

**Enrolment Register Instructions
for Elementary and Secondary Schools**

2020-21 School Year

This publication, *Enrolment Register Instructions for Elementary and Secondary Schools, 2020-21 School Year*, and the *Enrolment Register Instructions for Continuing Education Programs, 2020-21 School Year* are available on the Ministry of Education's website <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>.

Ministry Contact Information

If you have questions related to enrolment and admissions, please send them to the enrolment@ontario.ca mailbox. Provide all relevant information to ensure a prompt, accurate, and helpful response. The mailbox is monitored by Ministry staff, and all questions will be answered in a timely manner based on the Government of Ontario customer service standards.

Some of the elements and proposals set out in this document can only take effect if certain regulations are made by the Minister of Education or Lieutenant Governor in Council under the *Education Act*. Such regulations have not yet been made. Therefore, the content of this document should be considered to be subject to such regulations, if and when made.

The Ontario Public Service endeavours to demonstrate leadership with respect to accessibility in Ontario. Our goal is to ensure that Ontario government services, products, and facilities are accessible to all our employees and to all members of the public we serve. This document, or the information that it contains, is available, on request, in alternative formats. Please forward all requests for alternative formats to ServiceOntario at 1-800-668-9938 (TTY: 1-800-268-7095).

Une publication équivalente est disponible en français sous le titre suivant :
Instructions pour le relevé des effectifs écoles élémentaires et secondaires, Année scolaire 2020-21.

TABLE OF CONTENTS

In-year Clarification and Updates in Response to Re-Opening	2
Daily Attendance for Voluntary Learn at Home – Page 24	2
Medical Absences – Page 29	2
New for the 2020-21 School Year	2
Children of Full-Time Ontario Postsecondary Students	2
Education and Community Partnership Program (ECP) (formerly known as Care and/or Treatment, Custody, or Correctional Programs (CTCC))	2
Gender Identification on the Pupil Eligibility Attestation Form	2
Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years	2
Clarification on Multi-Subject Instructional Periods (MSIP)	3
Intensive Behavioural Intervention (IBI) Update	3
Suspensions	3
Definitions of Remote Learning and Online Learning	3
Daily Attendance for Voluntary Learn at Home	3
Attendance of Children and Youth in Care	3
Medical Absence	3
Using the Pupil’s Timetable to Determine Minutes of Instruction	4
General Requirements	5
Collection of Data	5
Responsibilities of the Principal	5
Retention of Pupil Enrolment Records and Related Documents	6
Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years	6
Audits of Enrolment, including English as a Second Language (ESL) and Programme d’appui aux nouveaux arrivants (PANA) Eligibility	9
Notification of an Audit	9
Preparation for the Audit.....	9
Areas Subject to Audit	9
The School and Board Audit Reports	10
ESL/PANA Eligibility.....	10
Determining a Pupil’s Eligibility for an Exemption from Tuition Fees	11
Determining Pupils’ Enrolment Status	11
Full-Time and Part-Time Pupils	11
Using the Pupil’s Timetable to Determine Minutes of Instruction	12
Conventional Model (2 semesters or non-semestered).....	12
Quadmester Model (4 semesters)	12
Octomester (8-Semester Model)	13

NEW: How to Handle Students Without Classes in the First Quadmester or Octomester	13
Minutes of Instruction During an Extended School Closure.....	13
Time Recognized as Classroom Instructional Time.....	13
Multi-Subject Instructional Periods (MSIP).....	14
Individual Education Plan (IEP) With a Resource Room	14
Time Not Recognized as Classroom Instructional Time.....	15
Instances When Minutes of Classroom Instruction Are Not Used to Determine Full-Time or Part-Time Status.....	15
Independent Study	15
Home Schooling	15
Reporting in the Ontario School Information System (OnSIS) _____	16
Data on Full-Time and Part-Time Pupils on Enrolment-Count Dates	16
Data on Pupils in Independent Study	16
Pupils Affected by the 34-Credit Threshold.....	16
Full-Time and Part-Time Pupils	16
Pupils Taking Courses through Independent Study.....	17
OnSIS Help Desk.....	17
Pupils Enrolled in More than One School _____	18
MAINTAINING THE REGISTER AND ATTENDANCE RECORDS	19
Admission of a Pupil _____	19
Age of Admission	19
Staggered Admission	19
Academic Assessment Services before School Begins.....	20
Internal and External Admission.....	20
Late Admission.....	20
Pupils Who Are Not Pupils of the Board	20
Pupils Who Already Have Over 34 Credits.....	20
Adult Pupils	20
Transfer and Retirement _____	21
Registration Forms.....	22
Transfers That Occur around an Enrolment-Count Date.....	22
Transfers between Schools in the Same Board	22
Transfers between Schools of Different Boards	22
Transferring Ontario Student Record When Students Enroll in New School	22
Daily Attendance Records _____	23
Daily Attendance for Voluntary Learn at Home _____	23
NEW: For students who have requested remote learning and are awaiting the next board transition date.....	24
NEW: Attendance policies for boards which have adopted a hybrid in-person and learn-at-home model (applicable ONLY to the 24 designated boards)	24

Absence	24
Regular Absence (“A”)	25
Absence from an Examination	25
Elementary School Pupils – Safe Arrivals	25
Secondary School Pupils	25
General Absence Days (“G” Days)	25
Absence of All Pupils	25
Absence of an Individual Pupil	26
Suspended Pupils	26
Excluded Pupils	27
Non-instructional Days (“N” Days)	27
Excused Pupils	28
Pupils Excused under Subsection 23(3) of Regulation 298	28
Program of Study for Excused Pupils	28
Medical Absence	29
NEW: Attendance code for COVID-19 related absences	29
Prolonged Absence	30
Compulsory Attendance	30
Absence of 1–15 Consecutive School Days without Supporting Documentation	31
Absence of 16–30 Consecutive School Days without Supporting Documentation	31
Absence of 31–45 and 46–60 Consecutive Days without Supporting Documentation	32
Length of Time an Absent Pupil with an Active File May Remain on the Register	32
Attendance Counsellor Confirms the Pupil’s File Is Inactive	32
Expectations for Two-Way Communication:	32
Absence from a Course for 15 Consecutive Scheduled Days	33
School Board and Principal Responsibilities after a Pupil’s Name Is Removed from the Register	33
Attendance of Children and Youth in Care	34
Specific Programs	35
Cooperative Education Courses	35
Online Courses	35
Use of the Day School Register for Online Courses	35
Use of the Independent Study and Online Learning Register for Day School Pupils	36
Home Instruction	36
Supervised Alternative Learning (SAL)	37
Pupils in Educational Exchange Programs	38
Long-Term Exchange (5 Months or More)	38
Short-Term Exchange (Less Than 5 Months)	39
Programs for Expelled Pupils	39

Pupils in an Education and Community Partnership Program (ECP), Hospital Board Schools, or Provincial or Demonstration Schools.....	39
Dual Credit Courses.....	39
RECIPROCAL EDUCATION APPROACH.....	41
Registering with a School of a School Board.....	41
For a student residing off-reserve wishing to attend a First Nation school:	41
For a First Nation student residing on reserve wishing to attend a school of a school board:	42
OEN/OSR Requirements under REA:.....	42
THE INDEPENDENT STUDY AND ONLINE LEARNING REGISTER FOR DAY SCHOOL PUPILS.....	43
General Requirements	43
Pupil Eligibility.....	43
Course Eligibility.....	43
Teacher Contact.....	44
Pupils with Over 34 Credits.....	44
Funding Considerations	44
Online Learning.....	44
COMPLETING THE SUMMARIES.....	45
Attendance Summaries.....	45
Enrolment Summaries.....	45
Calculating Net Enrolment for Monthly Enrolment Summaries.....	46
Data and Information Required for Audit Purposes.....	46
APPENDICES.....	47
Appendix A: Samples of Enrolment Details Records and Enrolment Summaries.....	47
Appendix B: Model of a Daily Attendance Record, with Samples.....	61
Appendix C: Procedures of Excused Pupils.....	66
Appendix D: Procedures for Prolonged Absences.....	67

In-year Clarification and Updates in Response to Re-Opening

Determining Pupils Enrolment Status – Page 13

How to Handle Students Without Classes in the First Quadmester or Octomester

Daily Attendance for Voluntary Learn at Home – Pages 23-24

For students who have requested remote learning and are awaiting the next board transition date

Attendance policies for boards which have adopted a hybrid in-person and learn-at-home model
(*applicable ONLY to the 24 designated boards*)

Medical Absences – Page 29

Revised attendance codes COVID-19 related absences

New for the 2020-21 School Year

Children of Full-Time Ontario Postsecondary Students

Previously, the ministry has only required boards to retain a letter of acceptance to a qualified publicly-assisted postsecondary institution for auditing purposes. The ministry would like to clarify that school boards are expected to review a parent/guardian's study permit and retain the letter of acceptance and documentation supporting enrolment to the postsecondary program, as per the *2018: SB08 Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status*.

Education and Community Partnership Program (ECP) (formerly known as Care and/or Treatment, Custody, or Correctional Programs (CTCC))

The Care, Treatment, Custody and Correctional (CTCC) program amount has been renamed the Education and Community Partnership Program (ECP) Allocation, to better reflect the programs supported by the funding. These programs are partnerships between school boards and government-approved facilities and may include a range of program types that support students who cannot attend school due to their primary need for treatment or while in custody.

Gender Identification on the Pupil Eligibility Attestation Form

The ministry has updated the options for gender identity on the pupil attestation form to also include the following options:

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

Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years

The ministry has updated the list of records and documents required for auditing purposes to now include confirmation that the community placement component of cooperative education courses to support a minimum of 110 hours per credit must be retained in either paper or electronic format.

Clarification on Multi-Subject Instructional Periods (MSIP)

The ministry has clarified the reporting expectations for part-time students who are enrolled in MSIPs for funding purposes.

Intensive Behavioural Intervention (IBI) Update

The term “Intensive Behavioural Intervention” or “IBI” will now be replaced by “a high intensity of evidence-based behavioural services” to align with the language used within the children’s services sector.

Suspensions

O. Reg. 440/20 (Suspension of Elementary School Pupils) removes the principal’s discretion to suspend students enrolled in junior kindergarten to grade 3 for activities listed in subsection 306(1) of the Education Act. Where a principal is suspending a student for bullying under s. 310(1) 7.1, the requirement that “the pupil has previously been suspended for engaging in bullying” no longer applies to students in junior kindergarten to grade 3. The remaining requirement, that “the pupil’s continuing presence in the school creates an unacceptable risk to the safety of another person” remains in effect. The regulation also requires principals to undertake an investigation into the allegations before a mandatory suspension can be imposed on students enrolled in junior kindergarten to grade 3 for activities listed in subsection 310(1).

Definitions of Remote Learning and Online Learning

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

Online Learning - Courses that are specifically designed to be taught in a fully online format (formerly referred to as “e-learning”). Online learning relies on communication between pupils and teachers through the internet or any other digital platform and does not require pupils and teachers to be face-to-face with each other or with their teacher.

Daily Attendance for Voluntary Learn at Home

A new section has been added under ‘Daily Attendance Records’ to provide information to school boards on ways to support all students, including students who are engaged in remote learning.

Attendance of Children and Youth in Care

A new section is added under ‘School Board and Principal Responsibilities after a Pupil’s Name is Removed from the Register’ to address students in the care of children’s aid societies. School boards are encouraged to review this section and ensure children and youth in care are part of the school board’s attendance policies.

Medical Absence

Expanded this section to include guidance on when a student tests positive for COVID-19 and the requirement for medical documentation is waived under this circumstance.

Using the Pupil's Timetable to Determine Minutes of Instruction

Expanded this section to include guidance on how to calculate the pupil's ADE when school boards are using the quadmester or 8-semester model.

General Requirements

On all legal questions relating to the requirements covered in these instructions, school boards should rely on the advice of their own legal counsel.

Collection of Data

Authorization for the collection of the information required on the register is found in subsection 8.1(8) of the *Education Act*. This information is required for administrative purposes. Anyone needing additional information regarding the collection of this information should contact the Freedom of Information and Privacy Office of the Ministry of Education (the Ministry).

Responsibilities of the Principal

Subsection 265(1)(c) of the *Education Act* states that it is the duty of a principal of a school, in addition to his or her duties as a teacher, “to register the pupils and to ensure that the attendance of pupils for every school day is recorded either on the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

The principal must ensure that:

- A system is in place to provide school staff with all the appropriate information about each pupil that is required in keeping the enrolment register and attendance records;
- Enrolment and attendance records are accurate and up to date; and
- All required enrolment and attendance records and related documents are retained for audit purposes.¹

The principal also must ensure that:

- All teachers of pupils whose enrolment is recorded in the day school registers are regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board’s regular day school teaching staff; and
- Any fees charged to pupils for learning materials and activities are in accordance with board policy developed in response to the Ministry’s *Guideline for Fees for Learning Materials and Activities*.

The following sections provide details on the principal’s responsibilities related to enrolment, attendance, recording and reporting, retention of data, audits, and other topics.

¹ The principal must sign-off on all enrolment registers even if nil FTE is reported for each category of pupils.

Retention of Pupil Enrolment Records and Related Documents

The Ministry requires that, *for audit purposes*, pupil enrolment records and various related documents (see chart below) be retained for the *current school year and the previous two school years*.

Retention beyond that minimum period is to be carried out in accordance with the school board's record management program, as specified in paragraph 38 of subsection 171(1) of the *Education Act*.

The enrolment register has two components:

1. Enrolment Details Records
2. Enrolment Summaries

See Appendix A for samples.

Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years

A summary of the pupil enrolment records and all related documents that must be retained for elementary and secondary schools for the current school year plus prior two school years is provided below. Boards must be able to produce these records and documents if requested by the Ministry for audit purposes. These records can be stored either electronically or in a paper format, unless otherwise specified. Where a principal's certification/signature is required (electronic signatures are acceptable), it can also be stored in an electronic (e-mails are acceptable) or paper format.

Elementary and Secondary Schools
<ul style="list-style-type: none">• A printout of the year-end register Enrolment Summaries for Full-Time and Part-Time pupils that are certified as accurate by the principal• A printout of the Monthly Enrolment Summaries for Full-Time pupils for the October and March count dates and at year-end that are certified as accurate by the principal• Enrolment Details Records², that are certified as accurate by the principal• The Daily Attendance Records for each pupil³• The Daily Absence Report (Daily Telephone Contact List) for the school⁴• The school bell schedule⁵• Dated forms authorizing pupil external transfer or Ontario Student Record (OSR)⁶ request letters that show external transfers signed by the principal or by a school staff member designated by the principal

² If the board does not have the capacity to store the *Enrolment Details Records* electronically, the records must be printed out at the end of the school year in June and certified by the Principal. If stored electronically, they must show the enrolment-count dates.

³ See Appendix B for a model showing the content and format of a Daily Attendance Record as well as samples.

⁴ *The Daily Absence Report (Daily Telephone Contact List)* for the school will include information on the contacts that school staff have made or attempted to make with absent pupils or their parents/guardians and will include the explanations obtained for the pupils' absence.

⁵ The school bell schedule will indicate the duration of all periods of instruction and lunch periods and must clearly show standard travel time between classes. The configuration of the software program that is used to determine pupils' status as full-time or part-time must match the configuration of the school bell schedule in number of periods and period length.

