



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

**December 4, 2024**

**Indigenous Languages &  
International Languages:  
OnSIS and Funding**

# 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](mailto:OnSIS_SISOn@ontario.ca) OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934
    - [enrolment@ontario.ca](mailto: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?

# 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
MLITSD	Ministry of Labour, Immigration, Training and Skills Development
OEN	Ontario Education Number
OnSIS	Ontario School Information System
PLAR	Prior Learning Assessment & Recognition
REF	Responsive Education Programs (formerly PPF)
SIS	Student Information System
TPON	Transfer Payment Ontario

# 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**, 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 (school year) and do not apply to Summer School, Literacy and Numeracy and International and Indigenous Languages (IILE) programs. Reason not applied to the IILE programs – Is Ministry does not collect attendance codes the same way for the IILE Register

**Example:** If a school or classroom closes due to snowstorm, 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 for the session, and funding would not be uninterrupted.

# Enrolment and Attendance on Con Ed Registers

## Attendance Codes – Recorded on the 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

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:

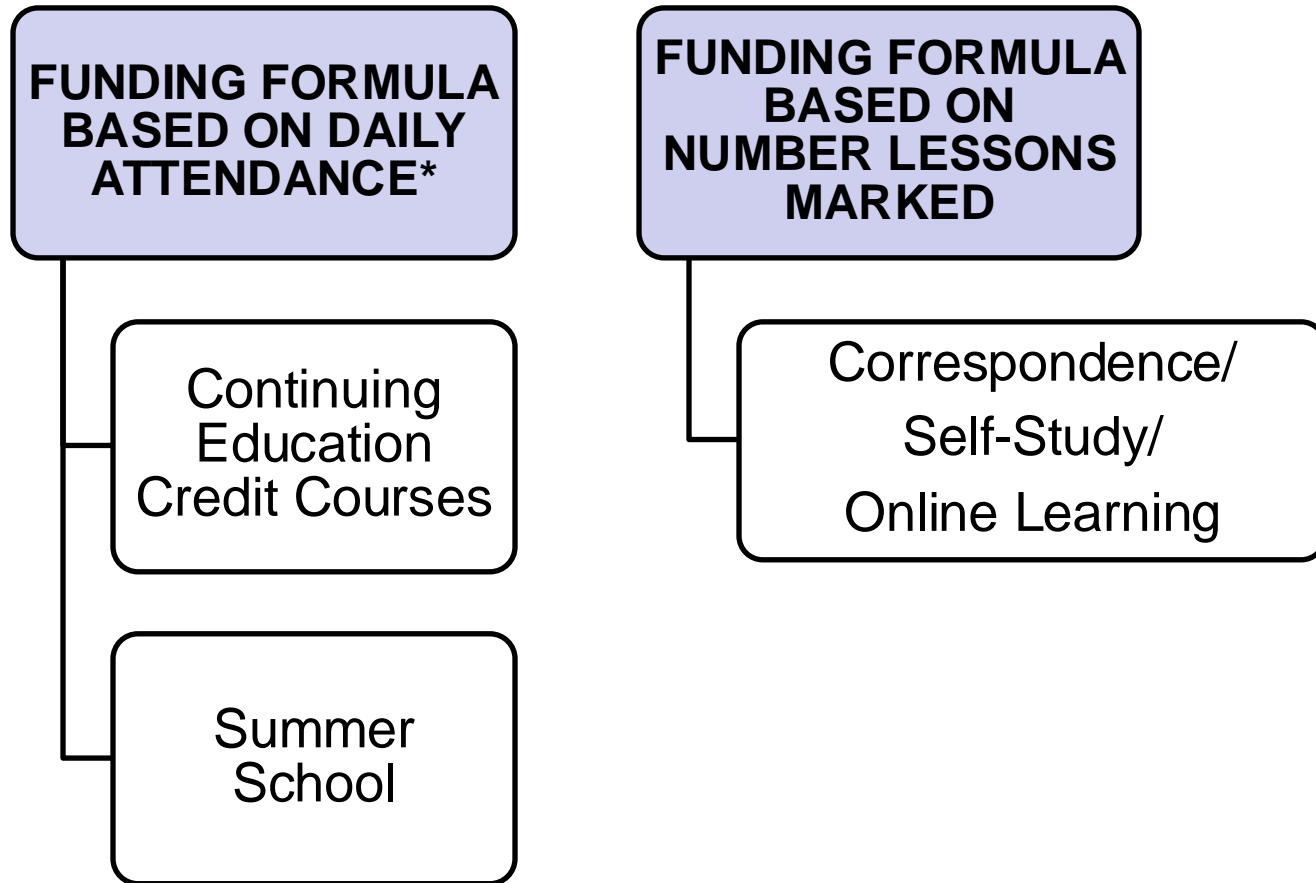
An online course is a secondary course that is specifically designed to be taught in a fully online format (formerly referred to as “e-learning”). Please refer to Policy/Program Memorandum 167 for details on eligible credits for the graduation requirement.

