



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

December 5, 2025

**Continuing Education:
A2: Tips of the Trade**

Presenters

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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?
 - Information Technology/Student Information System (SIS) Department?
 - Other boards? *CESBA plays a valuable role in bringing boards together.*
 - Ministry of Education:
 - OnSIS_SISOn@ontario.ca OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934
 - enrolment@ontario.ca for questions on registers etc.
3. How would you do in an enrolment and/or financial audit conducted by EDU or your board? What systems do you have in place for tracking and monitoring expenses by programs?
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?
5. Program data: As of 2018-19; EDU funding claim based on OnSIS reports. How do you submit and 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

[2024-25 Funding Information Page](#)

Relevant [“B” and “SB” Memoranda](#) (links to all B and SB memos by year)

- [2024: B05: 2024–25 Core Education Funding \(PDF\)](#) *(formerly GSN)*
- [2024: B06: 2024–25 Responsive Education Funding \(PDF\)](#) *(formerly PPF)*
[-Appendix A — School Board Funding Allocations \(PDF\)](#)
- [Technical Paper 2024-25](#) (includes funding details and rates)
- [Supporting Regulations –Legislative Grants 2024-25](#)

New for 2024-25... Core Funding replaces ‘Grants for Student Needs’ (GSN). There are 6 areas of funding. Continuing Education and Other Grants is included in The Learning Resources Fund (LRF). Litnum/tutoring/summer learning program are now part of Continuing Education grants and are no longer enveloped!

Ministry Guidelines and Implementation

- [Pupil Enrolment](#) 2024-25 (also contains B and SB Memos)
 - [2024-25 Enrolment Register Instructions for Continuing Education Programs](#)
- [Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016](#)
- [Implementation Criteria for Select Student Success Programs](#)
Includes guidelines and criteria for Literacy and Math Outside the School Day and Summer Learning Program
- [Policy and Program Memoranda](#)

Examples:

- [Policy/Program Memorandum 164: Requirements for Remote Learning](#)
August 13, 2020

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. (example: specialty programs – Personal Support Worker (PSW))
- ❑ 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 Continuing Education Enrolment Registers.
- ❑ As of 2018-2019, all funding data is based on OnSIS reports. EDU compares EFIS submission OnSIS data. If they don't match, your Board may have to explain the variances and provide an update or potentially face funding claw back.

Enrolment and Attendance on Con Ed Registers

Attendance Codes – Recorded on the 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**, funding starts when the learner starts.
- ❑ If a **learner withdraws**, funding will stop.
- ❑ Once a class begins and 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 (school year) and do not apply to Summer School, Literacy and Numeracy and International and Indigenous Languages (IILE) programs.
- ❑ **“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: A cancelled session (C or D) at the end of the register session does not break or add to a series of absences.

Definitions of Remote Learning and Online Learning

Continuing for 2024-25 School Year

Definition of Remote Learning and Online Learning

Remote Learning:

The definition of remote learning is learning that occurs when classes are taught at a distance and when students and educators are not in a conventional classroom setting. School boards choosing to administer a remote learning model must operate in alignment with the minimum synchronous learning requirements outlined in [Policy/Program Memorandum 164: Requirements for Remote Learning](#) August 13, 2020

Online Learning:

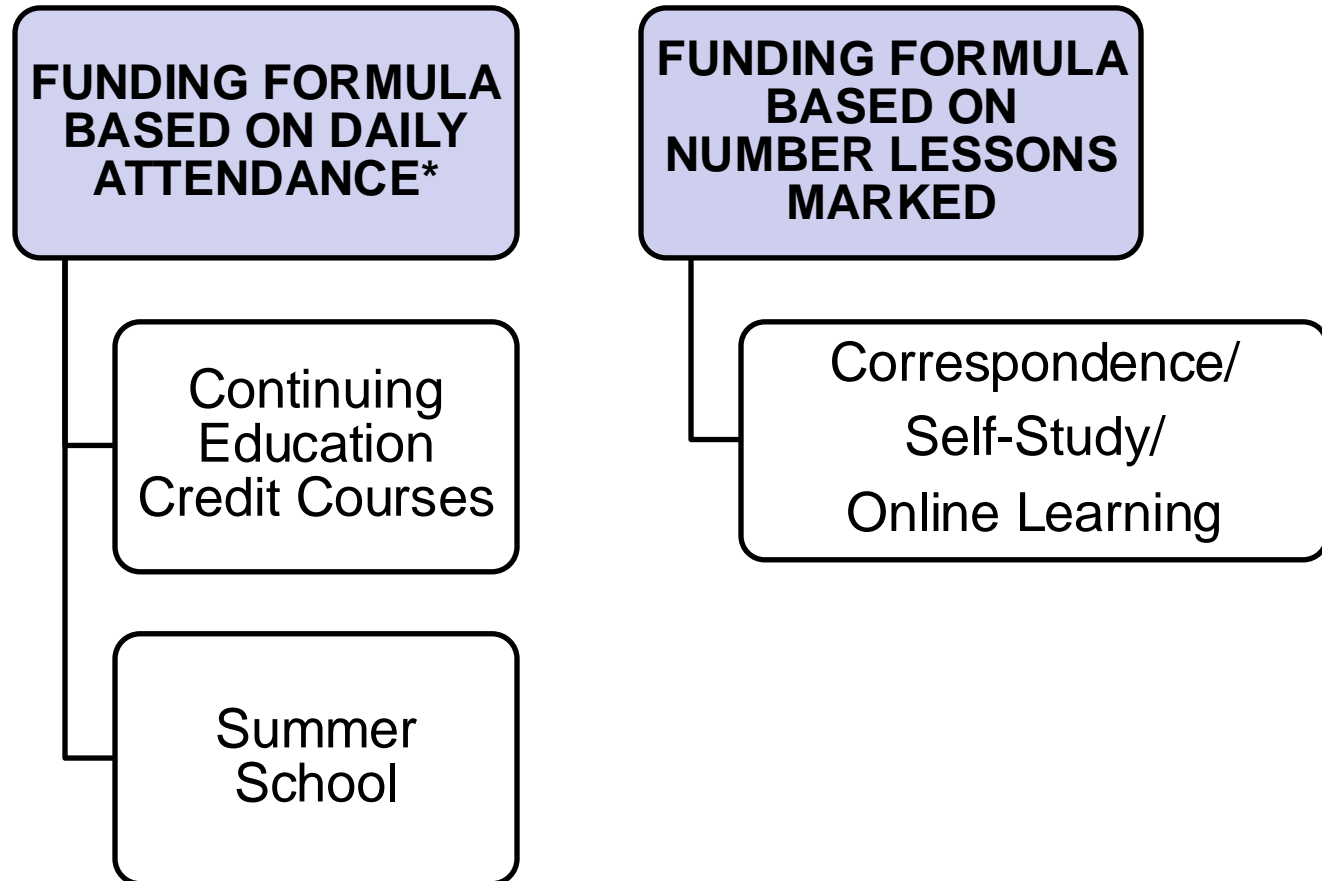
An online course is a secondary course that is specifically designed to be taught in a fully online format (formerly referred to as “e-learning”). Please refer to Policy/Program Memorandum 167 for details on eligible credits for the graduation requirement.

Summary of 2024-2025 Funding Rates

Program	2023-24 adjusted	2024-25 adjusted	% change	Comments
MLITSD Adult Non-Credit Language Training (per ADE)	\$3661	\$4011	9.6%	
Adult Indigenous Language Instruction	\$3913	\$4043	3.33%	
Literacy and Math Outside School Day - (per ADE) Grades 7 to 10 programs for students in grades 7 to 12 (Grade 6 students eligible in summer), Parents and Guardians.	\$7643	\$7986	4.49%	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	\$3913	\$4043	3.33%	Plus, accommodation in summer
Tutoring -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	\$63.17	\$64.31	1.76%	
Con Ed Credit: Summer, Night, Weekend, After School and Adult Day Con Ed Credit (per ADE)	\$3913	\$4043	3.33%	Plus, accommodation for Adult Day Con Ed, after school and summer credit
Summer Program for Developmentally Disabled (per ADE)	\$3913	\$4043	3.33%	Plus, accommodation
Correspondence/Self Study/Online Learning (per ADE) based on number of lessons marked	\$3913	\$4043	3.33%	
PLAR for Mature Students Individual Student Assessments for Grade 9/10 credits and Equivalency Assessments for grade 11/12 credits	\$141	\$145	2.84%	
PLAR for Mature Students Completed challenges for Grades 11 and 12 credits	\$423	\$436	3.07%	
School Operations Allocation -Applies to Adult Con Ed Credit Day & After school Credit (full year), Summer (Litnum /Credit/Developmentally Disabled programs)	\$101.05/m ²	\$103.60/m²	2.52%	Accommodation Grant
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/m²	no change	Accommodation Grant