⁶ Ontario Student Record (OSR) Guideline, 2000:

English - <http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.html>

French - <http://www.edu.gov.on.ca/fre/document/curricul/osr/osrf.html>

- Dated forms authorizing pupil admission (registration forms), internal transfer, and retirement signed by the principal or by a school staff member designated by the principal
- Dated requests for OSRs (letter or e-mail)
- Student Information and Eligibility Attestation Form⁷ (see sample in Appendix E) indicating that the board has reviewed approved documentation to support:
 - The pupil's year of entry into Canada with the intent to reside (as required in Section E in OnSIS)
 - The pupil's right to attend the school without payment of a fee
 - The date of birth and full legal name of the pupil⁸
 - The residency of the pupil
- Documentation to support the residency of pupils not included in Section E in OnSIS should be reviewed and school boards are required to provide an attestation stating which of these documents have been reviewed (e.g., current utility bill, current property tax bill or current home phone bill)
- A list of pupils admitted from outside Ontario
- A list of all pupils participating in a Supervised Alternative Learning (SAL) program, including a signed copy of the pupils Supervised Alternative Learning Plan (SALP), the document showing the SAL Committee's approval, and the date on which the pupil began the program
- A list of all pupils participating in a student exchange program, including the exchange agreement and documents that support reciprocity
- A list of pupils on home instruction and the principal's approval for the provision of home instruction, including the teacher assigned to provide the instruction
- Documentation of a pupil's suspension, expulsion or exclusion under clause 265(1)(m) of the Education Act
- The report on pupil absences of 15 or more consecutive days
- Excused and/or unexcused absences:
 - The letter in which a parent or guardian, or the pupil (if the pupil is an adult) requests that the pupil be excused for a specified period of absence⁹ under subsection 23(3) of Regulation 298
 - The certification by the principal that a program of study was assigned to the pupil excused under subsection 23(3) of Regulation 298
 - The appropriate supporting medical documentation (exemptions for COVID-19) for a medical excusal
 - In the case of a prolonged absence, the principal's written referral to the attendance counsellor between the 11th and 16th day of absence
 - The attendance counsellor's acceptance/refusal of the principal's referral
 - Documentation of successful two-way contact between the attendance counsellor and the pupil or the pupil's parent or guardian
 - A list of non-attending pupils who are 14-17 years old and who have been removed from the register of the school

⁷ School boards must use a pupil eligibility attestation form to document the board's review and verification of relevant documentation to confirm pupil eligibility in the areas listed. Furthermore, a physical copy of a student's personal or immigration documentation (e.g. birth certificates and passports) should not be retained at the time of registration). Please review "[Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status](#)," Memorandum No. 2018:SB08, April 25, 2018. A sample Student Information and Eligibility Attestation Form is included as Appendix E.

⁸ For a list of acceptable documents please refer to List 1 of the [Ontario Government List of Acceptable Identity Documents](#).

⁹ The timeframe must be explicit and cannot be "indefinite" or "until further notice." See also "Excused Pupils."

- Any other documentation to support a student on the enrolment register (e.g., documentation supporting eligibility for ESL/PANA funding)
- Any documentation to support a parent/guardian who has been accepted to study full-time at a publicly-assisted postsecondary institution (letter of acceptance) and any documentation supporting enrolment into the program (payment receipt, timetable, etc.)

Elementary Schools Only

- Class timetables indicating the minutes of instruction for Extended French and French Immersion

Secondary Schools Only

- Pupil course timetables that were in effect on the last school day of October and March
- The period-by-period attendance check for all pupils in the school
- Where applicable, the Independent Study and Online Learning Register for Day School Pupils
- Dated forms authorizing pupils to add or withdraw from courses, signed by the principal or by a school staff member designated by the principal
- School course calendars and student handbooks
- A list of pupils enrolled in alternative programs
- A list of pupils enrolled in cooperative education courses
- Documentation required for the community placement component of cooperative education courses to support a minimum of 110 hours per credit (sum of classroom component and community placement component)

Audits of Enrolment, including English as a Second Language (ESL) and Programme d'appui aux nouveaux arrivants (PANA) Eligibility

The Ministry performs audits of enrolment and English as a second language (ESL) and Programme d'appui aux nouveaux arrivants (PANA) eligibility in the fall and spring of each year.¹⁰

Notification of an Audit

Boards are notified that they have been selected for an audit in a letter from the director of the Ministry's Financial Analysis and Accountability Branch (FAAB) to the director of education. The letter will:

- Identify the schools selected for audit and the period under audit;
- Identify the months for the field visits; and
- Request that the school board provide the name of a liaison to work with Ministry staff.

Preparation for the Audit

The lead auditor from the Ministry will contact the school board liaison to develop an audit schedule. Prior to the site visit, the lead auditor will:

- Provide the board-level and school-level interview questions to ensure that appropriate staff are present at the interviews. The interviews are conducted prior to the field visits to the schools;
- Request enrolment registers – summaries and details – for the period under audit;
- Request data on pupils' year of entry (with the intention of remaining in Canada) (that is, the data that is entered in section E of OnSIS); and
- Select the audit sample to ensure that the appropriate documentation is available on the date of the field visit.

An interview is also conducted with the school principal and administrators at the end of the field visit to discuss the audit results.

Areas Subject to Audit

Audits may be conducted of any or all of the areas in the list below.

Elementary Schools	Secondary Schools
Register reconciliation Admissions from outside Ontario Pupil external transfers and retirements Pupil with prolonged absence (full-day) Other pupils (fee paying pupils) Year of entry in Canada (ESL/PANA) French Immersion (if applicable) Specific programs for pupils: <ul style="list-style-type: none"> • Supervised Alternative Learning (SAL) • Home instruction • Home schooling 	Register reconciliation Admissions from outside Ontario Pupil Full-Time equivalency Internal transfers from Full-Time to part-time Pupil external transfers and retirements Pupil with prolonged absence (full-day) Pupil with prolonged absence from a course Other pupils (fee paying pupils) Year of entry in Canada (ESL/PANA) Alternative program delivery Specific programs for pupils: <ul style="list-style-type: none"> • Supervised Alternative Learning (SAL) • Home instruction • Home schooling • Shared students • Exchange programs

¹⁰ ESL is applicable to English-language school boards and PANA is applicable to French-language school boards.

	<ul style="list-style-type: none"> • Dual credit courses • Credit recovery courses • Pupils enrolled in a section 23 facility • Program for expelled pupils • Independent study • Cooperative education courses
--	---

The School and Board Audit Reports

Once the field work is complete, a school audit report is sent to the principal of each audited school. This report outlines the results of the school audit that were discussed with the principal and administrators in the closing interview at the field visit. The principal has one week to review and comment on the report and ensure that the findings are fairly presented. The school board liaison is copied on all correspondence.

The school audit report will become part of the board audit report that is sent from the director of the Ministry’s Financial Analysis and Accountability Branch to the director of education of the school board.

The board audit report consists of a cover letter, the board audit report, and appendices summarizing all areas of adjustments.

ESL/PANA Eligibility

Pupils that generate ESL/PANA Grants for Student Needs Funding under the recent immigrant component must satisfy the following criteria:

- The pupil is a “Pupil of the Board”¹¹ who is under 21 years of age, as of December 31st of the current year;
- The pupil is enrolled in a school of the board on the October count date of the current school year;
- The pupil is born in a qualifying country¹²; and
- The pupil entered Canada for the first time to reside in Canada during the current or last four school years.

¹¹ Students that are in Canada unlawfully (admitted under section 49.1 of the Education Act) are eligible for ESL/PANA funding provided they satisfy all the eligibility criteria.

¹² For ESL, pupils born in countries other than Canada, United Kingdom, Ireland, the United States, Australia, and New Zealand would be eligible for funding. For PANA, if students are born in countries and territories other than France, Guadeloupe, Martinique, French Guiana, Réunion Island, Saint Pierre and Miquelon, French Polynesia, New Caledonia, French Southern and Antarctic Lands, Saint Barthélemy, Canada, United Kingdom, Ireland, United States, Australia, and New Zealand would be eligible for funding.

Determining a Pupil’s Eligibility for an Exemption from Tuition Fees

On all legal questions relating to the determination of a pupil’s eligibility for tuition-fee exemptions, school boards should rely on the advice of their own legal counsel.

Pursuant to the regulation governing the calculation of fees for pupils for the 2020-21 school year, boards are entitled or required to charge certain pupils tuition fees. Pupils who pay tuition fees are not pupils of the board and should be recorded as “OP” (“Other Pupils”) in the Enrolment Details (see the samples in Appendix A).

Boards will determine whether a pupil is eligible for a tuition-fee exemption. To determine a pupil’s eligibility and the documentation required to support an exemption, boards will need to refer to the following statutory provisions, regulation, and memoranda:

- *Education Act*: subsection 32(2), subsection 46(2), section 49, and section 49.1.
- Fees regulations for the 2020-21 school year.
- “Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status,” Memorandum No. 2018:SB08, April 25, 2018.

Other documents that may be useful for this and other enrolment-related purposes are the following:

- *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016*
- *The Ontario Student Record (OSR) Guideline, 2000*
- *International Languages Elementary Programs, Resource Guide 2012*

For more information, please review “Clarification of Policies and Supporting Documentation to Confirm Pupil Residency and Eligibility Status,” Memorandum No. 2018:SB08, April 25, 2018.

See Appendix E for a sample of a Student Information and Eligibility Attestation Form for your board’s use.

Determining Pupils’ Enrolment Status

The principal will ensure that a system is in place to determine whether a pupil is to be enrolled as a Full-Time pupil or a Part-Time pupil (see below), or as a *secondary* pupil engaged in independent study (see “Independent Study”).

Full-Time and Part-Time Pupils

In general, a pupil’s enrolment status is based on the *number of minutes* a pupil is “registered for classroom instruction” per school day – that is, a Full-Time pupil is typically registered for 210 minutes or more of classroom instruction per school day and a Part-Time pupil for less than 210 minutes per school day. See the definitions of “full-time” and “part-time” provided in the chart below.

The term “registered for classroom instruction” refers to a pupil who is enrolled for classroom instruction and who is attending classes regularly (e.g. synchronous or asynchronous). The amount of time specified for classroom instruction in each case is the average amount of time in the school cycle that is allocated in the pupil’s timetable to the classes that the pupil is expected to attend.

Please note for students who are participating exclusively in remote learning, a timetable must be available for audit purposes to reflect their schedule during remote learning.

Full-Time Pupil – Elementary and Secondary Schools

- A pupil who is registered for classroom (in-person or through remote learning, or a combination of both) instruction for an average of 210 minutes or more per school day in the school cycle
- A pupil aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit
- A pupil who is receiving a high intensity of evidence-based behavioural services (formerly Intensive Behavioural Intervention (IBI) program), regardless of the amount of classroom instructional time for which he or she is registered

Part-Time Pupil – Elementary and Secondary Schools

- A pupil who is registered for classroom (in-person or through remote learning, or a combination of both) instruction for an average of less than 210 minutes per school day in the school cycle
- A pupil aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit

Full-Time Secondary Pupil under Regulation 304 (“School Year Calendar”)

A secondary pupil who is enrolled in a day school that has, in accordance with a calendar that has been approved by the Minister under Regulation 304 (“School Year Calendar”), a designated school year of twelve months and instructional days in each of those months, and in which the pupil is eligible to earn at least seven credits upon successfully completing the courses in which the pupil is enrolled in the school year will be considered a Full-Time pupil.

Using the Pupil’s Timetable to Determine Minutes of Instruction

The pupil’s timetable must be used to determine the number of minutes of classroom instruction. The timetable in effect on the enrolment-count dates – that is, on the last school day of October and March – will be used to determine whether a pupil is “full-time” or “part-time.” Travel time between classes must not be included in the calculation of the amount of classroom instruction. However, if the pupil has an Individual Education Plan (IEP) with medical documentation, the pupil can remain on the full-time register as long as the pupil has already started attending school. The medical documentation will need to indicate when the student is to be in school, including the specific period of time (e.g., number of minutes/hours per day).

As school boards undertake various delivery models for the current school year to maximize student cohorting in response to COVID-19, and in order to mitigate any negative funding impacts to school boards based on a particular delivery model, the following guidelines should be used when reporting a student’s ADE on the October and March count dates.

Conventional Model (2 semesters or non-semestered)

No change to the ADE calculation.

Quadmester Model (4 semesters)

For the October count date: use day 16 of each semester to calculate the average of the average number of minutes of instruction per cycle on a pupil’s timetable for semester 1 and semester 2 (first two quads).

For the March count date: use day 16 of each semester to calculate the average of the average number of minutes of instruction per cycle on a pupil's timetable for semester 3 and semester 4 (last two quads).

All rules regarding the calculation of a pupil's ADE will be calculated on this average (e.g. A pupil with an average of more than 210 minutes of classroom instruction will be considered full-time).

For example, if a pupil is taking 150 minutes (1 course) in semester 1 and 300 minutes in semester 2 (2 courses), the average minutes would be 225 and the pupil's ADE for October 31 would be 1.0¹³.

The pupil's total ADE for the year would be the October average plus the March average divided by 2.

Octomester (8-Semester Model)

For the October count date: use day 16 of each semester to calculate the average of the average number of minutes of instruction per cycle on a pupil's timetable for semesters, 1, 2, 3 and 4.

For the March count date: use day 16 of each semester to calculate the average of the average number of minutes of instruction per cycle on a pupil's timetable for semesters, 5, 6, 7 and 8.

For example, if a pupil is taking 300 minutes (1 course) in semester 1, 0 minutes (0 course) in semester 2, 300 minutes (1 course) in semester 3 and 0 minutes (0 course) in semester 4, the average minutes would be 150 and the pupil's ADE for October 31 would be 0.5¹³.

The pupil's total ADE for the year would be the October average plus the March average divided by 2.

NEW: How to Handle Students Without Classes in the First Quadmester or Octomester

Where school boards are unable to include eligible students in the OnSIS submission due to a start date after October 31, (i.e., students who begin school in the second quadmester or, in the case of an 8-semester model, in the third semester), students can be added to the register on October 30 to ensure they are captured on the count date. These students should be recorded with an "N" code until they begin attending school in the relevant quadmester or semester in the 8-semester model. For clarity, the students should be added to the enrolment register with 0 minutes of instruction, so they do not generate ADE/funding for the time period before they begin taking courses.

Minutes of Instruction During an Extended School Closure

Elementary school students in Kindergarten through Grade 8 should attend school five days per week, with 300 minutes of instruction per day, remaining in one cohort for the full day.

For secondary students in schools using an adapted model, school boards may wish to implement a delivery model utilizing asynchronous or synchronous remote learning and independent study to achieve the 110 hours of instruction per credit.

In a remote learning context, 300 minutes of synchronous and asynchronous learning would both be counted as part of the school day. School boards are responsible for determining how to schedule minutes/hours of planned learning for students on a modified day school routine, per the guidance memo.

Time Recognized as Classroom Instructional Time

¹³ As with the conventional delivery method, if the average is over 0.7 ADE the ADE should be rounded to 1.0 ADE.

Time spent by pupils in dual credit courses, multi-subject instructional periods, non-credit courses with alternative expectations (that is, courses with a course code beginning with “K”), IEPs with a resource room, pupil in a resource room guided and directed by a qualified teacher and credit recovery courses is recognized as classroom instructional time.

Multi-Subject Instructional Periods (MSIP)

The Multi-Subject Instructional Period (MSIP) is part of the Student Success Strategy. MSIP is a dedicated period in the school day as time is taken from each timetabled period to create the MSIP. Student attendance is mandatory, and attendance is to be taken per the “Daily Attendance Records” section of this document. The period is also to be staffed by a timetable subject teacher.

Students receive further support or time to improve and extend their learning in their subject of choice. MSIP reinforces the practice of assessment for learning by encouraging students to complete, revise and re-submit work with the goal of attaining the provincial standard. The MSIP is considered part of the regularly scheduled school day and not an opportunity to complete homework.

Note: The number of eligible MSIP minutes should be based on the number of courses on the pupil’s timetable. Please review the below table for funding purposes. The chart below is an example of a timetable with five periods of which one is a 60-minute MSIP.