# Summary of 2024-2025 Funding Rates

Program	2023-24 adjusted	2024-25 adjusted	% change	Comments
<b>MLITSD Adult Non-Credit Language Training</b> (per ADE)	\$3661	<b>\$4011</b>	9.6%	
<b>Adult Indigenous Language Instruction</b>	\$3913	<b>\$4043</b>	3.33%	
<b>Literacy and Math Outside School Day - (LOG)</b> (per ADE) Grades 7 to 10 programs for students in grades 7 to 12 (Grade 6 students eligible in summer), Parents and Guardians.	\$7643	<b>\$7986</b>	4.49%	Plus, accommodation & transportation grant in summer for students in grades 6 to 12 in summer
<b>CON ED Literacy and Math Outside School Day</b> (per ADE) Adult Day School, High Credit, Con Ed Credit students	\$3913	<b>\$4043</b>	3.33%	Plus, accommodation in summer
<b>Tutoring (LOG)</b> -per sch board Elem&Sec pupil ADE (previously OFIP Tutoring)	\$4.19	<b>\$4.19</b>	no change	
<b>Int'l and Indigenous Languages Program-Elementary</b> -per instructional hour- rate applies where board class average is 23 or more	\$63.17	<b>\$64.31</b>	1.76%	
<b>Con Ed Credit: Summer, Night, Weekend, After School and Adult Day Con Ed Credit</b> (per ADE)	\$3913	<b>\$4043</b>	3.33%	Plus, accommodation for Adult Day Con Ed, after school and summer credit
<b>Summer Program for Developmentally Disabled</b> (per ADE)	\$3913	<b>\$4043</b>	3.33%	Plus, accommodation
<b>Correspondence/Self Study/Online Learning</b> (per ADE) based on number of lessons marked	\$3913	<b>\$4043</b>	3.33%	
<b>PLAR for Mature Students</b> Individual Student Assessments for Grade 9/10 credits and Equivalency Assessments for grade 11/12 credits	\$141	<b>\$145</b>	2.84%	
<b>PLAR for Mature Students</b> Completed challenges for Grades 11 and 12 credits	\$423	<b>\$436</b>	3.07%	
<b>Accommodation Grant : School Operations Allocation</b> -Applies to Adult Con Ed Credit Day & After school Credit (full year), Summer (Litnum /Credit/Developmentally Disabled programs)	\$101.05/m <sup>2</sup>	<b>\$103.60/m<sup>2</sup></b>	2.52%	
<b>School Renewal Allocation:</b> Applies to Adult Day & After school Credit (full year), Summer (Litnum /Credit/Developmentally Disabled programs)	\$7.89 - \$11.83/m <sup>2</sup>	<b>\$7.89 - \$11.83/m<sup>2</sup></b>	no change	

# 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><b>Applies To:</b></p> <ol style="list-style-type: none"> <li>Credit courses delivered through classroom instruction</li> <li>Cooperative Education</li> <li>Credit Recovery</li> <li>Additional Prep. For changing course types (OS 7.2.4)</li> <li>Dual Credit Course</li> </ol> <p><b>If Adult School, USED FOR BOTH SCHOOL YEAR AND SUMMER PROGRAMS.</b></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"> <li>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</li> <li><b>Instructional hours: 90 minimum to 110 maximum</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Continuing Education Grant: Allocation is based upon pupil daily attendance</b> - pupil sessions deducted for grant for three or more consecutive absences <ul style="list-style-type: none"> <li>- <b>\$4043</b> times equivalent ADE (pupil hours divided by 950, approximately \$4.26 per pupil hour)</li> <li>- funding not contingent upon student success in earning credit</li> </ul> <u>Small Class Size Adjustment</u> – <b>Average Enrolment method</b> -applies only to small, remote schools. </li> <li><b>Accommodation Grant</b> (Credit programs offered during the <u>day, after end of school day or summer only</u>); <b>EFIS</b> section 11</li> </ul> <p>* <u>Components and rates for 2024-25:</u></p> <ol style="list-style-type: none"> <li>School Operation : \$103.60</li> <li>School Renewal: \$7.89– \$11.83 (secondary rate; board specific depending on school age)</li> <li>Benchmark Area Requirement per Pupil: 9.29 sq. metres</li> <li>Secondary Supplementary School Area Factor (board specific) e.g. <b>1.25</b></li> </ol> <p>Example accommodation calculation using maximum renewal rate:  =ADE x 9.29 sq. meters x (103.60+11.83) x 1.25  <b>=ADE x \$1340</b></p>





