21:00

Ontario School Information System

BRDSUM-0004MS.00 Prior Learning Assessment and Recognition (PLAR) for Mature Students - Board Summary

Region: CR

Board Number and Name: B11111 - ABC DSB

Fiscal Year: 2020-2021

Board Number and Name: B11111 - ABC DSB

School No	School Name	Grade 9 or 10 Individual Assessment		Grade 11 or 12		
		Total # of Assessments	# of Assessments Eligible for Funding	Equivalency Assessment		Completed
				Total # of Assessments	# of Assessments Eligible for Funding	Total # of Challenges
995777	Night School - 1	11	11	5	3	1.00
990444	Adult Day School	120	118	210	171	0.00
995544	Night School - 2	0	0	3	2	0.00
999111	Night School - 3	10	10	20	15	0.00
999777	Online Learning Night School	0	0	1	1	1.00
Total	5	141	139	239	192	2.00

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)	
<p>Student `Board Residence Status` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils. <u>Con Ed resident status must match regular day school register status for same student.</u></p>	
POB	<p>Pupil of the Board</p> <p>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.</p>
OP	<p>Other Pupil</p> <p>Other Pupils are required to pay a tuition fee to attend continuing education programs, and do not receive provincial funding for these courses.</p>

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	<ul style="list-style-type: none"> • ConEd Credit • Night School • Night Out-of-School Coop 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • FT • PT • CE <p>Funding Received</p>
Register of Enrolment in Correspondence/Self-Study/Online Learning Courses	<ul style="list-style-type: none"> • ConEd E-Learning 	<ul style="list-style-type: none"> • Independent Learning Centre (ILC) course • Correspondence Course • ConEd E-Learning Course 	N-Continuing Education Or 8 – Summer	<ul style="list-style-type: none"> • FT • PT • CE <p>Funding Received only on PT and CE In Summer full funding for all types of students</p>
Register of Enrolment in the International and Indigenous Languages Elementary (IILE) Program	<ul style="list-style-type: none"> • International Languages 	Non Credit Elementary – International and Indigenous Languages	N-Continuing Education Or 8 – Summer	<ul style="list-style-type: none"> • FT • PT • CE <p>Funding Received</p>

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	<ul style="list-style-type: none"> Literacy and Numeracy 	<ul style="list-style-type: none"> 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 – <u>Con Ed. (adults on con ed registers)</u> Gr. 7-10 Literacy & Numeracy – Adult (<i>adults on day sch. Register</i>) 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	<ul style="list-style-type: none"> •FT •PT •CE •Adults are also eligible for litnum funding <p><input type="checkbox"/> Funding received only if student has enrolment record in publicly funded school in same academic year</p> <p><input type="checkbox"/> Private school students are not funded</p>
Summer School Register	<ul style="list-style-type: none"> Summer School Summer Out-of-School Co-op Upgrading Credit Recovery 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> •FT •PT •CE <p>Funding Received</p>

Changes to Coned Registers Since 2017

School Year	Which Register	Changes
2017-18	Literacy and Numeracy Program	Grade 6 eligible for funding in Literacy/Numeracy Program Summer Only
2018-19	Continuing Education Credit Courses - During School Year	Professional Development for Teachers - During Scheduled Class Time - Attendance Reason Code C - Funded Day
2018-19	Literacy and Numeracy Program	Continuing Education Students eligible for funding at the Continuing Education rate
2018-19	All Registers	Retention - For Audits - retain current year plus previous two school years
2020-21	All Registers	Gender Identification on the Pupil Eligibility Attestation Form
2020-21	All Registers	Student Gender was updated including following two options: N – Prefer Not to Disclose, S – Prefer to Specify: _____
2020-21	Literacy and Numeracy Program	Specific Breakdown of Course Type - Literacy or Math or Both to be collected

Flow of Information 2021-22

1. Generate Continuing Education Registers in SIS.
2. If OnSIS reports are not ready to meet EFIS deadlines, create summary report for ADEs by register type.
3. Education Finance Information System (EFIS) Forms:
 - a) Data entry into **Schedule 12 and Section 6 (for IILE)** (unlike regular day schools, OnSIS data does not prepopulate the EFIS data must be updated manually).
 - b) The following sections will automatically populate following 3 a):
 - Section 13-Learning Opportunities Allocation (LOG)
 - Base grants litnum (excl. con ed litnum) and transportation grant amounts for summer gr 6-10 litnum
 - Section 11- School Operations and Renewal (Accommodation)
 - Generated by summer litnum gr. 6-10, summer credit, summer DD, Con Ed credit school year (daytime and after school).
 - Section 6- Continuing Education Allocation and Other Programs
 - Base grant funding amounts 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.

FLOW OF INFORMATION #4

Data comes from summary page of attendance registers #1...ADE for Other Pupils is not funded.