Allocation of MSIP Minutes				
<i>(for a timetable with five periods of 60 minutes)</i>				
Pupil Status	Number of Courses	Eligible MSIP Minutes	Minutes of Instruction	Pupil FTE
Full-Time	4 courses	60 minutes	300	1.00
	3 courses	45 minutes	225	1.00
Part-Time	2 courses	30 minutes	150	0.50
	1 course	15 minutes	75	0.25

Individual Education Plan (IEP) With a Resource Room

The minutes of instruction will be recognized for an elementary or secondary pupil who has an Individual Education Plan (IEP) and includes an individualized study program that satisfies all the following criteria:

- a. Pupil is in regular attendance and the pupil’s timetable must accurately reflect each course including non-instructional period(s). The timetable should also specify where in the school the pupil will be for the non-instructional period(s) (if applicable) and the employee name who will be monitoring the student for audit purposes during the non-instructional period(s). The full or part-time status of the pupil is based on the number of minutes in her/his individual timetables.
- b. The school has a system for accurately recording and monitoring pupil attendance. Attendance is to be taken in all periods including instructional and non-instructional periods.
- c. Instructional activity in each subject is directed and guided by a qualified teacher of that subject.
- d. Courses are developed and offered in accordance with Ministry curriculum policy documents.

Time Not Recognized as Classroom Instructional Time

Time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process is not recognized as classroom instructional time unless offered as part of a credit-based course from the Ontario curriculum.

Instances When Minutes of Classroom Instruction Are Not Used to Determine Full-Time or Part-Time Status

The following are the only two instances in which minutes of classroom instruction are *not* used in determining Full-Time or Part-Time enrolment status:

1. The pupil is taking a cooperative education course. For details, see “Cooperative Education Courses.”
2. The pupil is receiving home instruction. For details, see “Home Instruction.”

Independent Study

A day school pupil enrolled in “independent study” is *not* registered for classroom instruction but takes credit courses that fulfil the Ministry’s program and diploma requirements and meets with qualified teachers for scheduled times during the school day. It should be noted that a course for which a pupil is enrolled cannot be considered an independent study course if any portion of it consists of classroom instructional time that is also used to classify the pupil as either “full-time” or “part-time.”

Enrolment in non-classroom instruction offered through an independent study program *must not be included* in the enrolment register for elementary or secondary schools. The Independent Study and Online Learning Register for Day School Pupils must be used to record this enrolment.

The Independent Study and online learning Register for Day School Pupils may include pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates; however, these pupils are not eligible for funding and their work units marked must not be included in the total number of work units recognized for funding purposes.

See the section “The Independent Study and Online Learning Register for Day School Pupils” for details on using this register. See also the section “Pupils Taking Courses through Independent Study” under “Pupils Affected by the 34-Credit Threshold.”

Home Schooling

Pupils who are excused from compulsory attendance because they are receiving satisfactory instruction *exclusively* at home (that is, through home schooling) or elsewhere (e.g., at a private school) must *not* be recorded in the enrolment register.

However, if they are receiving some instruction provided by the school (classroom-delivered, independent study, or online learning), this instructional time will be recognized for grant purposes. These pupils must be recorded in the day school register or in the Independent Study and online learning Register for Day School Pupils by the school that is offering the course, in accordance with the type of instruction provided. The attendance of a pupil who is recorded in the day school register will be recorded in a Daily Attendance Record.

Reporting in the Ontario School Information System (OnSIS)

Data on Full-Time and Part-Time Pupils on Enrolment-Count Dates

The Full-Time equivalent (FTE) reported for each pupil on the OnSIS School Enrolment screens for the Ministry's enrolment-count dates – the last school day of October and March – must equal the FTE recorded for each pupil on these dates in the enrolment register.

Pupils recorded as “part-time” on the register must be reported as Part-Time pupils in OnSIS. The FTE for each pupil must be included.

Data on Pupils in Independent Study

For independent study, the average daily enrolment (ADE) will be reported through OnSIS on three submission dates – the last school day of October, March, and June. The ADE reported for each pupil should be based on the portion of work units completed by the pupil since the last OnSIS submission date. See also “Pupils Taking Courses through Independent Study” under “Pupils Affected by the 34-Credit Threshold” below.

Pupils Affected by the 34-Credit Threshold

Full-Time and Part-Time Pupils

Under the regulation governing the calculation of average daily enrolment for the 2020-21 school year, the calculation of the average daily enrolment (ADE) for secondary pupils is split into two categories: “regular” and “high credit.”¹⁴

All or a portion of the credits of pupils affected by the 34-credit threshold may be identified as “high credits.” “High credits” are the credits above the 34-credit threshold that are for “non-exempt courses” taken in the current school year or semester by “non-exempt pupils.” (Examples of “exempt courses” are English as a Second Language and English Literacy Development. An example of an “exempt pupil” is a pupil with an Individual Education Plan [IEP].)

For each enrolment-count date, a pupil's day school FTE must be calculated in the following way:

- Determine the number of “high credits” for the pupil.
- Calculate the “high-credit factor” by dividing the number of high credits by the total number of credits for the courses in which the pupil is enrolled.
- Determine the number of “high-credit minutes of instruction” per day by multiplying the “high-credit factor” by the total number of minutes of instruction per day in the pupil's timetable. The remaining minutes are the regular day school minutes of instruction.
- Calculate the pupil's day school FTE by using the number of regular day school minutes of instruction and high-credit minutes of instruction.

For each credit that is not based on minutes of instruction – that is, for, a dual credit, or a credit for a course provided through home instruction – the calculation should be made using the number of minutes of instruction for a normal credit. For example, if most pupil timetables are based on 75 minutes of instruction per day for most credits, then 75 minutes of instruction should also be used for a credit that is not based on minutes of instruction.

¹⁴ The 55-hour upgrading summer school credit course offered in the summer of 2019-20 school year does not count towards the 34-credit threshold.

Further information on the 34-credit threshold, including implementation instructions, is provided in the Ministry’s memorandum “34 Credit Threshold – Implementation Details” (Memorandum No. 2013:SB1, January 30, 2013).

Pupils Taking Courses through Independent Study

The enrolment of each pupil in independent study courses must be considered under the appropriate category in the chart below for the purposes of determining a pupil’s “high-credit factor” and calculating the pupil’s ADE for independent study. See above for the method of calculating the “high-credit factor.” The “regular” and “high-credit” ADE reported through OnSIS for each pupil should be based on the portion of work units completed by the pupil since the last OnSIS submission date.

	Category of Enrolment	Counting Credits for Determining the Pupil’s High-Credit Factor	Calculating the Pupil’s ADE for Independent Study
1	The pupil enrolled in the course during first term/semester and completed it during first term/semester on or after the October count date.	Count the credit as if the pupil was enrolled in a semestered course on the October count date.	Use the high-credit factor as of the October count date.
2	The pupil enrolled in the course during second term/semester and completed it during second term/semester on or after the March count date.	Count the credit as if the pupil was enrolled in a semestered course on the March count date.	Use the high-credit factor as of the March count date.
3	The pupil enrolled in the course during first term/semester and completed it during second term/semester.	Count the credit as if the pupil was enrolled in a non-semestered course on the October count date.	Use the average of the high-credit factors for the October and March count dates.
4	The pupil enrolled in the course during a term/semester and completed it or withdrew from it before the count date that falls within that term/semester.		

OnSIS Help Desk

Inquiries from schools and boards regarding the Ontario School Information System, its policies and procedures should be directed to:

Ontario School Information System (OnSIS)
 Education Statistics & Analysis Branch (ESAB)
 Ministry of Education, 777 Bay Street, 4th Floor, Suite 422
 Toronto ON M5G 2E5

Monday to Friday (excluding holidays): 8:00 a.m. to 4:30 p.m.

E-mail: onsis_sison@ontario.ca

Pupils Enrolled in More than One School

The FTE of a pupil enrolled in more than one school within the same board must be reported in OnSIS by the school where the pupil's OSR is kept. The FTEs of the pupil at each school are combined but may not exceed one FTE.

If a pupil – other than a pupil taking online learning courses or a pupil with a Supervised Alternative Learning Plan (SALP) – is enrolled in schools operated by two different boards, each school will report the pupil's enrolment in OnSIS. The FTE reported by each school must be based on the number of minutes of classroom instruction that the pupil receives at that school. In some instances, the combined FTEs of the pupil may exceed 1.00, but may not exceed 1.30. For a pupil taking online learning courses or a pupil with a SALP, the combined FTEs may not exceed 1.00. (See also "Online learning Courses.")

For pupils affected by the 34-credit threshold, boards must ensure that their schools count all current credits for courses that pupils are taking in the day school program at their home school, at any other schools in their board, and at schools in other boards. See the section above, "Pupils Affected by the 34-Credit Threshold," for the method of calculating the "high-credit factor."

Junior Kindergarten and Kindergarten pupils may not under normal circumstances be enrolled in schools operated by different boards. It is recommended that they be enrolled in the program offered at a school of the board whose school(s) they have the right to attend. There may be exceptions for specific circumstances that require special consideration. For example, when parents are separated and living in two different jurisdictions.

MAINTAINING THE REGISTER AND ATTENDANCE RECORDS

Admission of a Pupil

Enter a pupil's name on the register on the day on which the pupil actually begins to attend classes for the current school year. Although pupils' names from the previous school year may be stored in a school's computerized system for administrative purposes, a pupil's name must not be entered into the current register until the pupil actually begins to attend classes. For clarity, even if the pupil provides medical documentation or other supporting documentation at the beginning of the new school year the pupil's name must not be entered into the register until the pupil actually begins to attend classes. Exceptions to this requirement are the following pupils, whose names may be entered on the register on the first day of school for the current school year, provided the relevant approvals and/or referrals occur in the same board that they are being entered on the register:

- A pupil who is continuing in a Supervised Alternative Learning (SAL) program from the previous school year with the formal approval of the board's SAL Committee
- A pupil who is continuing to receive home instruction
- A pupil who was referred to an attendance counsellor in the previous school year and whose file is still active

In addition, under the following circumstances, a pupil can be placed on the register without attending in-person classes provided they meet the following:

- A pupil who is approved¹⁵ in the current school year for a SAL program provided the date of approval occurs before they are added to the register
- A pupil who is approved in the current school year for remote learning provided the date of approval occurs before they are added to the register
- A pupil who is enrolled and participating in remote learning

For purposes of remote learning, school boards have the flexibility to determine what constitutes as participation on a daily basis (i.e., phone call, email to a teacher, handing in assigned work, etc.) to address the potential varying needs of their school community.

Along with the pupil's name, enter the pupil's Ontario Education Number (OEN), gender, and grade in Enrolment Details (see the samples in Appendix A).

Age of Admission

A child may be enrolled to start Junior Kindergarten in September of the calendar year in which they turn four years of age. This means that a child may be enrolled to start Junior Kindergarten in September of 2020 as long as they turn four years old by December 31, 2020.

Staggered Admission

Do not enter the names of pupils in classes with staggered admission dates on the register until the first day each pupil begins to attend classes. *As stated above, a pupil's name must not be entered into the current register until the pupil actually begins to attend classes.* Record the days absent with "G" (see "General Absence Days").

¹⁵ A pupil who has been pre-registered for school may be approved for programming such as SAL and home instruction.

Academic Assessment Services before School Begins

The name of a pupil who is provided with academic assessment services by the board immediately before entering school may be entered on the register on the date that the assessment services began. Record enrolment during this assessment period with “N” (see “Non-instructional Days”).

Internal and External Admission

Enter the date of admission as either an “internal admission” or an “external admission.” See the definitions below. For examples, see students Akoodie, Mohammed and Caruso, Mary in Appendix A. For internal and external admissions, any relevant information should also be recorded.

Internal Admission

- A pupil whose name was on the roll of the same school on the last day of the previous school year

External Admission

- A pupil who enrolls for the first time at a school
- A pupil who re-enrolls at a school after having transferred or retired from that school

Late Admission

For pupils who are admitted after the first day of school, the reason for late admission should be recorded. For all late admissions, enter the date of admission in Enrolment Details under “internal admissions” or “external admissions,” as appropriate (see students Hare, Diane and Christie, Dave in Appendix A). It should be noted that the date of readmission of pupils who re-enroll after having transferred or retired must be entered under “external admissions” (see student Trent, Nellie in Appendix A).

If a pupil is admitted to a classroom-delivered day school course or program after an enrolment-count date, his or her enrolment in that course or program **cannot** be recorded in the Independent Study and Online Learning Register for Day School Pupils or a continuing education register.

Pupils Who Are Not Pupils of the Board

Enter “OP” in the “OP” (“Other pupils”) column in Enrolment Details beside the names of pupils who are not pupils of the board (see student Nichols, Paul in Appendix A). Also, indicate who is responsible for the payment of each pupil’s tuition fee under the pupil’s name, and record any other relevant information on each pupil. Retain documentation for audit purposes.

Pupils Who Already Have Over 34 Credits

The principal will direct pupils who already have over 34 credits and who have no regular day school FTE either to the appropriate day school courses or to continuing education courses, in accordance with the school board’s policy on admission of such pupils.

Adult Pupils

The principal will direct adult pupils – that is, pupils who are already 21 years of age or over or who will turn 21 on or before December 31, 2020 – either to the appropriate day school courses or to continuing education courses, in accordance with the school board’s policy on admission of adult pupils.

The principal will ensure that the only adult pupils who are included in the secondary school register are those who are enrolled in day school courses that are taught by teachers who are members of the board's regular staff and who are not continuing education teachers.

Enter "A" in the "Adult" column beside the names of pupils who are twenty-one years of age or over as of December 31, 2020 (see student Ennis, Dawn in Appendix A).

Transfer and Retirement

Where a pupil transfers or retires from the school, the transfer or retirement date will be the day immediately after the last day in attendance.

Where the principal becomes aware that a pupil has transferred or retired from the school prior to an absence of 15 consecutive school days, the transfer or retirement date will be the day immediately after the last day in attendance. When a student withdraws from a course, the retirement date from the course will be the day immediately after the last day in attendance.

Enter the date of a pupil's internal transfer, external transfer, or retirement in Enrolment Details. See the definitions below. (For examples, see Appendix A: for "internal transfer," see Urman, Mildred; for "external transfer," see Nichols, Paul; for "retirement," see Baker, Catherine.) Pupil transfers and retirements must be recorded on the register immediately. A pupil's destination will also be recorded.

Internal Transfer

- A pupil who was previously a Full-Time pupil but who has become a Part-Time pupil, or vice versa
- A pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in the same school board in Ontario
- A pupil whose name is taken off the roll of one organizational unit in a school and who becomes an internal admission in another organizational unit at the same school during the school year

External Transfer

- A pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in a different school board in Ontario
- A pupil who is transferred to an educational program in a care and treatment or correctional facility

Retirement

- A pupil who withdraws from a publicly funded school in Ontario and does not enroll in another publicly funded school in Ontario
- A secondary school pupil who leaves the school to take part in an approved educational exchange
- A pupil who has been expelled from school and who is not participating in a program for expelled pupils

For details on documentation that must be retained for audit purposes on internal transfer, external transfer, and retirement, see the chart under "Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years."

Registration Forms

When a pupil undergoes an internal transfer (i.e. withdraws from one publicly funded school to another publicly funded school within the same school board) a new registration form is not required.

When a pupil withdraws from one publicly funded school to another publicly funded school in a different school board, the school board admitting the student is required to complete a new registration form.

Transfers That Occur around an Enrolment-Count Date

Transfers between Schools in the Same Board

If a student transfers from one school before a particular enrolment-count date (the last school day of October or March) and is not admitted to another school of the same board until after that *same* enrolment-count date, the student is not enrolled in either school of the board on the count date. If the transfer and the admission each occur within *15 school days* of the enrolment-count date *and* the appropriate supporting documentation is retained, the transfer date (for the sending school) will be deemed to be the day immediately after the enrolment-count date.

Transfers between Schools of Different Boards

When a pupil transfers from a school just before an enrolment-count date but is not admitted to a school of *another* board until just after the enrolment-count date, the result is that the pupil is not enrolled in either board on the count date *the pupil will not be recognized for funding purposes by either board*.

Transferring Ontario Student Record When Students Enroll in New School

The home school (where the Ontario Student Record (OSR) is kept) keeps a student's OSR until it receives a request for the OSR in writing from the new school. This is the official notification that the student has registered at another school. The new school will begin to put the student on their enrolment register on the day the student begins attending classes. For more information, please refer to the OSR Guideline: <http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.html>.