## Register of Enrolment in Continuing Education Credit Courses 21-2022

<b>School</b> Dr. Bette Stephenson Night School	AKSALAIN MEHMOOD
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<b>Course Data</b>	
Course name(s) <input type="text" value="English as a Second Language, Level 1"/>	Common Course Code(s) <input type="text" value="ESLCO1 - 01"/> Credit value <input type="text" value="1.00"/>
Check (✓) one: <input checked="" type="checkbox"/> Course(s) offered at night or on the weekend	<input type="checkbox"/> Course(s) offered during the day school instructional program
<input type="checkbox"/> Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school)	<input type="checkbox"/> Mathematics course(s) for changing course types (OS.7.2.4)
<input type="checkbox"/> Course(s) consisting of additional preparation for changing course types (OS, 7.2.4)	
<b>Dates</b> Start <input type="text" value="05/10/2021"/> Finish <input type="text" value="03/02/2022"/>	<b>Days</b> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input checked="" type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/>
<b>Time of Day</b> Start <input type="text" value="6:30"/> <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.	Finish <input type="text" value="9:45"/> <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.
<i>September to June</i>	<i>Summer</i>
Hours of classroom instruction <input type="text" value="32"/> X Hours per session <input type="text" value="3.25"/> = Total number of hours <input type="text" value="104.00"/>	Hours of classroom instruction <input type="text"/> X Hours per session <input type="text"/> = Total number of hours <input type="text"/>
Total Enrolment <input type="text" value="6"/>	Total Enrolment <input type="text"/>

<b>Pupil Data</b>	
Number of pupils as of the end of October <input type="text" value="6"/>	Number of pupils September to June <input type="text" value="6"/>
<i>September to June</i>	<i>Summer</i>
Number of pupils Summer <input type="text" value="0"/>	
Hours recognized for funding <input type="text" value="173"/> X <input type="text" value="3.25"/> = <input type="text" value="562.25"/>	Average Enrolment* <input type="text" value="0"/>
Sessions recognized (from register)	Hours per session
Total number of pupil hours	(small class adjustment)
Hours recognized for funding <input type="text" value="0"/> X <input type="text" value="3.25"/> = <input type="text" value="0"/>	Average Enrolment* <input type="text" value="0"/>
Sessions recognized (from register)	Hours per session
Total number of pupil hours	(small class adjustment)
<b>Calculation of equivalent average daily enrolment (ADE)</b>	
<input type="text" value="562.25"/> + <input type="text" value="0"/> = <input type="text" value="562.25"/>	<input type="text" value="562.25"/> ÷ 950 = <input type="text" value="0.59"/>
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.

<input type="text"/>	<input type="text" value="16/10/2022"/>
Signature of principal	Date



# Summer School - Credit

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><u>Applies to:</u></p> <ol style="list-style-type: none"> <li>Credit courses delivered through classroom instruction</li> <li>Cooperative Education</li> <li>Additional Prep. For changing course types (OS 7.2.4)</li> <li>Credit Recovery</li> <li>55-hour upgrading credit courses</li> <li>Dual Credit</li> </ol> <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"> <li>Qualified teachers Required</li> <li>-Not to be used for Online Learning</li> <li>- Includes programs with <u>start and end dates in <b>summer only</b></u></li> <li>Use school year register for programs that include both summer and school year dates</li> <li>- Full credit course must be scheduled for 110 hours</li> <li>- Coop maximum 110 funded hours including pre-placement, integration and placement; full credits only (no half credits)</li> <li><b>MUST BE OFFERED BETWEEN 8:00 am and 5:00 pm</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Continuing Education Grant:</b> <b>Allocation is based upon pupil attendance</b> - pupil sessions deducted for grant for three or more consecutive absences               <ul style="list-style-type: none"> <li>- \$4043 times equivalent ADE (pupil hours divided by 950, approximately \$4.26 per pupil hour)</li> </ul> </li> <li><u>Small class adjustment</u> does not apply</li> <li><b>Accommodation Grant</b> (all summer programs listed generate accommodation grant)               <ul style="list-style-type: none"> <li>-Components:</li> <li>- <b>See example under Continuing Education Credit register *</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Attendance calculations same as during school year (see notes on individual registers)</b></li> </ul>