Continuing Education Registers

A: CREDIT GRANTING REGISTERS



*** Daily Attendance Funding 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 September to June = 190 days x 5)

Continuing Education Credit Courses

REGISTER	CRITERIA	FUNDING
<p><u>Applies To:</u></p> <ol style="list-style-type: none"> Credit courses delivered through classroom instruction Cooperative Education Credit Recovery Additional Prep. For changing course types (OS 7.2.4) Dual Credit Course <p>If Adult School, USED FOR BOTH SCHOOL YEAR AND SUMMER PROGRAMS.</p> <p>For programs that straddle both school year and summer periods, record information under school year</p> <p>Classroom instruction also includes the pupil's placement component of a cooperative education course as well as online Dual Credit courses and synchronous Remote Learning</p>	<ul style="list-style-type: none"> 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 Instructional hours: 90 minimum to 110 maximum 	<ul style="list-style-type: none"> Continuing Education Grant: Allocation is based upon pupil daily attendance - pupil sessions deducted for grant for three or more consecutive absences <ul style="list-style-type: none"> - \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 per pupil hour) - funding not contingent upon student success in earning credit <u>Small Class Size Adjustment</u> – Average Enrolment method -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 2024-25:</u></p> <ol style="list-style-type: none"> School Operation : \$103.60 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 (103.60+11.83) x 1.25 =ADE x \$1340</p>

Summer School - Credit

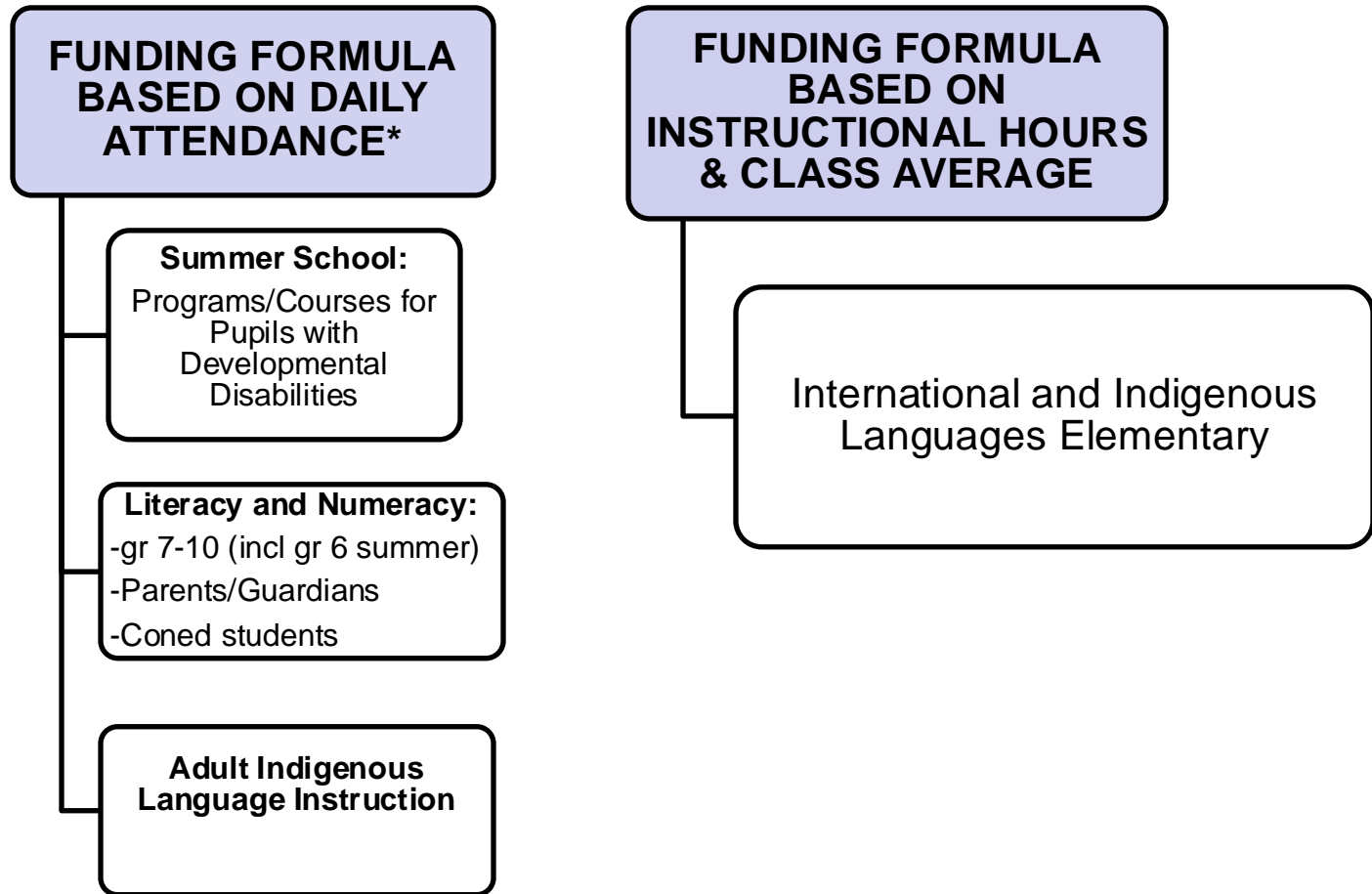
REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies to:</u></p> <ol style="list-style-type: none"> Credit courses delivered through classroom instruction Cooperative Education Additional Prep. For changing course types (OS 7.2.4) Credit Recovery 55-hour upgrading credit courses Dual Credit <p>Classroom instruction also includes the pupil's placement component of a cooperative education course as well as online Dual Credit courses and synchronous Remote Learning</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) <p>MUST BE OFFERED BETWEEN 8:00 am and 5:00 pm</p>	<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"> - \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 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 * 	<ul style="list-style-type: none"> Attendance calculations same as during school year (see notes on individual registers)