Daily Attendance Records

Use the following codes to indicate attendance in each pupil's Daily Attendance Record. Indicate whether "A," "L," "G," or "N" applies to the whole day or only to the morning or afternoon (see the model attendance record in Appendix B).

At the elementary level, the ministry expects that schools maintain morning and afternoon daily attendance records for pupils.

At the secondary level, the ministry expects that attendance is taken every period/class that appears on the student's timetable.

For explanations of when to use "A," "G," "N," and "C," refer to the specific sections indicated with each code. See also Appendix B for a model of a pupil's Daily Attendance Record and for samples showing data required for specific types of absence.

Code	Description
(Leave blank)	Present all day
A	Absent
L	Late
G	General absence day
PA	Professional activity day
N	Non-instructional day
C	Indication of contact consisting of successful two-way communication with the pupil, the pupil's parent or guardian (absentee or pupil in SAL program) Indication that the principal referred the pupil to the attendance counsellor between the 11 th and 16 th day of absence
H	Statutory holiday
B	Holiday designated by board

Daily Attendance for Voluntary Learn at Home

For students who are engaged in remote learning, attendance should be taken according to the school's daily protocol. Students should be provided with a daily schedule of subjects/courses according to a 5-hour instructional day with opportunities for frequent, live contact with a teacher and expectations for synchronous learning. It is expected that learning will be based on overall expectations across all subjects/courses and grades.

School boards must develop their own policies to determine ways to support all students, including students who are exempted from synchronous learning. School boards must allow for students to be exempted from the minimum requirements for synchronous learning stated above, on an individual basis. School boards must develop a process to obtain and acknowledge the receipt of exemption forms. Requests for an exemption must be made in writing. Exemption from synchronous learning may be requested by parents or by students who are 18 years of age or older, and students who are 16 or 17 years of age but have withdrawn from parental control.

New: To support meaningful access to education, alternative learning approaches must be put in place for all exempted students – for example, correspondence, print, or broadcast media instruction that is based on the individual student's needs and circumstances. Additional supports for parents should also

be considered. Exempted students must be provided with a daily schedule or timetable in accordance with the 300-minute instructional day.

NEW: For students who have requested remote learning and are awaiting the next board transition date

A pupil can be placed on the register without attending in-person or remote classes if the pupil is approved, in the current school year, for remote learning and is awaiting the next transition date or “start date” for remote learners. The date of approval must occur before they are added to the register and students must be provided with a program of study for the interim period. For clarity, this means students can be added to the register before they fully participate in remote learning (i.e. while they are on a waitlist) if they have been provided a program of study for the interim period. Boards should retain the approval for audit purposes.

Once the student has been provided a program of study (secondary students could also be offered enrolment in ILC to do independent online learning), they can be added to the register and should be marked present the first day and coded with a “G” thereafter until they are placed in a virtual classroom at the school board’s next transition point.

NEW: Attendance policies for boards which have adopted a hybrid in-person and learn-at-home model (applicable ONLY to the 24 designated boards)

This section applies only to the 24 designated boards who have an adapted model to support student cohorting, such that each cohort of students spends time in-class with the teacher and at-home in alternation (i.e., same teacher delivering in-class and at-home teaching on alternating days/weeks).

School boards must establish a policy and process to track student attendance during learn-at-home days. However, for students in the adapted/hybrid model only, attendance is not required in “real time” for the learn-at-home days. For example, multi-day tasks or activities would be sufficient in determining/confirming a student’s attendance for learn-at-home days. School boards must monitor attendance for students for each learn-at-home segment (e.g., must be done every two days if the model is two days in-class and two days learn-at-home), or at a minimum of twice per week if the learn at home segment is greater than 3 days.

Absence

There are different types of absence, all of which are discussed in this section. (See Samples 1-3 in Appendix B and flow charts in Appendix C and D).

It is the principal’s responsibility to ensure that the school contacts the parent or guardian of a pupil – or the pupil, if the pupil is an adult – to find out why the pupil has not been in attendance. The school must retain a record of the contacts between the school and the pupil’s parent or guardian, or the pupil (if the pupil is an adult). See “Records and Documents Required for Audit Purposes for Current School Year Plus Prior Two School Years.”

If an elementary or secondary pupil has been absent for 15 consecutive school days without appropriate supporting documentation, see “Prolonged Absence.”

Regular Absence (“A”)

For a regular absence, enter “A” in a pupil’s Daily Attendance Record indicating “absent in morning”, “absent in afternoon”, or “absent all day”, as appropriate. Enter the reason in the school Daily Absence Report (Daily Telephone Contact List).

For clarity, if a student does not participate in remote learning during a scheduled remote learning day the student should be recorded with an “A” in the pupil’s Attendance Record. However, if a reason is provided by the parent/guardian (or if the pupil is an adult) that fulfills the criteria to use the “G” code, the “G” code may be used to record the absence.

Absence from an Examination

If a pupil is absent from a scheduled examination, enter “A” in the pupil’s Daily Attendance Record indicating “absent in morning,” “absent in afternoon,” or “absent all day,” as appropriate. Enter “absent from an examination” and the reason for missing the examination in the school Daily Absence Report (Daily Telephone Contact List). This includes a pupil missing the Ontario Secondary School Literacy Test (OSSLT) without supporting medical documentation.

Elementary School Pupils – Safe Arrivals

In an elementary school, when regular attendance-taking shows that a pupil is absent and that his or her parent or guardian has not informed the school of the absence, the principal, in accordance with policies established by the board on safe arrivals, should ensure that the school immediately contacts the parent or guardian to find out if he or she is aware of the child’s absence. School boards are advised to review and update their Safe Arrivals procedures and processes to align with their COVID return to school plans/guidelines (which may include a remote learning model or adapted school day) and ensure changes are communicated to parents.

Secondary School Pupils

Where a secondary school pupil has been absent for several consecutive school days without an acceptable explanation, it is recommended that this absence be reported to the vice-principal or principal.

If a pupil has been absent from a course for 15 consecutive scheduled days without appropriate supporting documentation, follow the procedures given under “Absence from a Course for 15 Consecutive Scheduled Days.”

General Absence Days (“G” Days)

Absence of All Pupils

Enter “G” for a General Absence day and specify the reason for the absence (type of “G” day absence) in each pupil’s Daily Attendance Record. The date and the reason must also be entered in the Daily Absence Report (Daily Telephone Contact List) for the school. The following are examples of reasons for assigning a “G” day for all pupils:

- The school is closed under the Health Protection and Promotion Act.
- The day is a legally proclaimed municipal holiday.
- The day is a holy day.
- Bad weather (e.g., a snowstorm) prevents the pupils from going to school, including pupils who take the school bus, who are driven to school, or who walk to school.
- The school heating plant breaks down or a similar emergency occurs.
- The school is closed for the day by the Lieutenant Governor in Council or the Minister.

- The school is closed because of a withdrawal of services by board employees.

Absence of an Individual Pupil

Enter “G” for a General Absence day and specify the reason for the absence (type of “G” day absence) in each pupil’s Daily Attendance Record. The date and the reason must also be entered in the Daily Absence Report (Daily Telephone Contact List) for the school. The following are examples of reasons for assigning a “G” day for an individual pupil:

- The day is a holy day for the pupil.
- The day is a cultural day for the pupil.¹⁶
- The pupil is under bereavement.¹⁷
- The pupil is participating in the non-academic component of a Supervised Alternative Learning (SAL) program in accordance with Ontario Regulation 374/10.
- Bad weather (e.g., a snowstorm) prevents the pupil from going to school, including a pupil who takes the school bus, who is driven to school, or who walks to school.
- The pupil is receiving private instruction in music for up to a half day in any week.
- The pupil is serving in the Ontario Legislature as a legislative page.
- The pupil is participating in Take Your Kids to Work day.
- The pupil is excused from class during a period of staggered admission (see “Staggered Admission”).
- The pupil is absent for reasons of safety during a period when services have been withdrawn by board employees.
- The pupil is participating in a short-term educational exchange program (see “Short-Term Exchange (Less Than 5 Months)”).
- The pupil is unable to attend school because of a public transit strike.
- The pupil is absent or excused, as authorized under the *Education Act* and/or regulations made under the act.
- The pupil is not scheduled for an examination during the examination period.
- The pupil has been excused from writing the OSSLT.
- The pupil is under suspension.
- The pupil is absent for medical reasons and has provided supporting medical documentation (exception for COVID-19).
- The pupil has provided supporting medical documentation that would change their absence from a “Regular Absence” to an excused “General Absence”.
- The pupil is participating in a field trip or school orchestrated sports trip for classes/periods that are unrelated to the trip. For clarity, “G” day applies to the classes/periods that are not related to the field/school orchestrated sports trip.

Suspended Pupils

The absence of a suspended pupil is recorded with “G” on the register for the length of the suspension. The length of suspension should not be extended as a result of professional activity (PA) days or “G” days where all pupils are absent (e.g., bad weather).

Subsections 306(4) and 306(5) of the *Education Act* refer to the duration of a suspension and the assignment of a pupil to a program for suspended pupils. Suspensions can last for no less than one

¹⁶ Given the undefined nature of “cultural” days, determining what is considered a cultural day is at the discretion of the board.

¹⁷ Determining what is considered an absence for bereavement, the length of absence, and what relationship to the deceased qualifies as a legitimate absence for bereavement purposes is at the discretion of the board.

school day and no more than 20 school days. The suspended pupil should be assigned a program for suspended pupils. The principal will ensure that appropriate documentation of the suspension is retained and that the appropriate school staff are given the names of all pupils who have been suspended.

O. Reg. 440/20 (Suspension of Elementary School Pupils) removes the principal's discretion to suspend pupils in junior kindergarten to grade 3 for activities listed in subsection 306(1) of the Education Act.

Where a principal is suspending a student for bullying under s. 310(1) 7.1, the requirement that "the pupil has previously been suspended for engaging in bullying" no longer applies to students in junior kindergarten to grade 3. The remaining requirement, that "the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person" remains in effect. The regulation also requires principals to undertake an investigation into the allegations before a mandatory suspension can be imposed on students enrolled in junior kindergarten to grade 3 for activities listed in subsection 310(1).

Excluded Pupils

Pupils excluded under clause 265(1)(m) of the Education Act should not be demitted from the enrolment register as the school board is actively working to re-integrate the pupil back into the education system.

During the exclusion period, the pupil's absence is recorded with a "G" on the Daily Attendance Record. An excluded student can remain on the enrolment register until the end of the current school year if the board is actively working to re-integrate the pupil back into the education system.

Retain the following for audit purposes:

- Documentation that shows the reason for the exclusion.
- Documentation of successful notification of exclusion and the response between the school board and the pupil (if the pupil is an adult) or the pupil's parent or guardian.
- Documentation of the plan (signed by the principal) to re-integrate the pupil into the education system.
- Documentation of communication with other parties involved with re-engaging the pupil (e.g. social agencies).
- Data on the number of students who have been excluded during the school year (including the name of student, OEN, length of exclusion, and reason for exclusion).

Please note that the ministry will be undertaking a new data collection for information related to pupils excluded under clause 265(1)(m) of the Education Act. Details will be forthcoming to school boards. This will build on the above data boards are currently retaining on exclusions.

Non-instructional Days ("N" Days)

Non-instructional, or "N," days are full days, mornings, or afternoons in the school calendar for which individual pupils are not scheduled for instruction.

For the purpose of keeping cumulative attendance records, "N" days are not regular days of absence (indicated with an "A"), nor are they General Absence ("G" days).

The following are examples of reasons for assigning a "N" day for an individual pupil:

- Part-Time pupils who are not scheduled for classes on certain full days, mornings, or afternoons in their school cycle (for example, a pupil on a part-time, modified schedule).
- The pupil is receiving private instruction in music exceeding half of a day in any week.
- The pupil is receiving private training/instruction in athletics.
- Pupils receiving a high intensity of evidence-based behavioural services (formerly Intensive Behavioural Intervention (IBI) program).
- Pupils provided with initial academic assessment services by the board immediately prior to entering school.

Refer to *Determining Pupil's Enrolment Status* regarding the adjustments of a pupil's status based on minutes of instruction.

See Sample 4 in Appendix B.

Excused Pupils

Pupils Excused under Subsection 23(3) of Regulation 298

Policies regarding excused pupils apply to all pupils (of compulsory and non-compulsory age) who are registered for classroom instruction and who are attending classes regularly.

Pupil attendance is excused by the principal, in accordance with subsection 23(3) of Regulation 298, "Operation of Schools – General." The parent or guardian of the pupil *or* the pupil (if the pupil is an adult) must submit a letter to the principal, requesting that the pupil be excused for a specified time (e.g., vacation, family obligation or based on principal discretion) – that is the time frame must be explicitly stated and cannot be indefinite or until further notice¹⁸.

For the pupil to remain on the register the school must provide a program of study¹⁹ for the pupil for periods of excusals that exceed 15 consecutive school days. Appropriate supporting documentation (i.e. the letter) and the certification by the principal that a program of study was assigned to the pupil must be retained on file for audit purposes. A referral to the attendance counsellor is not required.

The pupil should be marked with a "G" on the register for each day of the excusal period.

When the pupil returns to school on the date specified in the letter and begins to attend school regularly, record their attendance in the usual way.

If the pupil does not return to school on the date specified in the letter, mark their absence with an "A." If the pupil is absent for 15 consecutive school days, follow the procedures required for prolonged absence (see Prolonged Absence section below).

Program of Study for Excused Pupils

The school must provide a program of study for pupils who have been excused from school for periods that exceed 15 consecutive school days (e.g., a vacation or family vacation). The Ministry's expectation is that the educators determine the lesson work that will be missed while the pupil is away and assign an

¹⁸ The pupil can be absent for more than 15 consecutive school days if they provide the appropriate supporting documentation with the time frame of their absence explicitly stated.

¹⁹ Boards should determine an appropriate program of study for pupils. In general, a program of study should be an academic program to help the pupil fulfill curricular expectations during the period of absence and to ensure that pupil can complete all courses upon the return to school.

appropriate program of study. The program of study provided should follow the curriculum of the grade/course and include the necessary materials to ensure successful completion of the course/grade.

A program of study could include participation in remote learning.

If the school does not provide a program of study and the pupil has been excused from school for a period of time exceeding 15 consecutive school days, the pupil should be retired from the enrolment register on the day immediately after the last day in attendance.

Medical Absence

In the case of a pupil who is unable to attend school for medical reasons, the pupil's name will be retained on the register either for the period of time specified on appropriate supporting medical documentation provided by a regulated health professional²⁰ or only up to the end of the current school year, whichever is applicable. Appropriate supporting medical documentation must be retained on file. A referral to an attendance counsellor is not required. (See Sample 3 in Appendix B.)

The pupil should be marked with a "G" on the register for the period of medical absence.

During a medical absence, the principal may make a teacher available to provide the pupil with Home Instruction. However, homework is not the same as Home Instruction. See "Home Instruction" for details.

When the pupil returns to school on the date specified in the supporting medical documentation and begins to attend school regularly, record their attendance in the usual way.

If the pupil does not return to school on the date specified in the supporting medical documentation, mark their absence with an "A." If the pupil is absent for fifteen (15) consecutive school days, follow the procedures required for prolonged absence (see Prolonged Absence section below).

NEW: Attendance code for COVID-19 related absences

Effective November 2, 2020, an "A" code should be used for all absences related to COVID-19, including for students who have tested positive for COVID-19. This means that no medical documentation is required for COVID-19 related absences, as these would still be marked as an "A".

Boards are encouraged to provide remote learning options to ensure continuity of learning during these absence periods, as appropriate. Students who are participating remotely, or who are engaged in a program of study, may be marked present.

The coding ensures streamlined and consistent application of attendance codes for school boards. It also ensures better tracking and support for students, as the prolonged absence procedure would be required after 15 consecutive days.

All schools are expected to follow public health recommendations regarding student health and safety during the Covid-19 pandemic. Students may not return to school until the student is cleared according to public health guidance.