Sample OnSIS Summary

Continuing Education Average Daily Enrolment (ADE) ADEs shown are from register samples provided. Note: EFIS Schedule 12 line reference	ADE			
	September to June		Summer	
	Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils
Continuing Education Credit-Offered during Day School sch 12- line 1.2	1.1716			
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- line 1.4	0.7411			
Summer credit course sch 12- line 2.2			1.1116	
Summer: Transfer credit on math				
Summer: Additional preparation for changing course types				
Program for developmentally disabled pupils				
7/8 Remedial Literacy & Numeracy sch 12- line 1.9	0.0674			
Non-credit 9/10 Remedial Literacy & Numeracy				
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	1.9801		1.1116	

Campus: 555							
International & Indigenous 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		3	3	84	4	88	210.00
Greek		2	2	55		55	140.00
Gujarati		2	2	39		39	140.00
Italian		1	1	24		24	70.00
Korean		3	3	69		69	210.00
Persian (Farsi)		3	3	86		86	210.00
Tamil		6	6	114		114	420.00
Yoruba -register sample		1	1	9	1	10	70.00
Simplified Chinese		7	8	150		150	490.00
Total		28	29	630	5	635	1960.00

Of the Total number of classes reported, how many are offered:	
After School	1
Before School or Lunch Time	
Integrated Extended-Day Program	
Late-Afternoon and Evening Program	27
Summer	
Weekends	
Total	28

FLOW OF INFORMATION #4

-Data comes from summary page of IILE attendance registers #1

-Note, on section 6 EFIS, number of students is 630 for funding as the 5 'Other Pupils' do not count for funding

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	1.1716	-	-	-	1.1716
1.3	Adult Credit for Diploma Offered at Night or on Weekend	-	-	-	-	-
1.4	Correspondence, Self-Study, E-Learning	0.7411		-		0.7411
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	-	-	-	-	1.9127
(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)	0.0674				0.0674
1.10	Grade 9 & 10 Non-Credit Literacy & Numeracy Remedial (see Note 2 below)					
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	-	-	-	-	1.9801
(Sum of Items 1.7 to 1.11)					

Accommodation Grant

FLOW OF INFORMATION #3 a)

Data comes from summary page of attendance registers #1...ADE for Other Pupils is not funded.

Education Finance Information System (EFIS): School Board Submission of Financial Statements

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				1.1116	
2.3	Summer School - Transfer Credit Courses on Mathematics (see Note 1 below)				-	
2.4	Summer School - Additional Preparation for Changing Course Types (see Note 1 below)				-	
2.5	Subtotal				1.1116	
(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)				-	
2.8	Summer School - Gr. 7 to 10 L&N - Cont Ed., Adult and fully high credit students				-	
2.9	Total Summer School ADE				1.1116	
(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					139
3.2	Number of individual student equivalency assessments for grade 11 and 12 credits					192
3.3	Number of completed challenges for grade 11 and 12 credits					2
	(where the challenge is for a partial credit, the completed challenge should be pro-rated accordingly)					

Accommodation
Grant

Accommodation &
Transportation Grant

Accommodation
Grant

Section 6 - Continuing Education Allocation and Other Programs

	Adult Education, Continuing Education and Summer School	Benchmark	ADE	Allocation
6.1	Total Adult Day School Allocation	3,588.00	0.00	0
6.2	Total High Credit Allocation	3,588.00		
6.3	Total Continuing Education Allocation	3,588.00	1.91	\$ 6,853
6.3.1	Total Cont Ed. Gr. 7 to 10 L&N - Cont Ed. Adult and fully high credit Allocation	3,588.00	0.00	0
6.4	Total Summer School Allocation	3,588.00	1.11	\$3,983
6.4.1	Total SS. Grade 7 to 10 L&N - Cont. Ed. Adult and fully high credit Allocation	3,588.00	0.00	0
6.5	Adult Education, High Credit, Continuing Education and Summer School Allocation((Item 6.1 Benchmark x ADE) + (Item 6.2 Benchmark x ADE) + (Item 6.3 Benchmark x ADE) + (Item 6.3.1 Benchmark x ADE) + (Item 6.4 Benchmark x ADE) + (Item 6.4.1 Benchmark x ADE))			\$10,836
6.5.1	Adult Day School / Continuing Education Supplement AllocationGSN regulation table. 2021-22		board by board allocation	\$XXXX
International and Indigenous Languages - Elementary				
6.6	International and Indigenous Language Course enrolment			630
6.7	International and Indigenous Language Number of classes			28
6.8	International and Indigenous Language Average class size(Item 6.6/Item 6.7)			22.5
6.9	International and Indigenous Language Number of hours			1960
		Hourly Rate		
6.10	International and Indigenous Amount before small class size adjustment(Item 6.9 x Hourly Rate)	\$58.57		\$114,797
		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 equal to (Class Size Threshold - Item 6.8) x Reduction per Hour x Item 6.9, otherwise the adjustment is zero.	23	0.5	\$980
6.12	International and Indigenous languages amount(Item 6.10 - Item 6.11)			\$113,817
		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 Amount Benchmark)) + (Schedule 12, Item 3.3 X PLAR Completed Challenges Grade 11-12 Benchmark)	331	2	\$43,473
6.14	International Student Recovery AmountInternational Student Recovery Amount Benchmark 1,300 x (Schedule 13 (Item 2.2 + Item 2.4.2 + Item 2.6 + Item 2.9 + Item 2.12 + Item 2.14.2 + Item 2.16 + Item 2.19) / 2)			\$1300
6.15	Continuing Education Allocation and Other Program(Item 6.5 + Item 6.5.1 + Item 6.12 + Item 6.13 - Item 6.14)			\$166,826