# Continuing Education: Summer School Register

2020-2021

<b>School</b> Summer School	<b>Teacher</b> DAVID TAN
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**Course Data**

<b>Course Name</b> Discovering the Workplace	<b>Common Course Code(s)</b> GLD201 - 03	<b>Credit value</b> 1.00														
<b>Dates</b> Start: 05/07/2021    Finish: 30/07/2021	<b>Days</b> <table border="1"> <tr> <td>Sun.</td> <td>Mon.</td> <td>Tues.</td> <td>Wed.</td> <td>Thur.</td> <td>Fri.</td> <td>Sat.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
<b>Time of Day</b> 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.	<b>Hours of classroom instruction</b> <table border="1"> <tr> <td>20</td> <td>X</td> <td>5.50</td> <td>=</td> <td>110.0000</td> </tr> <tr> <td>Number of sessions</td> <td></td> <td>Hours per session</td> <td></td> <td>Total number of hours</td> </tr> </table>		20	X	5.50	=	110.0000	Number of sessions		Hours per session		Total number of hours				
20	X	5.50	=	110.0000												
Number of sessions		Hours per session		Total number of hours												
<b>Number of pupils</b> 11																

**Pupil Data**

**Hours recognized for funding**

192	X	5.50	=	1056.0000
Sessions recognized (from register)		Hours per Session		Total number of pupil hours

**Calculation of equivalent average daily enrolment (ADE)**

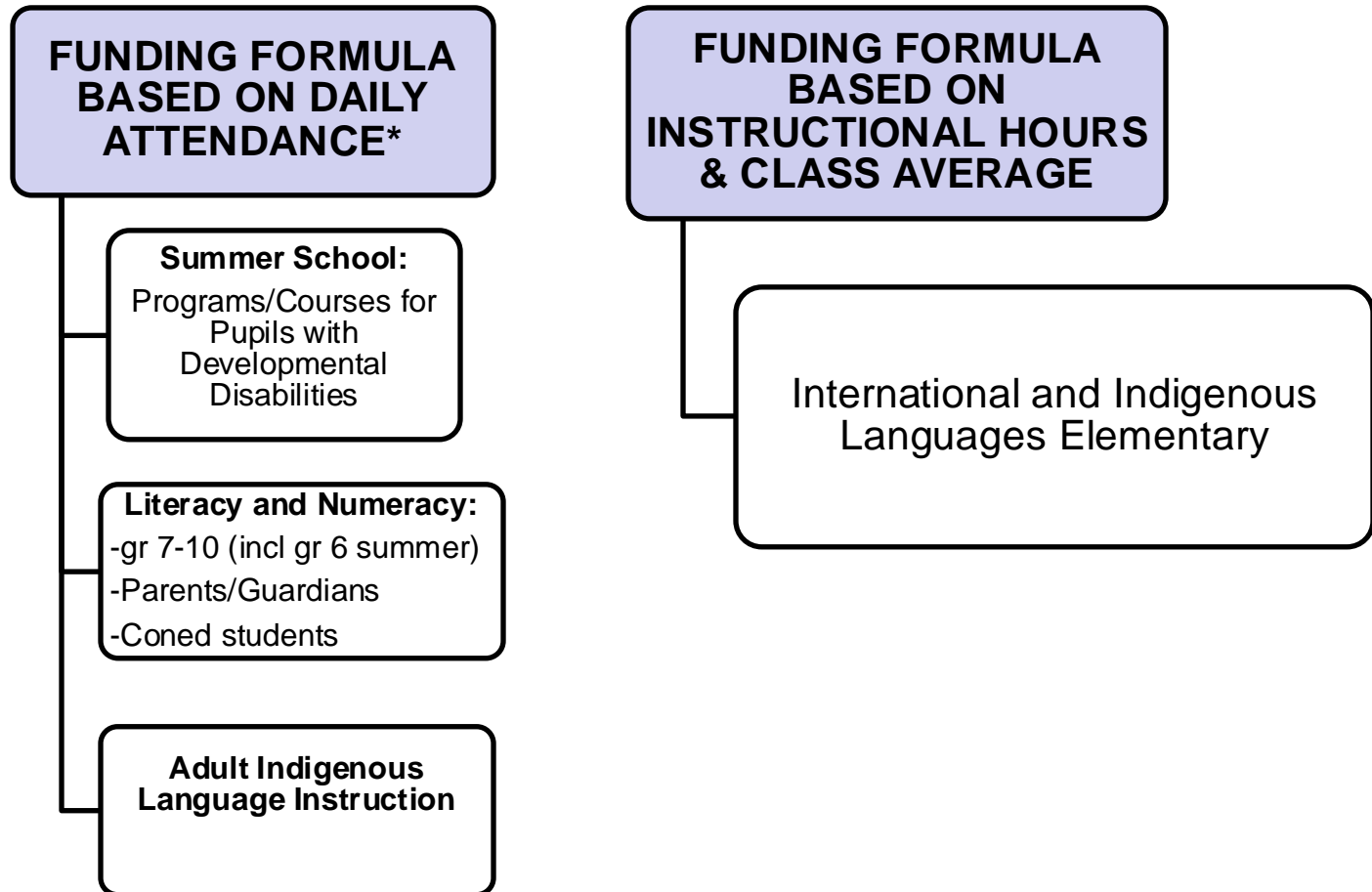
1056	÷ 950 =	1.1116
Total number of pupil hours		Equivalent ADE