²⁰ [List of regulated health professionals](#)

Documentation of Excused Absences for Audit Purposes

Each board is required to retain the following for audit purposes:

- The letter in which a parent or guardian of the pupil, or the pupil (if the pupil is an adult), requests that the pupil be excused for a specified period of absence under subsection 23(3) of Regulation 298
- The certification by the principal that a program of study was assigned to the pupil excused under s. 23(3) of Regulation 298
- The appropriate supporting medical documentation for a medical excusal

See also the list of required documentation under “Prolonged Absence” if the excused absence becomes an unexcused absence.

Prolonged Absence

For a pupil that has been absent for 15 consecutive school days without appropriate supporting documentation, enter “A” for each day of absence. See the definitions below.

The prolonged absence procedure, outlined below, is divided into 15-day subsequent periods of consecutive absence (1-15, 16-30, 31-45, and 46-60 or more if applicable). A prolonged absence cannot span two school years. At the beginning of a new school year, a pupil that was on a prolonged absence at the end of the previous school year would restart the prolonged absence procedure (if applicable).²¹

Prolonged Absence

“Prolonged absence” is defined as the absence of a pupil for 15 consecutive school days without appropriate supporting documentation. It is an unexcused absence. A “G” day, an “N” day, or a “PA” (professional activity) day occurring within an otherwise unbroken series of 15 school days of absence does not break or add to the series.

School Day

For the purposes of determining prolonged absences, a “school day” is defined as follows:

- *Elementary schools*: the entire instructional program
- *Secondary schools*: all scheduled classes in all courses in which a pupil is enrolled

Compulsory Attendance

Subsection 21(1) of the *Education Act* states that children aged 6-17 must attend school, unless excused. Pupils must continue to attend school until they reach the age of 18 or until they graduate.

Compulsory School Age for the Current School Year

If the pupil’s 18th birthday occurs between:	The last compulsory school day is:
January 1 and June 30, 2021	The day before the pupil’s birthday
July 1 and August 31, 2020	June 30, 2020
September 1 and December 31, 2020	June 30, 2020

²¹ A consecutive absence streak can carry over into a new semester if the absences have been full-day absences but not over two school years.

Absence of 1–15 Consecutive School Days without Supporting Documentation

Determining whether this pupil should be shown as a retirement on the enrolment register (i.e., retired) depends on the age of the pupil (non-compulsory or compulsory age).

If the pupil is *not of compulsory school age*, a referral to the attendance counsellor²² is not required.

- Retire the pupil from the register on the day immediately after the last day in attendance.

If the pupil *is of compulsory school age* and a referral is *not made* to the attendance counsellor between the 11th and 16th day^{23, 24} of consecutive absence, proceed as follows:

- Retire the pupil from the register on the day immediately after the last day in attendance.

If the pupil *is of compulsory school age* and a referral is *made* to the attendance counsellor between the 11th and 16th day of consecutive absence (document the principal's referral in the pupil's file), the referral to the attendance counsellor allows the pupil to remain on the register for the first 15-day period of absence. Proceed as follows:

- Indicate the days of absence with an "A" on the pupil's Daily Attendance Record; and
- Indicate the referral with a "C" in the pupil's Daily Attendance Record between the 11th and 16th day.

If the pupil returns on the 16th day, after 15 consecutive absences, the pupil shall remain on the register without the referral to the attendance counsellor.

If a pupil starts to participate in one of their courses during a prolonged absence, the consecutive absence streak will break and the prolonged absence procedure will no longer be applicable.²⁵ Schools should then evaluate if a pupil is receiving a minimum average of 210 minutes of classroom instruction per day and adjust the pupil's status accordingly, (i.e. if the pupil is receiving less than 210 minutes of classroom instruction, the pupil should be moved to the part-time register for funding purposes).

See Sample 1 or 2.

Absence of 16–30 Consecutive School Days without Supporting Documentation

Determining whether this pupil is retired from the register depends on the following two conditions:

1. The attendance counsellor must acknowledge to the principal that they will take on the case (document in pupil's file); and
2. There must be successful two-way contact/communication between the attendance counsellor and the pupil or the pupil's parent or guardian (enter "C" in the pupil's Daily Attendance Record on the *actual day* contact is made with the pupil, within this period). See Sample 1 or 2.

²² For more information on the roles and responsibilities of an attendance counsellor refer to Section 25 of the *Education Act*.

²³ The change to the attendance counsellor referral period is to provide some flexibility to principals in making a referral as a pupil approaches a prolonged absence in excess of 15 days. Attendance counsellor two-way contact before a 15 day prolonged absence does not allow a student to be retained on the register for days 16 to 30. To remain on the register for the 16 to 30 day period, the existing prolonged absence procedures must be followed. (see Appendix D page 63).

²⁴ If a referral is made to the attendance counsellor after the 16th day of consecutive absence, the pupil should be removed from the register the day after the last day in attendance and not put back on the register until they begin attending school again.

²⁵ If the pupil does not provide medical documentation for the other course(s) the pupil has not participated in, the pupil should be demitted from those course(s) on the day following the last day of successful contact.

If either condition is **not** met, the pupil should be retired from the register on the 16th day of absence.

Absence of 31–45 and 46–60 Consecutive Days without Supporting Documentation

Determining whether this pupil is retired from the register depends on the following two conditions:

1. The principal must receive a report from the attendance counsellor indicating that the pupil's file is still active, sometime *within* each subsequent 15-day period (document in pupil's file); and
2. There must be successful two-way contact/communication between the attendance counsellor and the pupil or the pupil's parent or guardian (enter "C" in the pupil's Daily Attendance Record on the *actual day* contact is made with the pupil, within each subsequent 15-day period).

If either condition is **not** met, the pupil must be retired from the register on the day following the last 15-day period of non-attendance (the 31st day, the 46th day, or the 61st day). (See Sample 1 in Appendix B.)

Length of Time an Absent Pupil with an Active File May Remain on the Register

A pupil with an active file may remain on the register:

- Indefinitely if the pupil is 6-13 years of age, provided that the procedures required for prolonged absence are followed.
- For a maximum of 60 consecutive school days if the pupil is 14-17 years of age (remove the pupil's name from register on the 61st day of absence).
- If a student turns 14 during the prolonged absence, the board will have 60 more days to continue the prolonged absence procedures beginning on the student's 14th birthday, regardless of whether they are in the elementary or secondary panel.

For samples, see Appendix B, and for charts of the procedures described above see Appendix D.

Attendance Counsellor Confirms the Pupil's File Is Inactive

Where, for any reason, the attendance counsellor confirms that the pupil's file has become inactive during a subsequent 15-day period (from day 16-30; from day 31-45; day 46-60, and so on, if applicable), the pupil must be retired from the register on the day following the date of previous successful contact *prior* to the file being deemed inactive.

Expectations for Two-Way Communication:

- The attendance counsellor must attempt to make successful two-way communication with the pupil's parent/guardian every 15 day-period in order to keep the pupil on the register. In order to keep a pupil on the register, it must be the attendance counsellor regularly connecting with the pupil's parent/guardian. If the pupil is 16 or 17 years old and withdrawn from parental control, the attendance counsellor may use the pupil as the primary contact for two-way communication in the context of the prolonged absence procedure.
- If the attendance counsellor is unsuccessful in their attempts to communicate with the pupil and/or the pupil's parent/guardian, then the pupil is retired from the register on the last day in which successful two-way contact was made or on the day immediately after the next 15-day of non-attendance if successful two-way contact was not made.
- After the pupil is removed from the register, the principal must still attempt to contact the pupil and/or the pupil's parent or guardian.
- If the principal is unsuccessful, it is the obligation of the board to contact social agencies or the police to establish if there is any knowledge of the pupil's whereabouts or to confirm a change of address for the pupil if the pupil is of compulsory school age.

Absence from a Course for 15 Consecutive Scheduled Days

In accordance with the definition of a “school day” above, if a secondary pupil has been absent from a course (or period if the course is scheduled for more than one period) or in their MSIP for 15 consecutive scheduled classes/periods without supporting medical documentation, the pupil will be deemed, for funding purposes, to have withdrawn from the course/period on the day immediately after the last day in attendance. If the pupil no longer qualifies to be a full-time pupil as a result of this withdrawal, the pupil’s enrolment status must be changed to “part-time.” The pupil’s change in status must be recorded on the register as an “internal transfer,” as outlined under “Transfer and Retirement.”

School Board and Principal Responsibilities after a Pupil’s Name Is Removed from the Register

The removal of a pupil’s name from the register for absenteeism does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the *Education Act*, and the principal must ensure that the attendance counsellor is advised of the removal of the names of all such pupils from the register. Even after removing pupils of compulsory age from the register, school boards and or schools must continue to attempt to re-engage to these pupils.

- If the pupil is 6-13 years of age, the school or board must continue to make successful two-way contact with the pupil or the pupil’s parent or guardian every 15 days.
- If the pupil is 14-17 years of age, the school or board is expected to contact these youth, at a minimum, before the start of every semester to encourage them to return to school.
- For all ages, contact the relevant social agency / emergency services if there is deemed to be concern for the student’s safety and well-being.

Summary of Required Documentation of Unexcused Absences for Audit Purposes

Each board is required to retain the following for audit purposes:

- The principal’s written referral to the attendance counsellor between the 11th and 16th day of absence
- The attendance counsellor’s written acceptance/refusal of the principal’s referral
- Documentation of successful two-way contact between the attendance counsellor and the pupil or pupil’s parent or guardian
- A list of non-attending pupils who are 6-13 years old and who have been removed from the register of any schools of the board because their attendance file is no longer active
- A list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of the schools of the board

Attendance of Children and Youth in Care

Regular attendance at school is critical for the student's learning. Regulation 298 under the Education Act requires a student of a board to attend classes punctually and regularly. Boards must ensure children and youth in care of children's aid societies (including Indigenous children's aid societies) continue to be enrolled and attending school when they may be experiencing other disruptions in their lives including changes in residency.

To encourage regular attendance by students, schools will ensure that children and youth in care, and their parents, guardians, or caregivers are informed about the school's policy on attendance. Guardians (children's aid societies) are responsible for communicating planned pupil absences or lateness to the school on a timely basis. For students with identified/prior attendance concerns, school staff, the children's aid society and the student may consider developing a student attendance plan.

Schools may wish to consult their school board policies to determine ways to support students, including reviewing how attendance counsellors may be used to further support student attendance, engagement and well-being. Where persistent challenges occur to communicate with a child and youth in care or their parent, guardian, or caregiver, the school could reach out to the society responsible for the student. Education liaisons, who work in children's aid societies to collaborate with school boards to support children and youth in care, may also be contacted to address attendance concerns.

Specific Programs

Cooperative Education Courses

These courses will be delivered in accordance with the Ministry document entitled *The Ontario Curriculum, Grades 11 and 12, Cooperative Education, 2018*. The principal must ensure that the employer complies with the Ministry's requirements for recording attendance.

A cooperative education course, which includes both a classroom component and a community placement component, must be scheduled, for a minimum of 110 hours per credit. The credit value of the course must be established prior to the start of the course. The credit value of the course must be one, two, three, or four credits. No half credits may be granted.

Record the attendance of pupils in the community placement component in the same way as classroom attendance.

The FTE for a pupil will be determined on the basis of the credit value of the cooperative education course, as shown in the chart below.

For audit purposes retain a list of pupils enrolled in cooperative education programs. Documentation required for the community placement component to support a minimum of 110 hours per credit (sum of classroom component and community placement component) either in paper or electronic format for the current plus two previous years.

School on a Semestere System	School on a Non-semestered System
<ul style="list-style-type: none">• 1 credit equals 0.25 FTE• 2 credits equal 0.50 FTE• 3 or more credits equal 1.00 FTE	<ul style="list-style-type: none">• 1 credit equals 0.13 FTE• 2 credits equal 0.25 FTE• 3 credits equal 0.38 FTE• 4 credits equal 0.50 FTE• 5 credits equal 0.63 FTE• 6 or more credits equal 1.00 FTE

Online Courses

The definition of an online course is defined as a secondary course that is specifically designed to be taught in a fully online format (formerly referred to as "e-learning"), with no requirement for synchronous learning.

Enrolment and attendance of a day school pupil in online courses must be recorded in either the day school register or the Independent Study Register for Day School Pupils, depending on the enrolment status of the pupil, as outlined below.

The Independent Study and online learning Register for Day School Pupils may include pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates; however, these pupils are not eligible for funding and their work units marked must not be included in the total number of work units recognized for funding purposes.

Use of the Day School Register for Online Courses

For regular Full-Time and Part-Time day school pupils, record enrolment in day school online courses in the day school register in the same way as enrolment in courses delivered in the classroom.

Where a pupil participates in an online course at any time during a week (Monday to Friday), the pupil will be marked present in the course for the entire week. Where a pupil does not participate in the

course during a week (Monday to Friday), the pupil will be marked absent (“A”) in the pupil’s Daily Attendance Record in the course for the entire week.

Where a pupil is taking an online course, the board where the pupil’s OSR is kept (the home board) must report the enrolment of the pupil in the online course.

Where a school of a board other than the home board is providing the instruction in the online course, the board providing the instruction may charge the home board a fee that is established by the Ministry and posted on the ministry website.

Use of the Independent Study and Online Learning Register for Day School Pupils

Where a pupil declines to enroll in a school of the local district school board – usually a pupil receiving home schooling or attending a private school – the enrolment and participation (attendance) of that pupil in an online course must be recorded in the Independent Study and Online Learning Register for Day School Pupils by the (out-of-district) school that is offering the online course.

Home Instruction

If a pupil is unable to attend school for medical reasons, the principal may make a teacher available to provide the pupil with instruction at home or in hospital. Home instruction must be carried out in accordance with subsection 11(11) of Regulation 298.

Record the enrolment of elementary pupils who are receiving home instruction as “full-time” on the register.

Record the enrolment of a secondary pupil who is receiving home instruction as if they were in full attendance for each course for which home instruction is being offered.

The FTE for a secondary school pupil is based on the number of courses the pupil is taking through home instruction on the October and March enrolment-count dates, as shown in the chart below.

However, if only homework is provided by the school to help the pupil keep up with school work, this assistance is not home instruction, and the pupil must be recorded as absent (“A”) for the days he or she is not in attendance (see “Medical Absence.”)

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none"> • 1 credit equals 0.25 FTE • 2 credits equal 0.50 FTE • 3 or more credits equal 1.00 FTE 	<ul style="list-style-type: none"> • 1 credit equals 0.13 FTE • 2 credits equal 0.25 FTE • 3 credits equal 0.38 FTE • 4 credits equal 0.50 FTE • 5 credits equal 0.63 FTE • 6 or more credits equal 1.00 FTE

Where all of the conditions for independent study apply, the pupil’s instruction may instead be recorded in the Independent Study and online learning Register for Day School Pupils.

For audit purposes retain a list of pupils on home instruction including the principal’s approval for the provision of home instruction and the teacher assigned to provide the instruction.

Supervised Alternative Learning (SAL)

Supervised Alternative Learning (SAL) may be useful for encouraging some young people of compulsory school age to continue their learning, if they are at risk of not graduating because they are not attending school regularly and if other retention strategies have not been successful. A pupil must be of between the ages of 14 and 17 to be in a SAL program. The one exception is the following: If any pupils begin a SAL program during the year when they are still of compulsory school age and then turn 18 between January 1 and June 30, they may choose to continue their SAL program until the end of that school year, as shown in the chart below.

Subsection 21(1) of the *Education Act* states that children aged 6–17 must attend school, unless excused. Pupils must continue to attend school until they reach the age of 18 or until they graduate.