Correspondence/Self-Study/Online Learning Courses

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies to:</u></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 and 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 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 • An online learning course is a secondary course that is specifically designed to be taught in a fully online format (formerly referred to as “e-learning”) 	<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 \$4043 (\$23.41 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

Continuing Education Registers

B: NON-CREDIT REGISTERS



*** Daily Attendance Funding 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 September to June = 190 days x 5)

Literacy and Numeracy Program

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies to:</u></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 -Programs that straddle both school year and summer periods, record information under school year</p> <p>Delivery Codes: School Day:</p> <ol style="list-style-type: none"> Lunch Before School After School Evening Weekend 	<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 recommendations must be recorded for audit purposes. Summer 1.,2..3- to generate funding, student must have an enrolment record in a publicly funded school in the same school year. To generate this grant, students must be active on a count date October, March or June Private/home school students are funded at the con ed rate \$4043 per ADE 	<ul style="list-style-type: none"> Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences \$7986 times equivalent ADE (pupil hours divided by 950, approximately \$8.41 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>Funded at a higher rate in order to accommodate <u>smaller class sizes.</u></p> <p style="text-align: right;">16</p>

Student Success Programs Funded through Continuing Education and other Programs Grant

Literacy and Math Outside the School Day (funding generated through attendance register):

-A non-credit class or course that includes literacy and/or math for Grade 7 or 8 students for whom a remedial program in literacy and/or math has been recommended by the principal of the day school.

-A non-credit class in literacy and/or math for students in Grades 9 to 12 for whom a Grade 9 or 10 remedial program in literacy and/or math has been recommended by the principal of the day school.

-A non-credit class in literacy and/or math for literacy graduation requirement. continuing education students for whom a Grade 9 or 10 remedial program in literacy and/or math has been recommended by a principal. (funded at con ed rate)

-A non-credit literacy and/or math class or course for adults who are parents or guardians of students in any grade for whom the principal of the school has recommended a remedial course in literacy and/or math.

- Programs are for students who face barriers to achievement and are potentially at risk of not meeting the curriculum standards or to support a successful transition to a de-streamed Grade 9 program.
- Parent/Guardian programs are designed to learn ways to support students in their success.

Student Success Programs- cont'd

Summer Learning Program Allocation – (formerly CODE)

Supports literacy and numeracy programs for elementary students who would benefit from additional learning support over the summer months to mitigate the impacts of learning loss. Funding is based on regular day school K to 6 enrollment, recorded on the Summer School Register. Summer Learning Program classes must be taught by Ontario College of Teachers (OCT) certified teachers.

Funding is lump sum-enrolment data recorded in OnSIS:

Base amount of \$15,000 per school board + school board's total JK to Grade 6 ADE x \$3.10 + [if greater than zero (school board's previous summer SLP funding amount - \$15,000 - school board's current total JK to Grade 6 ADE x \$3.10)]

Tutoring

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. May also be targeted towards supporting successful transition into a de-streamed Grade 9 program.

Funding is lump sum:

The funding is calculated using total elementary and secondary ADE times a per pupil amount of \$4.19.