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

# 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)

# International & Indigenous Languages Elementary (IILE) Program

REGISTER	CRITERIA	FUNDING	ANALYSIS
<p><b><u>Applies To:</u></b></p> <p><b>MANDATED</b></p> <p>OnSIS Delivery Codes:</p> <ol style="list-style-type: none"> <li>1. After School</li> <li>2. Before School or Lunch Time</li> <li>3. Integrated Extended Day</li> <li>4. Late-Afternoon and Evening</li> <li>5. Weekend</li> <li>6. Summer</li> </ol> <p>- used for <u>both</u> School year <i>and</i> <b>SUMMER</b></p>	<ul style="list-style-type: none"> <li>• Qualified or non-qualified teacher</li> <li>• Elementary day school pupils in a publicly funded (JK to grade 8) including those from private schools</li> <li>• Home School Students are not funded</li> <li>• Funding capped at 2.5 hours per week per language per student during school year and 2.5 hours per day during summer</li> <li>• Languages other than English and French</li> <li>• Includes American Sign Language</li> <li>• Must be operated in compliance with the <a href="#">Child Care and Early Years Act, 2014.</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Continuing Ed. and Other Programs Grant: Allocation is based upon:</b></li> </ul> <ol style="list-style-type: none"> <li>1. Classroom <u>instructional hours</u> = hours/session x number of sessions (from register information in SIS)</li> <li>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.</li> <li>3. 2024-25 maximum funding per instructional hour is \$64.31. This rate applies where board class average is 23 or greater</li> <li>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.</li> </ol> <ul style="list-style-type: none"> <li>• Small class adjustment does not apply</li> <li>• Accommodation Grant - none</li> </ul>	<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>



Ministry of Education

# Register of Enrolment in the International & Indigenous Languages Elementary (IILE) Program, 2024-25

XRUSM-3 Russian - Multi Level

## Instructions for Administrators

See the document entitled *Enrolment Register Instructions for Continuing Education Programs, 2024-25 School Year* for policies and procedures governing the use of this register.

School International Languages -	Instructor Teacher, A
Location of course (if different from school)	Campus number 578