Compulsory School Age for the Current School Year

If the pupil's 18th birthday occurs between:	The last compulsory school day is:
January 1 and June 30, 2021	The day before the pupil's birthday
July 1 and August 31, 2020	June 30, 2020
September 1 and December 31, 2020	June 30, 2020

All pupils in a SAL program will have a Supervised Alternative Learning Plan (SALP) to enable them to progress towards obtaining their Ontario Secondary School Diploma or achieving other educational and personal goals. The SALP will outline required activities, which may include one or more of the following:

- Enrolment in one or more courses in which the pupil may earn a credit²⁶
- Enrolment in a life skills or other non-credit course
- Job-related training (e.g., earning workplace certifications, developing general employment skills and job-search skills)
- Full- or Part-Time employment at an approved work placement
- Volunteering (to help the pupil meet the community-involvement graduation requirement)
- Counselling (to address barriers to learning)
- Any other activity that will help the pupil reach his or her educational and/or personal goals

For more information, refer to *Supervised Alternative Learning (SAL): Policy and Implementation, 2010*, which is available on the Ministry website: www.edu.gov.on.ca/eng/policyfunding/SAL2011English.pdf.

Where a pupil is participating in a SAL program and has a SALP in accordance with Ontario Regulation 374/10, the pupil may go on the register the day after the committee approval meeting. A pupil is not considered a SAL pupil until there is a committee approval. The pupil's full-time or part-time status is based on the approved SALP, or modifications to the SALP made at a later date and approved by a supervisory officer. Record the pupil as follows in the day school register:

- Full-time, with an FTE of 1.0, if the pupil's SALP includes an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit.²⁷
- Part-time, with an FTE of 0.50, if the pupil's SALP includes an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit.

²⁶ This also applies to SAL pupils enrolled in a non-credit "K" course that is timetabled and appropriately staffed.

²⁷ Pupils in SAL can earn credits through: day school courses (with a regular or modified schedule); online learning; and Cooperative Education. Please record pupil enrolment in these courses in the *Day School Register*. Pupils in SAL can earn a credit through Independent Study and would be funded accordingly. Please record this enrolment in *The Independent Study and Online Learning Register for Day School Pupils*.

For pupils who are participants in a SAL program, record their attendance in the Daily Attendance Record with “G” for the period when they are participating in the non-academic components of the SAL program.

All pupils in a SAL program have a primary contact at the school or board. There must be successful two-way communication between the pupil and the primary contact *at least once every 30 calendar days*. Record the dates of contact with “C” in the pupil’s Daily Attendance Record.

Under an extended school closure, continued regular connection by the student’s SAL primary contact is important to support the student’s well-being and re-engagement in learning. Virtual/phone contact attempts with students in SAL should continue as best as possible as these can be some of the most vulnerable students. Primary contacts can make note of contacts with SAL students within their own records and share information electronically with the principal, etc.

If a pupil participating in a SAL program is enrolled in a day school course and is absent from the course for the equivalent of 15 consecutive scheduled days without appropriate supporting documentation, follow the procedures under “Absence from a Course for 15 Consecutive Scheduled Days.”

If a pupil stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact (at least every 30 calendar days), follow the procedures under “Prolonged Absence.”

The principal must refer the case to the attendance counselor in writing 16 days after the missed appointment with the primary contact. The principal’s referral must be retained in the pupil’s file for audit purposes.

If the principal or vice-principal indicates that a pupil in a SAL program is to be retired from the register, follow the instructions for recording retirements that are given under “Transfer and Retirement.”

For audit purposes, a list must be retained of all pupils participating in a SAL program. The list must include the date each pupil began to take part in the program, a signed copy of each pupil’s SALP, and documentation of the SAL Committee’s approval.

Pupils in Educational Exchange Programs

The criteria for reciprocal educational exchange programs are outlined in the Ministry’s memorandum “Educational Exchange Programs” (Memorandum No. 2004:SB7, April 23, 2004).

For audit purposes, retain copies of the pupil exchange agreements and documents that support reciprocity.

Tuition fees are waived for pupils participating in educational exchange programs.

Record the enrolment of pupils participating in educational exchange programs between school boards or other educational authorities, in accordance with clause 49(7)(a) of the *Education Act*, as described below.

Long-Term Exchange (5 Months or More)

Where the duration of an educational exchange program is five months or more, record pupil enrolment as follows:

- The pupil leaving to go on an exchange must be shown as a “retirement.” The date of the retirement is the day after the last day on which the pupil attended his or her home school.
- The pupil admitted to the school must be enrolled as a regular “external admission,” and is a pupil of the board for the duration of his or her stay at the Ontario school.

There must be pupil reciprocity – that is, an actual exchange of pupils. An exchange can occur in two separate school years.

Short-Term Exchange (Less Than 5 Months)

Where the duration of an educational exchange program is less than 5 months and each side of the exchange occurs within the same school year, the school principal, at his or her discretion, may record the pupils as follows:

- The pupil leaving the school to go on the exchange remains on the register for the duration of the exchange. The pupil’s attendance would be recorded with “G” on the register.
- The pupil admitted to the school is *not* entered into the register for the duration of the exchange.

Programs for Expelled Pupils

Record the enrolment of a pupil who is participating in a program for expelled pupils as “full-time” in the enrolment register. Record the attendance of the pupil in the same way as the attendance of pupils in regular classroom programs.

If a pupil does not complete the program requirements and is to be retired from the register, follow the instructions for recording retirements that are given under “Transfer and Retirement.” Participation in these programs is voluntary. Referral to an attendance counsellor is not required.

Pupils in an Education and Community Partnership Program (ECPP), Hospital Board Schools, or Provincial or Demonstration Schools

Pupils enrolled in an ECPP, in schools operated by hospital boards (section 68 school authorities), in Provincial Schools for the deaf, blind, and deaf-blind, or in Demonstration Schools must not be included on the register for the period of time, including transition periods, that they are attending these programs/schools.

Pupils admitted to an ECPP , in accordance with the ministry’s [Guidelines for Approval and Provision of an Education and Community Partnership Program \(ECPP\)](#), are those who cannot attend a regular school because of their primary need for care, treatment or rehabilitation.

Dual Credit Courses

The FTE for a pupil taking dual credit courses that are based on college-delivered or team teaching must be calculated on the same basis as the FTE for a pupil taking regular classroom credit courses.

The FTE for a pupil will be determined based on the total number of potential secondary school credits that the pupil can earn through the secondary school dual credit college-delivered courses, as shown in the chart below.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none"> • 1 credit equals 0.25 FTE • 2 credits equal 0.50 FTE • 3 or more credits equal 1.00 FTE 	<ul style="list-style-type: none"> • 1 credit equals 0.13 FTE • 2 credits equal 0.25 FTE • 3 credits equal 0.38 FTE

	<ul style="list-style-type: none">• 4 credits equal 0.50 FTE• 5 credits equal 0.63 FTE• 6 or more credits equal 1.00 FTE
--	--

Record pupil enrolment and FTEs on the register in the appropriate Enrolment Details Records and Enrolment Summaries. Record the attendance of pupils who are taking a dual credit course in the same way as the attendance of pupils who are taking a regular classroom course.

RECIPROCAL EDUCATION APPROACH

The Reciprocal Education Approach (REA) is a framework that came into effect on September 1, 2019 and is designed to improve access to education for First Nation students by eliminating the need for First Nations and school boards to negotiate and enter into an agreement for the base tuition fee.

When requirements and eligibility criteria are met, the REA requires that school boards:

- Admit First Nation students, who ordinarily reside on-reserve, to a school of the school board; and
- Provide funding support for students who would ordinarily be eligible to be pupils of the board to attend a First Nation school.

An overview of the REA reporting requirements is included below. For more details regarding REA requirements, please refer to the *2020-21 REA Instructions for First Nations and School Boards*.

Registering with a School of a School Board

For a student residing off-reserve wishing to attend a First Nation school:

The student must enrol/register at a school of a school board to ensure funding is provided by the school board to the First Nation entity operating the First Nation school.

If the student was not previously enrolled in a school of a school board, the school of the school board which receives written notice must verify the student's eligibility in accordance with the ministry's enrolment policies as set out in this document.

For a student to be eligible to attend a First Nation school under REA, the parent/guardian or the student must demonstrate that the student is eligible to be enrolled as a pupil of the board.

The student or their parent/guardian will be required to provide documentation demonstrating the following:

- Their right to permanently remain in Canada (e.g., band membership, citizenship status); and
- Their home address(es)

If the student demonstrates that they are under the age of 21 years old, a resident of Ontario and eligible to be registered as a pupil of the board, the school board must enrol the student by including the relevant information in the **Student Information Report** which acts as an enrolment register for students eligible to attend a First Nation school under REA for the current school year. These students must not be included on the enrolment register for day school students.

A student, who is currently enrolled at a school of a school board prior to delivering the written notice, is only required to deliver a complete written notice to the school in which the student is currently enrolled in. There is no further action required by the school board aside from removing the student from the day school enrolment register and placing them on the Student Information Report. The student may begin attending the First Nation school, subject to that First Nation school's admission policies.

For a First Nation student residing on reserve wishing to attend a school of a school board:

If the student is not already registered with a school of a school board, the student must register at the school where the written notice form was delivered in accordance with the ministry's enrolment policies as set out in this document.

The student or their parent/guardian will be required to provide documentation supporting the student's enrolment at the school of the school board. Please work with the school administrator regarding the school board's admission policies.

A student who is currently registered or attending a school of a school board is only required to deliver a valid written notice form to the school in which the student is currently registered or attending and will require no further action.

OEN/OSR Requirements under REA:

Section 1 of the written notice form submitted to a school of a school board includes key information and obligations to support the complete registration and transfer of a student, including:

- the student's OEN number, if available, and
- a commitment to, or a request from, the First Nation entity to transfer the student's OSR

If the student intends to attend a school of the school board, the school board should confirm whether there is an existing OSR for the student. If there is no OSR for the student, then the board must establish and maintain an OSR in accordance with the OSR Guideline.

If the student intends to attend a First Nation school under the REA or an existing RESA, the principal/board will promptly transfer the OSR in accordance with section 6.1 of the OSR Guideline.

As detailed in the Ontario Student Record (OSR) Guideline, (2000), First Nation- and federally-operated schools on reserve may, but are not required to, establish and maintain an OSR for their students.

In the case where an OEN was not provided in the Written Notice Form, it is recommended that the board contact the respective First Nation school to confirm if an OEN exists for the student in question. If not, the board should search the OEN Registry to verify that an OEN was never assigned to the student by another school. If it has been ascertained, from both sources, that an OEN was not previously provided, then the board should assign an OEN to the student. The new OEN should then be shared with the First Nation entity that operates the school the student intends to attend.

School boards are encouraged to take the steps above for both students transferring from within the school board's jurisdiction, and those transferring from outside the school board's jurisdiction (i.e. First Nation- or federally-operated schools), respectively.

THE INDEPENDENT STUDY AND ONLINE LEARNING REGISTER FOR DAY SCHOOL PUPILS

General Requirements

The principal must sign the completed Independent Study and online learning Register for Day School Pupils, certifying that the information given in the “Course Data” and “Pupil Data” sections are correct. The signature can be in electronic form. This register is no longer printed and no longer available on the Ministry’s website.

As stated in the section “Reporting in the Ontario School Information System (OnSIS),” boards will report pupil enrolment data only through OnSIS.

The principal must ensure that all teachers of pupils whose enrolment is recorded in the Independent Study and online learning Register for Day School Pupils are regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board’s regular day school teaching staff.

All pupils who are adults must be indicated with “A” in the “Adult” column on the register – that is, pupils who are already 21 years of age or over or who will turn 21 on or before December 31, 2020.

Pupil Eligibility

A pupil taking an independent study course must meet the following criteria:

- The pupil is a day school pupil.
- The pupil may be enrolled as a Full-Time day school pupil on the October and/or March enrolment-count dates. However, *these pupils are not eligible for funding* and their lessons/work units marked *must not* be included in the total number of lessons/work units submitted to OnSIS for funding purposes.
 - For pupils enrolled as FT on the October enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period September 1, 2020, to January 31, 2021. Likewise, for pupils enrolled as FT on the March enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period February 1, 2020, to June 30, 2020.
- The provisions regarding the OSR apply to the pupil.

Note that a pupil enrolled exclusively in courses taken through independent study will be included in this register.

Course Eligibility

An independent study course must meet the following criteria:

- The course is a credit course that meets Ministry program and diploma requirements.
- The course is offered during the school year from September 2020 to June 2021.
- The course is divided into a number of specific units of work that are similar in value, and these units are used to measure the pupil’s progress.
- No part of the course is used as credit towards a course in which the pupil is enrolled as a Part-Time pupil.

Teacher Contact

The following requirements must be met:

- For a course with a credit value of 1, there must be a minimum of 10 scheduled teacher-contact sessions of at least one-half hour in duration each, and the total number of hours of such sessions must be at least 10 hours. These sessions must be scheduled to occur during the regular school day.
- For a course with a credit value greater than 1, a proportionate increase is required in the minimum number of teacher-contact sessions and the total number of session hours.
- Teacher-contact sessions that are missed must be rescheduled. Pupils who are not meeting the criterion of regular attendance must be retired from the register (see “Transfer and Retirement”).

Pupils with Over 34 Credits

The work units completed must be prorated between “regular” and “high-credit” based on the high-credit factor, and the totals must be indicated for pupils of the board. These data must be transferred to “Pupil Data” in the “Data Summary” section of the register.

Funding Considerations

Funding is generated based on work units completed. Work units do not have to be completed successfully to generate funding. The number of work units completed by a pupil must not exceed the number required to complete the course.

For example, if an independent study course is divided into 20 units of work, and the pupil completes 5 out of the 20 work units required to complete the course, the pupil would generate 0.25 of the total funding for that course. The maximum number of units per credit course would be capped at 20.

For funding purposes, units of work are reported through OnSIS on the October, March and June count dates.

Online Learning

Enrolment in online learning courses is normally recorded in the day school enrolment register in the same way as enrolment in courses delivered in the classroom.

The *only exception* is the recording of enrolment for pupils who decline to enrol in a school of the local district school board – usually pupils receiving home schooling or attending a private school. The enrolment of these pupils in an online learning course must be recorded in the Independent Study and Online Learning Register for Day School Pupils by the (out-of-district) school that is offering the online learning course. See also the section “Online Learning Courses.”

COMPLETING THE SUMMARIES

Attendance Summaries

For each month, ensure that the computerized system has entered the following in the Daily Attendance Record for each pupil:

- The number of times the pupil was late
- The number of days the pupil was absent (“A”)
- The cumulative times late and days absent

At the end of the year, ensure that the system has entered the total number of times late and days absent under “Year Totals.”

“G” days, “PA” days, and “N” days must not also be counted as days of absence.

Enrolment Summaries

This section outlines the requirements related to all the components of the enrolment summaries:

- Enrolment Details Records (for Full-Time and Part-Time pupils)
- Monthly Enrolment Summaries (for Full-Time pupils)
- Enrolment Summaries (for Full-Time pupils who are under 21 years of age and for Part-Time pupils)

The principal must ensure that all enrolment summaries are reviewed for accuracy at the end of each month and retained for audit purposes for the current school year and the previous two school years.

All three enrolment summaries must be retained separately for *each* of the groups of pupils indicated in the chart below.

	Elementary	Secondary
Full-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten* • Kindergarten* • Grades 1 to 3* • Grades 4 to 8* 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2020 • Grades 9 to 12, age 21 or over on December 31, 2020
Part-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten <i>and</i> Kindergarten (together) • Grades 1 to 3 • Grades 4 to 8 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2020 • Grades 9 to 12, age 21 or over on December 31, 2020

*Note that internal transfers during the school year between Junior Kindergarten and Kindergarten and between Grades 3 and 4 must be indicated in the Enrolment Details Records and the Monthly Enrolment Summaries.

See the chart “Data and Information Required for Audit Purposes” below for the content of all summaries. Samples are provided in Appendix A.

Calculating Net Enrolment for Monthly Enrolment Summaries

Begin with a “nil” enrolment in September. To calculate the net enrolment for September, take the sum of the admissions and subtract the sum of the transfers and retirements.