FLOW OF INFORMATION #3 a) for IILE and 3b) for programs entered above

Section 13 - Learning Opportunities Allocation

		Total Elementary	Total Secondary	Total Day School
13.1	Demographic Component Table AmountGSN regulation table. 2021-22. Col. 2			
		<i>FLOW OF INFORMATION #3 b)</i>		
13.2	Literacy and Numeracy Assistance Amount			
13.2.1	Average Daily Enrolment, Summer School - Grade 7 to 10 Literacy and Numeracy RemedialSchedule 12, items 2.6 + 2.7			
13.2.2	Average Daily Enrolment, Cont Ed - Adult Literacy & Numeracy for ParentsSchedule 12, item 1.8			
13.2.3	Average Daily Enrolment, Cont Ed - Grade 7 to 10 Literacy and Numeracy RemedialSchedule 12, items 1.9 + 1.10			0.07
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 \$6,989) + Item 13.2.4			\$489
13.3	Assistance for Student Success Amount			
13.5	Tutoring AllocationTotal Day School ADE of pupils of the board x \$4.19			\$4,190
13.10	Learning Opportunities Allocation(Item 13.1 + Item 13.2.5 + Item 13.3.12 + Item 13.3.13 + item 13.5 + item 13.6 + item 13.7 + item 13.8.6)			\$4,679

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

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 – Gender requirement when assigning students an Ontario Education Number, also not search criteria anymore.

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 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 to 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 than 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 assessed 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



Ontario School Information System

2019/06/20 21:53:00

VFSC-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 Type	OEN	Student Name	Gender	Age	Grade	Mature Flag	Course Code	Total Credit Value	PLAR Status	Approval Date
Board Residence Status:Pupil of the Board										
Individual assessment for Grade 9 or 10 credits										
	489-191-111	Help, Faith	M	49		√	PLE99	14.00	NA	2018/01/12
Total Regular: 0										
Total Mature: 1										
Individual equivalency assessment for Grade 11 or 12 credits										
	489-191-111	Help, Faith	M	49		√	LYFCO	1.00	NA	2018/01/12
	222-124-763	Shop, Amanda,	M	51		√	SPH4C	1.00	NA	2018/04/24
	222-124-763	Shop, Amanda,	M	51		√	SCH3U	1.00	NA	2018/04/24
	222-124-763	Shop, Amanda,	M	51		√	MEL3E	1.00	NA	2018/04/24
	222-124-763	Shop, Amanda,	M	51		√	SCH4U	1.00	NA	2018/04/24
Total Regular: 0										
Total Mature: 2										
Total Pupil of the Board - Regular: 0										
Total Pupil of the Board - Mature: 2										

Grand Total Regular: 0
Grand Total Mature - Pupils of the Board: 2
Grand Total Mature - Other Pupils: 0

Personal Information is confidential and must be protected

1 of 1 Page(s)

Verification Reports - 2



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 Name	Course Code	Course Grade/Level	Total Credit Value	Students	Number of Students		
					Equivalency	Challenge	
						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

1 of 2 Page(s)

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 Non-Inspected Private School Credit	PLE99	Level-Equivalency	14.00	Regular	0	0	0
				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

Personal Information is confidential and must be protected

2 of 2 Page(s)

Sample of Completed OnSIS Board Summary – Indicating Sign Off



2021/11/04 10:32:00

Ontario School Information System

BRDSUM-0036S.00 Continuing Education and Summer School Average Daily Enrolment Report