Summer School - Non-Credit

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies to:</u></p> <p>Regular day school students only</p> <ol style="list-style-type: none"> Non-Credit programs for pupils with developmental disabilities (elementary & secondary) Summer Learning Program (SLP) K to 6 <p>Must be offered between 8:00am and 5:00pm</p>	<p>Qualified Teachers Required</p> <ul style="list-style-type: none"> - Not to be used for Online Learning - Includes programs with start and end <u>dates in summer only</u> Use school year register for programs that include both summer and school year dates 	<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"> - \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 per pupil hour) • Accommodation Grant (Pupils with Developmental Disabilities) <ul style="list-style-type: none"> -Components: <ul style="list-style-type: none"> - See example under Continuing Education Credit register * • SLP is funded via Board Allocations. and not through ADE funding. OnSIS data is used for student information only and not for ADE funding. • <u>Small class adjustment</u> does not apply 	<ul style="list-style-type: none"> • Attendance calculations same as during school year (see notes on individual registers)

Literacy and Numeracy Program – Continuing Education Students

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies To:</u></p> <p>Grades 9 and 10 Remedial Literacy and Math - Continuing Education Students OR Adults on Regular Day School Register OR High Credit Day School students</p> <ul style="list-style-type: none"> - used for both School year and SUMMER - Programs that straddle both school year and summer periods, record information under school year <p>Delivery Codes: School Day:</p> <ol style="list-style-type: none"> 1. Lunch 2. Before School 3. After School 4. Evening 5. Weekend 	<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 • Students who don't meet the criteria for higher funding rate could possibly be counted at this lower Con Ed rate if your SIS team is able to make a manual adjustment. 	<ul style="list-style-type: none"> • Allocation is based upon pupil attendance - pupil sessions deducted for grant for three or more consecutive absences • \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 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 	

Adult Indigenous Language Instruction

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies To:</u></p> <ul style="list-style-type: none"> • During the school year • In the summer or • From September to August • Offered during or after the school day 	<ul style="list-style-type: none"> • Qualified or non-qualified teacher • Classroom-based enrolment register • Used for all Continuing Education (CE) pupils enrolled Adult Indigenous Language non-credit courses • enrolment register must not include Full-Time(FT) or Part-time (PT) day school pupils 	<ul style="list-style-type: none"> • Allocation is based upon pupil daily attendance – pupil session deducted for grant for three or more consecutive absences - \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 per pupil hour) - Small Class Size/Adjustment - Average enrolment method – applies only to small, remote schools 	

International & Indigenous Languages Elementary (IILE) Program

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies To:</u></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 in a publicly funded (JK to grade 8) including those from private schools • Home School Students are not funded • 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: 1. Classroom <u>instructional hours</u> = hours/session x number of sessions (from register information in SIS) 2. Board Class Average - All Pupils of the Board from all board registers divided by number of classes (registers). Does not include Other Pupils in calculation. OnSIS does collect both POB and OP numbers. 3. 2024-25 maximum funding per instructional hour is \$64.31. This rate applies where board class average is 23 or greater 4. 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 \$62.81 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> <p style="text-align: right;">22</p>

New for the 2024-25 School Year

Education and Community Partnership Program (ECPP)

- ❑ A clarification has been added that pupils attending an Education and Community Partnership Program (ECPP) may take Continuing Education Credit Courses and/or Correspondence/Self-study/Online Learning, as well as Adult Indigenous Language Instruction and may attract provincial funding . Pupils enrolled in an ECPP may also enrol in the Literacy and Numeracy Program at the recommendation of the principal and will generate funding at the Continuing Education rate. School boards offering other Continuing Education programs to ECPP pupils will not generate funding and should be identified accordingly in the enrolment register.

Technical Updates and Clarifications

- ❑ Clarification that pupils who are in an International and Indigenous Language Elementary (IILE) Program and are not enrolled in an elementary school should not be included on the enrolment register.
- ❑ Clarification that pupils enrolled in Dual Credit and Remote Learning courses should be added to the Register of Enrolment in Continuing Education Credit Courses and Summer School.

Prior Learning Assessment and Recognition (PLAR) Allocation

PLAR for mature students 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.

PLAR assessment services that are funded include the following:

- \$145 for an individual student assessment for Grade 9 and 10 credits (maximum of one such assessment per mature student in any one school year)
- \$145 for an individual student equivalency assessment for Grade 11 and 12 credits (maximum of one such assessment per mature student in any one school year)
- \$436 for each completed challenge assessment for a Grade 11 or 12 full credit course, whether successful or unsuccessful

Data Entry

For funding purposes, it is important to make sure the data entry is completed for each PLAR student – PLE1N1 (placeholder for SIS course code) must be entered at the start of the assessment to guarantee funding, even if the student does not complete the requirements. This also allows the count for the final 4 credits. Grade 11/12 must have at least one equivalency credit entered to generate the additional funding.

Prior Learning Assessment and Recognition (PLAR) Allocation

Definition: A mature student is a student who is at least 18 years of age on or after January 1 of the current school year and who is enrolled in a program for the purpose of obtaining an Ontario Secondary School Diploma (OSSD).

[Policy/Program Memorandum 132 - Prior Learning Assessment and Recognition for Mature Students – Revised Mandatory Requirements](#)

[CESBA PLAR Resources](#)

- [PLAR Key Revisions Chart Sept. 2023 – Comparison to PPM 132 from 2003](#)

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.