To calculate the net enrolment for all subsequent months, take the enrolment for the last school day of the previous month, add the sum of the admissions for the current month, and subtract the sum of the transfers and retirements for the current month.

Data and Information Required for Audit Purposes

The required data and the requirements for the summaries are listed in the chart that follows.

Enrolment Records and Summaries	Retention Rules
<p>Enrolment Details Records for Full-Time and Part-Time Pupils – must show the data and information listed below:</p> <ul style="list-style-type: none"> • Ontario Education Number (OEN) • Pupil name • Gender • Grade • Dates of admission, transfer, and retirement to date • “OP” for pupils who are not pupils of the board, and name of person or organization responsible for payment of fees • “A” in the “Adult” column for adult pupils • Internal transfers during the school year between JK and K and between Grades 3 and 4 	<p>Print out at the end of the school year in June and retain with principal’s certification if the board does not have the capacity to store electronically.</p> <p>If stored electronically, show the enrolment-count dates and retain with the principal’s certification (paper or electronic).</p>
<p>Monthly Enrolment Summaries for Full-Time Pupils Only – must show the data and information listed below:</p> <ul style="list-style-type: none"> • All changes in enrolment during each month, including total number of admissions, transfers, and retirements • Internal transfers during the school year between JK and K and between Grades 3 and 4 <p><i>For October and March, enter at the bottom of the summary:</i></p> <ul style="list-style-type: none"> • Net enrolment on the last school day of the month • Total number of pupils of the board • Total number of other pupils 	<p>Print out for October and March count dates and at the end of school year in June and retain with principal’s certification.</p>
<p>Enrolment Summaries (for Full-Time and Part-Time secondary pupils who are under 21 years of age and for Part-Time elementary pupils) – must show the data and information listed below:</p> <ul style="list-style-type: none"> • Pupil name • “OP” for pupils who are not pupils of the board • Total number of minutes in cycle • Total number of pupils of the board and other pupils, separately • School Full-Time equivalency (FTE) data for <i>Part-Time pupils</i> of the board and separately for other pupils for the months of October and March • “Regular” and “high-credit” minutes of instruction and Full-Time equivalency for <i>secondary pupils</i> (FTE) data on the October and March enrolment-count dates 	<p>Print out at the end of school year in June and retain with principal’s certification.</p>

APPENDICES

Appendix A: Samples of Enrolment Details Records and Enrolment Summaries

Samples for both elementary schools and secondary schools are provided on the following pages. They show the enrolment information that must be recorded and reported in accordance with the requirements outlined in this document. Note that the samples are not related to a particular school year.

Elementary Schools

- Elementary School: Enrolment Details Records for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Details Records for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Secondary Schools

- Secondary School: Enrolment Details Record for Full-Time Pupils
- Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age
- Secondary School: Monthly Enrolment Summaries for Full-Time Pupils
- Secondary School: Enrolment Details Record for Part-Time Pupils
- Secondary School: Enrolment Summaries for Part-Time Pupils

Elementary School: Enrolment Details Records for Full-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Junior Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07				
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07			
	021-533-062	Caruso, Mary	F	JK		Sep 13			
	036-992-472	Christie, Dave	M	JK		Oct 13			
	036-221-497	Ennis, Dawn	F	JK		Mar 04			
	021-533-005	Figueroa, Roberta	F	JK		Sep 09			
	021-533-096	Goiree, Atheel	M	JK		Sep 22			
	079-341-222	Javed, Asim	M	JK	Sep 07				
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		Sep 29	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07				
	021-453-245	Upton, Marie	F	JK	Oct 06				
	021-533-344	Vezenia, Philip	M	JK	Sep 07				
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 24		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 04

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 07				May 06
	021-533-617	Baker, Catherine	F	K	Sep 23				Sep 29
	021-533-039	Burntyk, Wayne	M	K	Sep 07		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 17			
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22				
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Sep 07				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Sep 07	Jan 12			Sep 15
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 22		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	K		Oct 12			
OP	091-423-132	Xenos, Paul	M	K	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07			
	032-534-925	Zeppa, Roy	M	K	Sep 23				

*OEN = Ontario Education Number

Elementary School: Enrolment Details Records for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8

**Enrolment Details, [School Year]
XYZ Elementary School
Full-Time Pupils – Grades 1 to 3**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 12
	021-533-286	Bright, Andrew	M	03	Sep 07				
	021-533-858	Burtnyk, Wayne	M	02		Sep 07			
	021-533-104	Ellis, Geoff	M	02	Sep 07				
	021-533-096	Goiree, Atheel	M	03		Sep 21			
	021-533-328	Hare, Diane	F	03	Sep 22				
	021-533-419	McCormick, Peggy	F	02	Sep 27				
	021-533-427	Morris, Paul	M	01	Sep 07				
OP	005-005-005	Nichols, Paul	M	03		Sep 16		Sep 22	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Oct 18	
	062-555-121	Wood, Susan	F	03	Sep 07		Sep 29		
	032-534-925	Zeppa, Roy	M	02	Sep 20				

**Enrolment Details, [School Year]
XYZ Elementary School
Full-Time Pupils – Grades 4 to 8**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				May 06
	021-533-617	Baker, Catherine	F	04	Sep 20				Sep 29
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	05		Sep 17			
	021-533-104	Ennis, Dawn	F	08	Sep 07				
	021-533-328	Figueroa, Roberta	F	07	Sep 22				
	087-453-695	Jordan, Paul	M	05	Sep 07				
	021-533-419	McCormick, Peggy	F	06	Sep 17				
	777-777-772	Lei, Man Ying	F	04	Sep 07				
	021-533-575	Morin, Robert	M	08	Sep 07				
	021-533-427	Scott, Kelly	F	07	Sep 07				
	021-533-591	Trent, Nellie	F	06	Sep 07	Jan 12			Sep 15
	021-533-435	Tumminieri, Rosa	F	05	Sep 07		Oct 22		
	089-762-494	Vezina, Philip	M	04	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	06		Oct 12			
OP	091-423-132	Xenos, Paul	M	08	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			
	032-534-925	Young, Malcolm	M	06	Sep 23				

*OEN = Ontario Education Number

Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Junior Kindergarten and Kindergarten

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Junior Kindergarten

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	8	5	1	1	0	11	
October	11	1	1	0	0	0	13	
November	13	0	0	0	0	0	13	Principal's certification
December	13	0	0	0	0	0	13	
January	13	0	0	0	0	0	13	
February	13	0	0	0	0	1	12	
March	12	0	1	0	0	0	13	
April	13	0	0	0	0	0	13	Principal's certification
May	13	0	0	0	0	0	13	
June	13	0	0	0	0	0	13	
Totals		9	7	1	1	1		Principal's certification

			October	March				
Net last day			13	13				
Pupils of the board			13	13				
Other pupils			0	0				

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Kindergarten

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	15	2	1	0	2	14	
October	14	1	1	1	1	0	13	
November	13	0	0	0	0	0	13	Principal's certification
December	13	0	0	0	0	0	13	
January	13	1	0	0	0	0	14	
February	14	0	0	0	0	1	14	
March	14	0	1	0	0	0	14	
April	14	0	0	0	0	0	14	Principal's certification
May	14	0	0	0	0	1	13	
June	13	0	0	0	0	0	13	
Totals		17	2	2	1	3		Principal's certification

			October	March				
Net last day			13	14				
Pupils of the board			12	13				
Other pupils			1	1				

Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Grades 1 to 3							
Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	10	3	1	1	0	11
October	11	1	0	1	1	0	10
November	10	0	0	0	0	0	10
December	10	0	0	0	0	0	10
January	10	0	0	0	0	0	10
February	10	0	0	0	0	0	10
March	10	0	0	0	0	0	10
April	10	0	0	0	0	0	10
May	10	0	0	0	0	1	9
June	9	0	0	0	0	0	9
Totals		11	3	2	2	1	

Principal's certification

Principal's certification

Principal's certification

		October	March
Net last day		10	10
Pupils of the board		10	10
Other pupils		0	0

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Grades 4 to 8							
Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	13	4	1	0	2	14
October	14	0	2	0	0	0	16
November	16	0	0	0	0	0	16
December	16	0	0	0	0	0	16
January	16	0	1	0	0	0	17
February	17	0	0	0	0	1	16
March	16	0	1	0	0	0	17
April	17	0	0	0	0	0	17
May	17	0	0	0	0	0	17
June	17	0	0	0	0	0	17
Totals		13	8	1	0	3	

Principal's certification

Principal's certification

Principal's certification

		October	March
Net last day		16	17
Pupils of the board		15	16
Other pupils		1	1

Elementary School: Enrolment Details Records for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year]									
XYZ Elementary School									
Part-Time Pupils – Junior Kindergarten									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07			Oct 13	
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07		Mar 08	
	021-533-062	Caruso, Mary	F	JK		Feb 16			
	036-992-472	Christie, Dave	M	JK		Oct 14			May 18
	036-221-497	Ennis, Dawn	F	JK		Mar 07			
	021-533-005	Figuroa, Roberta	F	JK		Sep 20			Apr 14
	021-533-096	Goiree, Atheel	M	JK		Sep 21			
	079-341-222	Javed, Asim	M	JK	Sep 07				Jun 08
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		May 11	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07			Mar 02	
	021-453-245	Upton, Marie	F	JK	Oct 05				
	021-533-344	Veziina, Philip	M	JK	Sep 07		Oct 07		
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 29		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 10

Enrolment Details, [School Year]									
XYZ Elementary School									
Part-Time Pupils – Kindergarten									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Akoodie, Mohammed	M	K	Sep 07				May 05
	021-533-617	Baker, Catherine	F	K	Sep 23				May 27
	021-533-039	Burtnyk, Wayne	M	K	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	K		Sep 09		Feb 16	
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22		Nov 12		
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				Oct 29
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Feb 08				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Apr 08				
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Dec 09	
	032-517-339	Weller, Marlene	F	K		Oct 08			
OP	091-423-132	Xenos, Paul	M	K	Sep 16				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07		Jan 13	
	032-534-925	Young, Malcolm	M	K	Sep 21		Dec 15		

*OEN = Ontario Education Number

Elementary School: Enrolment Details Records for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 1 to 3									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 04
	021-533-286	Bright, Andrew	M	03	Sep 07				
	021-533-858	Burtnyk, Wayne	M	02		Sep 07		Nov 17	
	021-533-104	Ellis, Geoff	M	02	Sep 07		Feb 02		
	021-533-096	Goiree, Atheel	M	03		Sep 23			
	021-533-328	Hare, Diane	F	03	Sep 22				Oct 28
	021-533-419	McCormick, Peggy	F	02	Sep 17				
	021-533-427	Morris, Paul	M	01	Sep 07		Mar 25		
OP	005-005-005	Nichols, Paul	M	03		Sep 11		Apr 21	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 27		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Dec 16	
	062-555-121	Wood, Susan	F	03	Sep 07		Feb 03		
	032-534-925	Zeppa, Roy	M	02	Feb 22				

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 4 to 8									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				May 06
	021-533-617	Baker, Catherine	F	04	Sep 20				Sep 29
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	05		Sep 17			
	021-533-104	Ennis, Dawn	F	08	Sep 07				
	021-533-328	Figueroa, Roberta	F	07	Sep 22				
	087-453-695	Jordan, Paul	M	05	Sep 07				
	021-533-419	McCormick, Peggy	F	06	Sep 17				
	777-777-772	Lei, Man Ying	F	04	Sep 07				
	021-533-575	Morin, Robert	M	08	Sep 07				
	021-533-427	Scott, Kelly	F	07	Sep 07				
	021-533-591	Trent, Nellie	F	06	Sep 07	Jan 12			Sep 15
	021-533-435	Tumminieri, Rosa	F	05	Sep 07		Oct 22		
	089-762-494	Vezina, Philip	M	04	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	06		Oct 12			
OP	091-423-132	Xenos, Paul	M	08	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			
	032-534-925	Young, Malcolm	M	06	Sep 23				

*OEN = Ontario Education Number

Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Junior Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	0	0	0	0	1. Total number of minutes		
	Bright, Andrew	140	0.47	140	0.47	in cycle (1 x 300)	300	300
	Blackwell, John	70	0.23	0	0	2. Total number of pupils		
	Caruso, Mary	0	0	140	0.47	Pupils of the board	8	9
	Christie, Dave	0	0	70	0.23	Other pupils	1	1
	Ennis, Dawn	0	0	140	0.47	3. Pupil FTEs		
	Figueroa, Roberta	0	0	70	0.23	Pupils of the board	3.28	3.51
	Goiree, Atheel	140	0.47	140	0.47	Other pupils	0.23	0.47
	Javed, Asim	140	0.47	140	0.47			
	Nichols, Paul	70	0.23	140	0.47			
	Scott, Kelly	140	0.47	140	0.47			
	Tumminieri, Rosa	140	0.47	0	0			
	Upton, Marie	70	0.23	70	0.23			
	Vezenia, Philip	0	0	0	0			
	Wood, Susan	0	0	0	0			
	Young, Malcolm	140	0.47	0	0			

Principal's certification _____ Date _____

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	140	0.47	140	0.47	1. Total number of minutes		
	Baker, Catherine	70	0.23	70	0.23	in cycle (1 x 300)	300	300
	Burtnyk, Wayne	0	0	0	0	2. Total number of pupils		
	Dimson, Nicole	140	0.47	0	0	Pupils of the board	12	8
	Ellis, Geoff	140	0.47	140	0.47	Other pupils	1	1
	Hare, Diane	70	0.23	0	0	3. Pupil FTEs		
	Jordan, Paul	140	0.47	70	0.23	Pupils of the board	4.20	2.80
	McCormick, Peggy	0	0	0	0	Other pupils	0.47	0.47
	Lei, Man Ying	70	0.23	70	0.23			
	Morin, Robert	0	0	70	0.23			
	Morris, Paul	140	0.47	140	0.47			
	Trent, Nellie	0	0	0	0			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	70	0.23	0	0			
	Weller, Marlene	140	0.47	140	0.47			
OP	Xenos, Paul	140	0.47	140	0.47			
	Yee, Cho Chip	70	0.23	0	0			
	Zeppa, Roy	70	0.23	0	0			

Principal's certification _____ Date _____

Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Summary, [School Year]								
XYZ Elementary School								
Part-Time Pupils – Grades 1 to 3								
Minutes of instruction in cycle on last school day in October and March, with pupil FTEs								
OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	150	0.50	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Bright, Andrew	200	0.67	200	0.67			
	Burntyk, Wayne	150	0.50	0	0	2. Total number of pupils Pupils of the board	10	6
	Ellis, Geoff	75	0.25	0	0			
	Goiree, Atheel	150	0.50	200	0.67	Other pupils	1	1
	Hare, Diane	0	0	0	0			
	McCormick, Peggy	150	0.50	150	0.50	3. Pupil FTEs Pupils of the board	5.01	3.51
	Morris, Paul	200	0.67	0	0			
OP	Nichols, Paul	150	0.50	150	0.50	Other pupils	0.50	0.50
	Upton, Marie	75	0.25	200	0.67			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	150	0.50	0	0			
	Wood, Susan	200	0.67	0	0			
	Zeppa, Roy	0	0	150	0.50			

Principal's certification _____ Date _____

Enrolment Summary, [School Year]								
XYZ Elementary School								
Part-Time Pupils – Grades 4 to 8								
Minutes of instruction in cycle on last school day in October and March, with pupil FTEs								
OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Baker, Catherine	150	0.50	150	0.50			
	Bulmer, Timothy	0	0	0	0	2. Total number of pupils Pupils of the board	16	11
	Caruso, Mary	200	0.67	200	0.67			
	Christie, Dave	150	0.50	0	0	Other pupils	1	0
	Dimson, Nicole	0	0	200	0.67			
	Ennis, Dawn	0	0	150	0.50	3. Pupil FTEs Pupils of the board	7.93	6.18
	Figueroa, Roberta	200	0.67	200	0.67			
	Javed, Asim	150	0.50	0	0	Other pupils	0.50	0
	Jordan, Paul	150	0.50	150	0.50			
	Lei, Man Ying	200	0.67	0	0			
	Morin, Robert	150	0.50	150	0.50			
	Scott, Kelly	150	0.50	0	0			
	Trent, Nellie	75	0.25	0	0			
	Tumminieri, Rosa	200	0.67	200	0.67			
	Vezenia, Philip	150	0.50	150	0.50			
	Weller, Marlene	75	0.25	0	0			
OP	Xenos, Paul	150	0.50	0	0			
	Yee, Cho Chip	150	0.50	0	0			
	Young, Malcolm	150	0.50	150	0.50			