### Course Data

International/Indigenous Language Russian (39)										
<b>Dates</b> Start: <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="1"/> Finish: <input type="text" value="2"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="2"/> <input type="text" value="9"/>										
<b>Time of day</b> Start: <input type="text" value="06:00"/> <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m. Finish: <input type="text" value="08:30"/> <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.										
<b>Days</b> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input checked="" type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/>										
<b>Delivery code</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>										
<table border="0" style="width:100%"> <tr> <td style="text-align:center"><i>September to June</i></td> <td></td> <td style="text-align:center"><i>Summer</i></td> </tr> <tr> <td style="text-align:center">           Hours of funded classroom instruction*  <input type="text" value="28"/> X <input type="text" value="2.5"/> = <input type="text" value="70"/>  <small>Number of sessions      Hours per session      Total number of hours</small> </td> <td style="text-align:center"> <b>Total enrolment</b>  <input style="border: 2px solid red;" type="text" value="8"/> </td> <td style="text-align:center">           Hours of funded classroom instruction**  <input type="text" value="0"/> X <input type="text" value="0"/> = <input type="text" value="0"/>  <small>Number of sessions      Hours per session      Total number of hours</small> </td> </tr> <tr> <td colspan="3" style="text-align:center"> <b>Includes 1 "OP" student, Only 7 "POB" student be counted for the funding formula</b> </td> </tr> </table>		<i>September to June</i>		<i>Summer</i>	Hours of funded classroom instruction* <input type="text" value="28"/> X <input type="text" value="2.5"/> = <input type="text" value="70"/> <small>Number of sessions      Hours per session      Total number of hours</small>	<b>Total enrolment</b> <input style="border: 2px solid red;" type="text" value="8"/>	Hours of funded classroom instruction** <input type="text" value="0"/> X <input type="text" value="0"/> = <input type="text" value="0"/> <small>Number of sessions      Hours per session      Total number of hours</small>	<b>Includes 1 "OP" student, Only 7 "POB" student be counted for the funding formula</b>		
<i>September to June</i>		<i>Summer</i>								
Hours of funded classroom instruction* <input type="text" value="28"/> X <input type="text" value="2.5"/> = <input type="text" value="70"/> <small>Number of sessions      Hours per session      Total number of hours</small>	<b>Total enrolment</b> <input style="border: 2px solid red;" type="text" value="8"/>	Hours of funded classroom instruction** <input type="text" value="0"/> X <input type="text" value="0"/> = <input type="text" value="0"/> <small>Number of sessions      Hours per session      Total number of hours</small>								
<b>Includes 1 "OP" student, Only 7 "POB" student be counted for the funding formula</b>										
<small>* Maximum of 2.5 hours per week.      ** Maximum of 2.5 hours per day.</small>										

### Pupil Data

Number of pupils enrolled in class	<input type="text" value="8"/>
------------------------------------	--------------------------------

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.

<input type="text"/>	<input type="text"/>
Signature of principal	Date



# 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><b>Pupil of the Board</b></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><b>Other Pupil</b></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)
<b>Register of Enrolment in Continuing Education Credit Courses</b>	<ul style="list-style-type: none"> <li>• ConEd Credit</li> <li>• Night School</li> <li>• Night Out-of-School Coop</li> </ul>	<ul style="list-style-type: none"> <li>• Offered at Night or on Weekend</li> <li>• Offered during Day School</li> <li>• Offered after end of Day School</li> <li>• Coop</li> <li>• Credit Recovery</li> <li>• Additional preparation for changing course types</li> </ul>	N-Continuing Education Or 8 – Summer	<ul style="list-style-type: none"> <li>• FT</li> <li>• PT</li> <li>• CE</li> </ul>
<b>Summer School Register</b>	<ul style="list-style-type: none"> <li>• Summer School</li> <li>• Summer Out-of-School Coop</li> <li>• Upgrading</li> <li>• Credit Recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Credit course classroom instruction</li> <li>• Credit course delivered through coop</li> <li>• Credit Recovery</li> <li>• Credit Upgrading</li> <li>• Additional preparation for changing course types</li> </ul>	8 – Summer	<ul style="list-style-type: none"> <li>• FT</li> <li>• PT</li> <li>• CE</li> </ul>

# 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)
<b>Register of Enrolment in the International and Indigenous Languages Elementary (IILE) Program</b>	International Languages	Non-Credit Elementary – International and Indigenous Languages	N-Continuing Education Or 8 – Summer	<ul style="list-style-type: none"> <li>•FT</li> <li>•PT</li> <li>•CE</li> </ul>

# 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 and Section 3F (IILE and PLAR)**
  - a) The following sections will **automatically populate** in EFIS following data entry:
    - **Section 3F** –Funding amounts for Continuing Education.
      - All Con Ed including Literacy/Numeracy funding amounts.
    - **Section 5A**- School Operations and Renewal (Accommodation)
      - Generated by summer Literacy/Numeracy gr. 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. <b>Note: EFIS Schedule 12 line reference</b>		ADE			
		September to June		Summer	
		Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils
Continuing Education Credit-Offered during Day School	<a href="#">sch 12 - line 1.2</a>	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	<a href="#">sch 12 - line 1.4</a>	0.7411			
Summer credit course	<a href="#">sch 12 - line 2.2</a>			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	<a href="#">sch 12 - line 1.9</a>	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					
<b>Total Continuing Education ADE</b>		<b>1.4003</b>		<b>1.1116</b>	