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 and OnSIS – Credit

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 • Coop • Credit Recovery • Additional preparation for changing course types 	N-Continuing Education Or 8 – Summer	<ul style="list-style-type: none"> • FT • PT • CE
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>School Year - PT and CE are funded</p> <p>Summer - All students 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 • Credit Recovery • Credit Upgrading • Additional preparation for changing course types 	8 – Summer	<ul style="list-style-type: none"> • FT • PT • CE

Con Ed Register Types and Data Entry into Student Information System and OnSIS – Non-Credit

Register	Course Type	Course Offering Type/ Use of Register	School Special Condition Type(s) in OnSIS	Student Type (POB)
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	<ul style="list-style-type: none"> •FT •PT •CE
Register of Enrolment in the Literacy and Numeracy Program	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.</u> (<i>adults on con ed registers</i>) • 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 <input type="checkbox"/> Funding received only if student has enrolment record in publicly funded school in same academic year <input type="checkbox"/> Private school students are not funded
Summer School Register	Summer School	<ul style="list-style-type: none"> • Non-Credit Programs for pupils with developmental disabilities • Summer Learning Program (K-6) 	8 – Summer	<ul style="list-style-type: none"> •FT •PT •CE

EFIS vs OnSIS

The Ministry of Education – Financial Branch uses two systems to receive their funding information

EFIS = Education Finance Information System

OnSIS = Ontario School Information System

OnSIS provides student enrollment/credit information to the Ministry of Education including funding data.

The EFIS packages are submitted by school boards to the ministry for funding purposes.

If EFIS data does not match OnSIS data, the ministry will reach out to your board. Funding can be clawed back or increased.

Regular School Year Programs

- 3 count dates – October 31, March 31 and June 30 – Funding Dates are October 31 and March 31, for June enrollment/graduation records are sent to OnSIS

Continuing Education Programs

- Reports once per year for September 1 to August 31 reporting cycle

Flow of Information 2024-25

1. Generate Continuing Education Registers in SIS.
2. OnSIS reports must be generated. If OnSIS reports are not ready to meet EFIS deadlines, create summary report for ADEs by register type. ADE data is shown on the summary page of attendance registers. Con Ed OnSIS data is not prepopulated into EFIS forms.
3. Education Finance Information System (EFIS) Forms:
 - a) Data entry into **Schedule 12** including PLAR and **Section 3F (IIIE)**
 - b) The following sections will **automatically populate** in EFIS following data entry:
 - **Section 3F** –Funding amounts for Continuing Education.
 - All Con Ed including litnum funding amounts.
 - **Section 5A**- School Operations and Renewal (Accommodation)
 - Generated by summer litnum g. 6-10, summer credit, summer DD, Con Ed credit school year (daytime and after school).
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. You may be sent a variance report.

Sample OnSIS Summary

FLOW OF INFORMATION #2

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

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	0.5918			
Continuing Education Credit-Offered after end of Day					
Continuing Education Credit-Offered at Night or on					
Cont Ed: Transfer credit on math					
Cont Ed: Additional prep for changing course types					
Self Study					
Correspondence					
Online 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					
Summer Learning Program (K-8)					
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		1.4003		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 #2

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

-Note, on section 3F EFIS, number of students is 630 for funding as the 5 'Other Pupils' do not count for funding

Example of PLAR - Board Summary



Ontario School Information System

FLOW OF INFORMATION #2

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: 2023-2024

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
887755	Day School Secondary	11	11	5	3	0.00
990444	Adult Day School	120	118	210	171	2.00
995544	Night School - 1	0	0	3	2	0.00
999111	Night School - 2	10	10	20	15	0.00
999777	Online Learning Night School	0	0	1	1	0.00
Total	5	141	139	239	192	2.00

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	0.59	-	-	-	0.59
1.2.1	Adult Credit for Diploma Offered after end of Day School	-	-	-	-	-
1.3	Adult Credit for Diploma Offered at Night or on Weekend	-	-	-	-	-
1.4	Correspondence, Self-Study, E-Learning	0.74	-	-	-	0.74
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	-	-	-	-	1.33
(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)	0.07	-	-	-	.07
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	-	-	-	-	1.40
(Sum of Items 1.7 to 1.11)					

Accommodation Grant

FLOW OF INFORMATION #3 a)
Data comes from #2 OnSIS reports...ADE for Other Pupils is not funded.