Region: CR

Board Number and Name: B11111 - ABC DSB

Academic Year: 2020-2021

Region - Board

CR Central Region

B11111 - ABC DSB

Continuing Education Average Daily Enrolment (ADE)	ADE			
	September to June		Summer	
	Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils
Continuing Education Credit-Offered during Day School	542.2097			
Continuing Education Credit-Offered after end of Day School				
Continuing Education Credit-Offered Click to add text	245.6062	7.5231		
Cont Ed: Transfer credit on math				
Cont Ed: Additional prep for changing course types				
Self Study				
Correspondence				
E-Learning	49.0521	0.2548	450.1934	4.2962
Summer credit course			504.7730	0.2316
Summer: Transfer credit on math				
Summer: Additional preparation for changing course types				
Program for developmentally disabled pupils			3.2401	
7/8 Remedial Literacy & Numeracy	2.3314	0.0116	90.6817	0.2889
Non-credit 9/10 Remedial Literacy & Numeracy	15.1197	0.3576	25.0000	
Literacy & Numeracy - Parents / Guardians				
Adult Indigenous Language Instruction				
7/8 Literacy & Numeracy – Con Ed.			1.8942	
7/8 Literacy & Numeracy – Adult				
7/8 Literacy & Numeracy – Fully High Credit				
9/10 Literacy & Numeracy – Con Ed	0.0158			
9/10 Literacy & Numeracy – Adult				
9/10 Literacy & Numeracy – Fully High Credit	0.0079			
Total Continuing Education ADE	854.3428	8.1471	1075.7824	4.8167

	Night / Adult Continuing Education Day Schools	Summer Schools
Total Number of Schools	53	34
Number of Schools Signed off	11	6

2021-22 Ontario School Information System (OnSIS) Data Submission Schedule

Submission	Data Collected	Count Date	Board Submission Sign-Off Due Date
YEAR END			
Night / Continuing Education** School Data Submission **Continuing Education Programs include Night Schools and Adult Continuing Education Day Schools.	Elemental Student Data (e.g., enrolment in credit and/or non-credit continuing education programs, student achievement data, etc.) Aggregate School Data (e.g., International and Indigenous Languages Elementary (IILE) program data, etc.)	September 5, 2022	October 31, 2022
Summer School Data Submission	Elemental Student Data (e.g., enrolment in credit and/or non-credit continuing education programs, student achievement data, etc.) Aggregate School Data (e.g., IILE program data, etc.)		

NOTES:

The ministry may begin to publicly report on the 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.

The ministry will examine the data submitted through OnSIS for data quality purposes. Data for a particular submission will be reviewed once all schools in the board have been signed-off. Boards will be contacted based on any items that are identified.

Summary of 2021-2022 Funding Rates

Program	2020-21	2021-22	% change	Comments
MLTSD Adult Non-Credit Language Training (per ADE)	\$3,561	\$3,588	2.01%	Usually matches EDU credit rate; new funding model beginning 2022-23.
Adult Indigenous Language Instruction	\$3,561	\$3,588	2.01%	
Literacy and Math Outside School Day - (LOG) (per ADE) Grades 7 to 10 programs for students in grades 7 to 12 (Grade 6 students eligible in summer), Parents and Guardians.	\$6,941	\$6,989	2.01%	Plus accommodation & transportation grant in summer for students in grades 6 to 12 in summer
CON ED Literacy and Math Outside School Day (per ADE) Adult Day School, High Credit, Con Ed Credit students	\$3,561	\$3,588	2.01%	Plus accommodation in summer
Tutoring (LOG) -per sch board Elem&Sec pupil ADE (previously OFIP Tutoring)	\$4.19	\$4.19	no change	
Int'l and Indigenous Languages Program-Elementary -per instructional hour- rate applies where board class average is 23 or more	\$58.08	\$58.57	1.86%	
Con Ed Credit: Summer, Night, Weekend, After School and Adult Day Con Ed Credit (per ADE)	\$3,561	\$3,588	2.01%	Plus accommodation for Adult Day Con Ed, after school and summer credit
Summer Program for Developmentally Disabled (per ADE)	\$3,561	\$3,588	2.01%	Plus accommodation
Correspondence/Self Study/Online Learning (per ADE) based on number of lessons marked	\$3,561	\$3,588	2.01%	
PLAR for Mature Students Individual Student Assessments for Grade 9/10 credits and Equivalency Assessments for grade 11/12 credits	\$128	\$129	1.59%	
PLAR for Mature Students Completed challenges for Grades 11 and 12 credits	\$384	\$387	1.86%	
Accommodation Grant : School Operations Allocation -Applies to Adult Day & After school Credit (full year), Summer (Litnum /Credit/Developmentally Disabled programs)	\$91.56/m ²	\$92.77/m ²	1.32%	
School Renewal Allocation: Applies to Adult Day & After school Credit (full year), Summer (Litnum /Credit/Developmentally Disabled programs)	\$7.89 - \$11.83/ m ²	\$7.89 - \$11.83/ m ²	no change	