Campus: 578							
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
Hindi		2	2	52			140.00
Mandarin (Simplified)		12	12	281			840.00
Russian		1	2	8	1		70.00
Tamil		2	2	40			140.00
American Sign Language		1	1	25			70.00
<b>Total</b>		<b>18</b>	<b>19</b>	<b>406</b>	<b>1</b>	<b>407</b>	<b>1,260.00</b>

Of the Total number of classes reported, how many are offered:	
After School	
Before School or Lunch Time	
Integrated Extended-Day Program	
Late-Afternoon and Evening Program	18
Summer	
Weekends	
<b>Total</b>	<b>18</b>

### FLOW OF INFORMATION #2

- Data comes from the summary page of the IILE attendance register #1

Note: on section of EFIS, number of students is 406 for funding as the 1 Student 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	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	<b>Total Continuing Education ADE</b>	-	-	-	-	<b>1.33</b>
	.....(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	<b>Total Continuing Education ADE including Literacy and Numeracy</b>	-	-	-	-	<b>1.40</b>
	.....(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)					
<b>2</b>	<b>Summer School Average Daily Enrolment</b>					
<b>2.1</b>	<b>Program for developmentally disabled pupils</b>					
<b>2.2</b>	<b>Secondary: For Credit Course</b>				1.11	<b>Accommodation Grant</b>
<b>2.3</b>	<b>Summer School - Transfer Credit Courses on Mathematics (see Note 1 below)</b>					
<b>2.4</b>	<b>Summer School - Additional Preparation for Changing Course Types (see Note 1 below)</b>					
<b>2.5</b>	<b>Subtotal</b>				<b>1.11</b>	
	.....(Sum of Items 2.1 to 2.4)					
<b>2.6</b>	<b>Summer School - Grade 7 and 8 Literacy and Numeracy Remedial (see Note 2 below)</b>				-	<b>Accommodation &amp; Transportation Grant</b>
<b>2.7</b>	<b>Summer School - Grade 9 and 10 Non-Credit Literacy and Numeracy Remedial (see Note 2 below)</b>				-	
<b>2.8</b>	<b>Summer School - Gr. 7 to 10 L&amp;N - Cont Ed., Adult and fully high credit students</b>				-	<b>Accommodation Grant</b>
<b>2.9</b>	<b>Total Summer School ADE</b>				<b>1.11</b>	
	.....(Sum of Items 2.5 to 2.8)					
<b>3</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b>					
	(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.)					
<b>3.1</b>	<b>Number of individual student assessments for grade 9 and 10 credits</b>					<b>139</b>
<b>3.2</b>	<b>Number of individual student equivalency assessments for grade 11 and 12 credits</b>					<b>192</b>
<b>3.3</b>	<b>Number of completed challenges for grade 11 and 12 credits</b>					<b>2</b>
	(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
<b>1</b>	<b>Adult Day School Component</b>	ADE	Benchmark		
		-	4,043.00	-	-
<b>2</b>	<b>High-Credit Day School Component</b>	ADE	Benchmark		
		-	4,043.00	-	-
	<b>Summer School Component</b>	ADE	Benchmark		
3.1	Summer School Amount	1.11	-	4,043.00	\$4488
3.2	SS. Grade 7 to 10 L&N - Cont. Ed. Adult and fully high credit Amount	-	-	4,043.00	-
<b>3</b>	<b>Summer School Component</b> .....Item 3.1 + item 3.2			-	\$4488
	<b>Continuing Education Component</b>	ADE	Benchmark		
4.1	Continuing Education Amount	1.33	-	4,043.00	\$5377
4.2	Cont Ed. Gr. 7 to 10 L&N - Cont Ed. Adult and fully high credit Amount	-	-	4,043.00	-
<b>4</b>	<b>Continuing Education Component</b> .....Item 4.1 + item 4.2			-	\$5377
<b>5</b>	<b>Supplemental Adult Day School/Continuing Education Component</b> .....Funding regulation table, 2024-25 See table 16 brd by brd				\$XXX
	<b>Prior Learning Assessment and Recognition (PLAR) Component</b>	Number	Benchmark		
6.1	PLAR - Grade 9 and 10 Credit Equivalency Assessments Amount	139	-	145.00	\$20,155
6.2	PLAR - Grade 11 and 12 Credit Equivalency Assessments Amount	192	-	145.00	\$27,840
6.3	PLAR - Grade 11 and 12 Credit Completed Challenge Amount	2	-	436.00	\$872
<b>6</b>	<b>Prior Learning Assessment and Recognition (PLAR) Component</b> .....Sum of items 6.1 to 6.3			-	\$48,867