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					Accommodation Grant
2.2	Secondary: For Credit Course				1.11	
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				1.11	
(Sum of Items 2.1 to 2.4)					
2.6	Summer School - Grade 7 and 8 Literacy and Numeracy Remedial (see Note 2 below)				-	Accommodation & Transportation Grant
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				-	Accommodation Grant
2.9	Total Summer School ADE				1.11	
(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)					

PLAR-FLOW OF INFORMATION #2
-Data comes from OnSIS reports.

Section 3F - Continuing Education and Other Programs Allocation

		Elementary Total	Secondary Total	Total Day School
	ADE Benchmark			
1	Adult Day School Component	-	4,043.00	-
	ADE Benchmark			
2	High-Credit Day School Component	-	4,043.00	-
	ADE Benchmark			
3.1	Summer School Component Summer School Amount	1.11	-	4,043.00
3.2	SS. Grade 7 to 10 L&N - Cont. Ed. Adult and fully high credit Amount	-	-	4,043.00
3	Summer School ComponentItem 3.1 + item 3.2			-
				\$4488
	ADE Benchmark			
4.1	Continuing Education Component Continuing Education Amount	1.33	-	4,043.00
4.2	Cont Ed. Gr. 7 to 10 L&N - Cont Ed. Adult and fully high credit Amount	-	-	4,043.00
4	Continuing Education ComponentItem 4.1 + item 4.2			-
				\$5377
5	Supplemental Adult Day School/Continuing Education ComponentFunding regulation table, 2024-25 See table 16 brd by brd			\$XXX
	Number Benchmark			
6.1	Prior Learning Assessment and Recognition (PLAR) Component PLAR - Grade 9 and 10 Credit Equivalency Assessments Amount	139	-	145.00
6.2	PLAR - Grade 11 and 12 Credit Equivalency Assessments Amount	192	-	145.00
6.3	PLAR - Grade 11 and 12 Credit Completed Challenge Amount	2	-	436.00
6	Prior Learning Assessment and Recognition (PLAR) ComponentSum of items 6.1 to 6.3			-
				\$48,867

Section 3F continued

International and Indigenous Languages, Elementary (ILLE) Component			
7.1	International and Indigenous Language Course enrolment	630	-
7.2	International and Indigenous Language Number of classes	28	-
7.3	International and Indigenous Language Average class sizeItem 7.1/item 7.2	22.5	-
7.4	International and Indigenous Language Number of hours	1960	-
7.5	International and Indigenous Amount before small class size adjustmentItem 7.4 x hourly rate benchmark \$64.31	\$126,048	-
7.6	Adjustment for Small Class SizeIf item 7.3 < 23.00, then the adjustment is equal to (23.00 - Item 7.3) x Reduction per Hour (\$1.00) x Item 7.4, otherwise 0	\$980	-
7	International and Indigenous Languages, Elementary (ILLE) ComponentItem 7.5 - item 7.6		\$125,068

			Elementary Total	Secondary Total	Total Day School
	Literacy and Math Outside the School Day Component	ADE	Benchmark		
8.1	Summer School - Grade 7 to 10 Literacy and Numeracy Remedial Amount	-	7,986.00		-
8.2	Cont Ed - Adult Literacy and Numeracy for Parents Amount	-	7,986.00		-
8.3	Cont Ed - Grade 7 to 10 Literacy and Numeracy Remedial Amount	0.07	7,986.00		\$559
8.4	Transportation for SS Literacy and Remedial Program Amount(Section 6, item 6Z - item 6C + \$80K for Lakehead DSB) / Total ADE x item 8.1 ADE x 3.00				-
8	Literacy and Math Outside the School Day ComponentSum of items 8.1 to 8.4		-	-	\$559
		ADE	Benchmark		
9	Tutoring Component	-	4.19	0	0

Section 3F continued

Summer Learning Program Component		JK - Gr 3 ADE	Gr 4 - 6 ADE	Benchmark		
10.1	Summer Learning Program Base Amount				15,000	15,000
10.2	Summer Learning Program Enrolment AmountJK to Grade 6 ADE x Benchmark	-	-	3.10	-	-
10.3	Summer Learning Program 2023 FundingFunding regulation table, 2024-25	<i>see table 16 brd by brd</i>				270,000
10.4	Summer Learning Program Adjustment AmountGreater of (item 10.3 - item 10.1 - item 10.2) and 0				255,000	255,000
10	Summer Learning Program ComponentSum of items 10.1 + 10.2 + 10.4				270,000	270,000
International Student Recovery (ISR) Component						
11.1	ISR Benchmark					-1,300.00
11.2	ISR Fee-paying ADEElementary: Schedule 13, (Col. 4 of items 2.2 + 2.4.2 + 2.12 + 2.14.2)/2Secondary: Schedule 13, (Col. 4 of items 2.6 + 2.9 + 2.16 + 2.19)/2				-	-
11	International Student Recovery (ISR) ComponentItem 11.1 x item 11.2				-	-\$1300
3F	Continuing Education and Other Programs AllocationSum of items 1 to 11					\$453,059