**Section 3F continued**

<b>International and Indigenous Languages, Elementary (IILE) Component</b>			
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 size .....Item 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 adjustment .....Item 7.4 x hourly rate benchmark \$64.31	\$126,048	-
7.6	Adjustment for Small Class Size .....If 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	-
<b>7</b>	<b>International and Indigenous Languages, Elementary (IILE) Component</b> .....Item 7.5 - item 7.6	-	<b>\$125,068</b>

			Elementary Total	Secondary Total	Total Day School
	<b>Literacy and Math Outside the School Day Component</b>	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	-		\$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				-
<b>8</b>	<b>Literacy and Math Outside the School Day Component</b> .....Sum of items 8.1 to 8.4		-	-	<b>\$559</b>
		ADE	Benchmark		
<b>9</b>	<b>Tutoring Component</b>	-	4.19	0	0

**Section 3F continued**

<b>Summer Learning Program Component</b>		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 Amount .....JK to Grade 6 ADE x Benchmark	-	-	3.10	-	-
10.3	Summer Learning Program 2023 Funding .....Funding regulation table, 2024-25	<i>see table 16 brd by brd</i>				270,000
10.4	Summer Learning Program Adjustment Amount .....Greater of (item 10.3 - item 10.1 - item 10.2) and 0				255,000	255,000
<b>10</b>	<b>Summer Learning Program Component</b> .....Sum of items 10.1 + 10.2 + 10.4				<b>270,000</b>	<b>270,000</b>
<b>International Student Recovery (ISR) Component</b>						
11.1	ISR Benchmark					-1,300.00
11.2	ISR Fee-paying ADE .....Elementary: Schedule 13, (Col. 4 of items 2.2 + 2.4.2 + 2.12 + 2.14.2)/2 .....Secondary: Schedule 13, (Col. 4 of items 2.6 + 2.9 + 2.16 + 2.19)/2				-	-
						1.0
<b>11</b>	<b>International Student Recovery (ISR) Component</b> .....Item 11.1 x item 11.2				-	-
						-\$1300
<b>3F</b>	<b>Continuing Education and Other Programs Allocation</b> .....Sum of items 1 to 11					<b>\$453,059</b>

# 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 Enrolment .....Schedule 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 Requirement .....Item 1.8 x item 1.9	15.79	sq metres
1.11	Continuing Education and Other Programs Supplementary Area Factor .....Funding regulation table, 2024-25	1.250	
1.12	Adjusted Continuing Education and Other Programs Area Req. Total .....Item 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 Amount .....Item 1.12 x item 1.13	-	

<b>1</b>	<b>Base School Operations Component</b>	-	<b>\$2045</b>
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#### Base School Renewal Component

##### Day School

	Elementary Total	Secondary Total	Total Day School
1.3	Weighted Average Renewal Cost Per Square Meter .....Elementary: item 1.1a + item 1.2a, col. 3 .....Secondary: 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	-
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**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



# Updates from OnSIS – October 2024

## Enhancement Release Notes

- FR869 Summary – Updates to Submission Period Type Descriptions

Submission Period Type descriptions are being updated to make it more understandable for the OnSIS users.

# 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**

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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
<b>YEAR END</b>			
<b>Night / Continuing Education** School Data Submission</b> **Continuing Education Programs include Night Schools and Adult Continuing Education Day Schools	<ul style="list-style-type: none"> <li>➤ Elemental Student Data (e.g., enrolment in credit and/or non-credit continuing education programs, student achievement data, etc.)</li> <li>➤ Aggregate School Data (e.g., International and Indigenous Languages Elementary (IILE) program data, etc.)</li> </ul>	September 5, 2024	October 31, 2024
<b>Summer School Data Submission</b>	<ul style="list-style-type: none"> <li>➤ Elemental Student Data (e.g., enrolment in credit and/or non-credit continuing education programs, student achievement data, etc.)</li> <li>➤ Aggregate School Data (e.g., IILE program data, etc.)</li> </ul>		

## 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