Continuing Education Dept. only: +\$1300

\$454,359

Section 5A- School Operations and Renewal

FLOW OF INFORMATION #3 b)

OPERATIONS:

Continuing Education and Other Programs

1.8	Continuing Education and Other Programs Average Daily EnrolmentSchedule 13, item 3.12 and 3.16 + Schedule 12, item 1.2, 1.2.1 and 2.9	1.7	-
1.9	Continuing Education and Other Programs per Pupil Area Req. Benchmark	9.29	
1.10	Continuing Education and Other Programs Area RequirementItem 1.8 x item 1.9	15.79	sq metres
1.11	Continuing Education and Other Programs Supplementary Area FactorFunding regulation table, 2024-25	1.250	
1.12	Adjusted Continuing Education and Other Programs Area Req. TotalItem 1.10 x item 1.11, in square metres	19.74	sq metres
1.13	Benchmark for Operating Costs	103.60	
1.14	Continuing Education and Other Programs Base School Operations AmountItem 1.12 x item 1.13	-	

1	Base School Operations Component	-	\$2045
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	Elementary Total	Secondary Total	Total Day School
Base School Renewal Component			
Day School			
1.3	Weighted Average Renewal Cost Per Square MeterElementary: item 1.1a + item 1.2a, col. 3Secondary: item 1.1b + item 1.2b, col. 3	11.63	11.71
1.4	Day School Supplementary Area Factor - before class-size changes	1.158	1.250
Continuing Education and Other Programs			
1.6	Continuing Education and Other Programs School Renewal Amount (Section 5A, item 1.12) x item 1.3	-	\$232

TOTAL ACCOMMODATION GRANT = 1.70 ADE X 9.29 sq metres X 1.25 X (\$103.60 + \$11.71) = \$2277

Completing the OnSIS Submission

Elemental data is collected once a year on August 31 for the entire school year (September – August). Submit data through Continuing Education and/or Summer School submission (School Special Condition Type "N – Continuing Education" or "8- Summer").

OnSIS Technical Documents Available

- Dual Credit Course Codes
- Locally Developed Course Code Table (LDC)
- Ministry Defined Course Code Table (MDC)
- OnSIS Business Rules and Batch File Specifications
- OnSIS Error Format Utility
- OnSIS Reference Table
- SHSM Table

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/reviewed but are not necessarily need to be corrected
- ***Critical:*** Must be to be corrected in the SIS and the process for OnSIS submission needs to redone and sent to OnSIS to again until it is error free
- Warning/Critical Errors can be a both School & Board Level and can be different at each level

OnSIS: Warnings/Critical Errors

Types of Warnings/Critical Errors

School Critical Errors must be corrected, or the student's records would not be recorded in OnSIS which needs that credit information, ADE for the course, or PLAR data will not be listed for the student or the school

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

2024-25 Ontario School Information System (OnSIS) Data Submission Schedule

Highlights the timelines for each OnSIS data submission. Securing sign-off for OnSIS data submissions on or before the submission due dates ensures key education indicators and analysis accurately reflect data from all boards across the province.

Important information for those responsible for OnSIS data submissions to:

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

2024-25 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	<ul style="list-style-type: none"> ➤ 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, 2024	October 31, 2024
Summer School Data Submission	<ul style="list-style-type: none"> ➤ 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.

WHEN STARTING TO PREPARE YOUR FILES FOR OnSIS SUBMISSIONS, CONTINUING EDUCATION CAN START PREPARING THE FILES ONCE OnSIS OPENS UP IN MID-AUGUST BUT NO SCHOOL LEVEL OR BOARD LEVEL SIGN OFF CAN START UNTIL THE COUNT DATE

Evaluation Surveys | Sondages d'évaluation

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Coming up - Workshops block B | À suivre - Atelier bloc B

11:20 AM – 12:25 PM

B1 - PLAR 101 for New Assessors	Mountbatten A
B2 - Making Your Data Work For You: CESBA's Building Data Capacity Toolkit	Mountbatten B
B3 - Equity for the Literacy Learner	Wren
B4 - Navigating Success: The School Work Integrated Program (SWIP)	Windsor
B5 - Digital Upskilling for Mid-Career Workers: Bridging the Tech Talent Gap	Scott
B6 - Adult Correspondance Online Resource Network (ACORN): What's It All About?	Carlyle
B7 - Leveraging Social Media and AI for Reputation Building, Student Attraction, and Community Partnerships	Rossetti