Principal's certification _____ Date _____

Secondary School: Enrolment Details Record for Full-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Full-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion		F	10	Sep 07				
	021-533-583	Akoodie, Mohammed		M	12	Sep 07				May 12
	021-533-617	Baker, Catherine		F	11	Sep 20				Sep 23
	021-533-286	Bright, Andrew		M	10	Sep 07				
	021-533-858	Blackwell, John		M	09		Sep 07			
	021-533-039	Burtnyk, Wayne		M	11	Sep 07		Sep 22		
	021-533-062	Caruso, Mary	A	F	11		Sep 10			
	036-992-472	Christie, Dave		M	12		Oct 07			
	989-898-987	Dimson, Nicole		F	09		Sep 16			
	021-533-104	Ellis, Geoff		M	12	Sep 07				
	036-221-497	Ennis, Dawn	A	F	12		Mar 03			
	021-533-005	Figueroa, Roberta		F	12		Sep 16			
	021-533-096	Goiree, Atheel		M	10		Sep 22			
	021-533-328	Hare, Diane		F	09	Sep 22				
	079-341-222	Javed, Asim		M	11	Sep 07				
	087-453-695	Jordan, Paul		M	10	Sep 07				
	021-533-419	McCormick, Peggy	A	F	12	Sep 16				
	777-777-772	Lei, Man Ying		F	11	Sep 07				
	021-533-575	Morin, Robert		M	10	Sep 07				
	021-533-427	Morris, Paul		M	10	Sep 07				
OP	005-005-005	Nichols, Paul		M	10		Sep 15		Sep 23	
		Paid by Mnjikaning First Nation Education Authority								
	021-533-336	Scott, Kelly	A	F	12	Sep 07				
	021-533-591	Trent, Nellie		F	10	Sep 07	Jan 13			Sep 23
	444-444-444	Tumminieri, Rosa		F	09	Sep 07				
	021-453-245	Upton, Marie		F	10	Oct 01				
	021-533-435	Urman, Mildred	A	F	11	Sep 07		Oct 23		
	021-533-344	Vezina, Philip		M	12	Sep 07				
	089-762-494	Vokey, Stanley		M	12	Sep 07			Oct 07	
	032-517-339	Weller, Marlene		F	12		Oct 01			
	062-555-121	Wood, Susan		F	11	Sep 07		Sep 24		
OP	091-423-132	Xenos, Paul		M	12	Sep 20				
		Paid by parent living outside Ontario								
	083-364-972	Yee, Cho Chip		M	09		Sep 07			
	072-413-521	Young, Malcolm	A	M	11	Sep 07				Feb 10
	032-534-925	Zeppa, Roy		M	10	Sep 23				

Principal's certification:*

*OEN = Ontario Education Number

Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age

Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs.

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
	Acton, Marion	300	0	1.00	0	300	0	1.00	0
	Akoodie, Mohammed	150	150	0.50	0.50	0	225	0	1.00
	Baker, Catherine	0	0	0	0	0	0	0	0
	Bright, Andrew	300	0	1.00	0	300	0	1.00	0
	Blackwell, John	300	0	1.00	0	300	0	1.00	0
	Burtnyk, Wayne	0	0	0	0	0	0	0	0
	Christie, Dave	300	0	1.00	0	225	0	1.00	0
	Dimson, Nicole	300	0	1.00	0	300	0	1.00	0
	Ellis, Geoff	225	0	1.00	0	150	75	0.50	0.50
	Figuroa, Roberta	300	0	1.00	0	75	150	0.25	0.75
	Goiree, Atheel	300	0	1.00	0	300	0	1.00	0
	Hare, Diane	300	0	1.00	0	300	0	1.00	0
	Javed, Asim	300	0	1.00	0	300	0	1.00	0
	Jordan, Paul	300	0	1.00	0	300	0	1.00	0
	Lei, Man Ying	300	0	1.00	0	300	0	1.00	0
	Morin, Robert	300	0	1.00	0	300	0	1.00	0
	Morris, Paul	300	0	1.00	0	300	0	1.00	0
	Nichols, Paul	0	0	0	0	0	0	0	0
	Trent, Nellie	0	0	0	0	300	0	1.00	0
	Tumminieri, Rosa	300	0	1.00	0	300	0	1.00	0
	Upton, Marie	300	0	1.00	0	300	0	1.00	0
	Vezina, Philip	300	0	1.00	0	300	0	1.00	0
	Vokey, Stanley	0	0	0	0	0	0	0	0
	Weller, Marlene	225	75	1.00	0	0	225	0	1.00
	Wood, Susan	0	0	0	0	0	0	0	0
	Xenos, Paul	300	0	1.00	0	225	0	1.00	0
	Yee, Cho Chip	300	0	1.00	0	300	0	1.00	0
	Zeppa, Roy	300	0	1.00	0	300	0	1.00	0

Enrolment Summary	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	21	22
Other pupils	1	1
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	20.5	18.75
High-credit	0.50	3.25
<i>Other pupils</i>		
Regular	1.00	1.00

Principal's certification _____ Date _____

Secondary School: Monthly Enrolment Summaries for Full-Time Pupils

Monthly Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	18	7	2	1	2	20	
October	20	1	2	0	1	0	22	
November	22	0	0	0	0	0	22	Principal's certification
December	22	0	0	0	0	0	22	
January	22	0	1	0	0	0	23	
February	23	0	0	0	0	0	23	
March	23	0	0	0	0	0	23	
April	23	0	0	0	0	0	23	Principal's certification
May	23	0	0	0	0	1	22	
June	22	0	0	0	0	0	22	
Totals		19	10	2	2	3		Principal's certification
		October	March					
Net last day		22	23					
Pupils of the board		21	22					
Other pupils		1	1					

Monthly Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils 21 Years of Age or Over

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	4	1	0	0	0	5	
October	5	0	0	1	0	0	4	
November	4	0	0	0	0	0	4	Principal's certification
December	4	0	0	0	0	0	4	
January	4	0	0	0	0	0	4	
February	4	0	0	0	0	1	3	
March	3	0	1	0	0	0	4	
April	4	0	0	0	0	0	4	Principal's certification
May	4	0	0	0	0	0	4	
June	4	0	0	0	0	0	4	
Totals		4	2	1	0	1		Principal's certification
		October	March					
Net last day		4	4					
Pupils of the board		4	4					
Other pupils		0	0					

Secondary School: Enrolment Details Record for Part-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils										
OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
OP	021-533-260	Ahmed, Aziz Paid by parent, Aftab Ahmed		M	10	Sep 07		Oct 19		
OP	005-005-005	Austin, Richard Paid by Mnjikaning First Nation Education Authority		M	10	Oct 07				
	021-533-583	Brant, Kelley	A	F	10	Sep 07				
OP	021-533-617	Chan, Rita Paid by parent, Joseph Chan		F	11	Sep 07				
	021-533-286	Doran, Gayle		F	09	Sep 07				Jan 13
	021-533-858	Engel, Marion	A	M	10	Sep 07				
	021-533-039	Fiske, Beverly		F	11	Sep 07				Jun 16
	021-453-145	Forbes, Lloyd		M	09	Oct 18				
	021-533-062	Garry, Dale	A	M	11	Sep 07				
	021-533-344	Tripathi, Raj		M	12				Jan 12	
	032-517-339	Wilson, Susan		F	12				Feb 23	
Principal's certification:*										

*OEN = Ontario Education Number

Secondary School: Enrolment Summaries for Part-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
OP	Ahmed, Aziz	0	0	0	0	0	0	0	0
OP	Austin, Richard	150	0	0.50	0	75	0	0.25	0
OP	Chan, Rita	75	0	0.25	0	150	0	0.50	0
	Doran, Gayle	150	0	0.50	0	0	0	0	0
	Fiske, Beverly	150	0	0.50	0	150	0	0.50	0
	Forbes, Lloyd	75	0	0.25	0	75	0	0.25	0
	Tripathi, Raj	0	0	0	0	75	75	0.25	0.25
	Wilson, Susan	0	0	0	0	0	75	0	0.25

Enrolment Summary

	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	3	4
Other pupils	2	2
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	1.25	1.00
High-credit	0	0.50
<i>Other pupils</i>		
Regular	0.75	0.75

Principal's certification _____ Date _____

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils Under 21 Years of Age

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Brant, Kelley	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Engel, Marion	150	0.50	150	0.50			
	Garry, Dale	75	0.25	75	0.25			
						2. Total number of pupils		
						Pupils of the board	3	3
						Other pupils	0	0
						3. Pupil FTEs		
						Pupils of the board	1.00	1.25
						Other pupils	0	0

Principal's certification _____ Date _____

Appendix B: Model of a Daily Attendance Record, with Samples

The model provided below shows all required elements for a Daily Attendance Record for a pupil. It is set up in a format that resembles a computer screen or printout. Note that the model is not related to a particular school year.

In the samples that follow, the calendar only shows the months under discussion.

Sample of a Daily Attendance Record

Daily Attendance Record, [School Year] XYZ School																															
Pupil's OEN*	Pupil's name and address					Form/Grade	Gender	Birth date	Home phone					Board pupil/OP																	
Parent/guardian names					Bus. Phone					Home-room teacher																					
1 st week					2 nd week					3 rd week					4 th week					5 th week					Days absent	Cumulative days absent	Times late	Cumulative times late			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F							
September	am	pm	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30							
October	am	pm			01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29						
November	am	pm	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30							
December	am	pm		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	B	B	B	B	B
January	am	pm	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31								
February	am	pm	01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28									
March	am	pm	01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	B	B	B	B	B	
April	am	pm			01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			H	H	H	
May	am	pm	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			H	H			
June	am	pm	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30							
																				Year Totals											
Blank A	Present all day Absent					L G	Late G day	H B	Statutory holiday Holiday designated by board					PA N	Professional activity day Non-instructional day					C	Contact with pupil (absentee or in a SAL program) and principal referral to attendance counsellor**										

*OEN = Ontario Education Number
**See "Prolonged Absence" for details.

Sample 1: Prolonged Absence – Pupil Absent for 60 Days, with an Active File and Consistent Contact with the Attendance Counsellor

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 A ¹	18 A ²	19 A ³	22 A ⁴	23 A ⁵	24 A ⁶	25 A ⁷	26 A ⁸	29 A ⁹	30 A ¹⁰			
October			01 A ¹¹	02 A ¹²	03 A ¹³	06 A ¹⁴	07 A ¹⁵	08 C ¹⁶	09 A ¹⁷	10 A ¹⁸	13 H	14 A ¹⁹	15 A ²⁰	16 A ²¹	17 C ²²	20 A ²³	21 A ²⁴	22 A ²⁵	23 A ²⁶	24 A ²⁷	27 A ²⁸	28 A ²⁹	29 A ³⁰	30 A ³¹	31 A ³²
November	03 A ³³	04 A ³⁴	05 A ³⁵	06 A ³⁶	07 A ³⁷	10 A ³⁸	11 A ³⁹	12 C ⁴⁰	13 A ⁴¹	14 A ⁴²	17 A ⁴³	18 A ⁴⁴	19 A ⁴⁵	20 A ⁴⁶	21 PA	24 A ⁴⁷	25 A ⁴⁸	26 A ⁴⁹	27 A ⁵⁰	28 A ⁵¹					
December	01 A ⁵²	02 A ⁵³	03 A ⁵⁴	04 C ⁵⁵	05 A ⁵⁶	08 A ⁵⁷	09 A ⁵⁸	10 A ⁵⁹	11 A ⁶⁰	12 X ⁶¹	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

- Nick is 17 years of age and has been absent for fifteen (15) consecutive school days from September 17 to October 7 without appropriate supporting documentation. Enter “A” for each day of absence in Nick’s Daily Attendance Record. (Note that the superscript numbers above are provided only for purposes of reference to the instructions below. They are not entered in the pupil’s attendance record.)
- The principal referred the case in writing to the attendance counsellor on Nick’s 16th consecutive day of absence. This referral allows Nick to remain on the register for the first 15-day period of absence (see September 17 = A¹ to October 7 = A¹⁵). To indicate this referral, enter “C” in Nick’s Daily Attendance Record on the 16th day of absence (see October 8 = C¹⁶).
- Nick remains on the register from day 16 to day 30, because both of the following two conditions have been met:
 - The attendance counsellor acknowledged to the principal that he or she would take the case (acceptance document must be retained in Nick’s file).
 - There was successful two-way contact between the attendance counsellor and Nick or Nick’s parent or guardian. (To indicate this contact, enter “C” in Nick’s Daily Attendance Record on the actual day contact is made with Nick – see October 17 = C²².)
- Nick remains on the register from day 31 to day 45 and day 46 to day 60 because both of the following two conditions have been met within both 15-day periods:
 - The principal received a report from the attendance counsellor, at some point within each 15-day period, indicating that Nick’s file was still active (the reports must be retained in Nick’s file).
 - There was successful two-way contact between the attendance counsellor and Nick or Nick’s parent or guardian. (To indicate this contact, enter “C” in Nick’s Daily Attendance Record on the actual day contact was made with Nick, within each of these 15-day periods (see November 12 = C⁴⁰ for days 31-45 and December 4 = C⁵⁵ for days 46-60).
- Although Nick has an active file, he is 17 and is only eligible to remain on the register for a maximum of 60 consecutive school days of absence. Nick must be removed from the register on the 61st day of absence (see Dec 12 = X⁶¹). (Note that the “X” is used in this sample only to indicate the date that Nick must be removed from the register. “X” is not entered in Nick’s Daily Attendance Record.)

6. Since Nick is 17 years of age, his name should be added to the board’s list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of its schools.
7. The school or the board is expected to contact Nick, at a minimum, before the start of every semester to encourage him to return to school.

Sample 2: Prolonged Absence – Pupil whose File Becomes Inactive

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 A ¹	18 A ²	19 A ³	22 A ⁴	23 A ⁵	24 A ⁶	25 A ⁷	26 A ⁸	29 A ⁹	30 A ¹⁰			
October			01 A ¹¹	02 A ¹²	03 A ¹³	06 A ¹⁴	07 A ¹⁵	08 C ¹⁶	09 A ¹⁷	10 A ¹⁸	13 H	14 A ¹⁹	15 A ²⁰	16 A ²¹	17 C ²²	20 A ²³	21 A ²⁴	22 A ²⁵	23 A ²⁶	24 A ²⁷	27 A ²⁸	28 A ²⁹	29 A ³⁰	30 C ³¹	31 X ³²
November	03 A ³³	04 A ³⁴	05 A ³⁵	06 A ³⁶	07 A ³⁷	10 A ³⁸	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
December	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

1. Lloyd is 16 years of age and has been absent for 15 consecutive school days from September 17 to October 7 without appropriate supporting documentation. Enter “A” for each day of absence in Lloyd’s Daily Attendance Record. (Note that the superscript numbers above are provided only for purposes of reference to the instructions below. They are not entered in the pupil’s attendance record.)
2. The principal referred the case in writing to the attendance counsellor on Lloyd’s 16th consecutive day of absence. This referral allows Lloyd to remain on the register for the first 15-day period of absence (see September 17 = A¹ to October 7 = A¹⁵). (To indicate this referral, enter “C” in Lloyd’s Daily Attendance Record on the 16th day of absence – see October 8 = C¹⁶.)
3. Lloyd remains on the register from day 16 to 30, because both of the following two conditions have been met:
 - a. The attendance counsellor acknowledged to the principal that he or she would take the case (acceptance document must be retained in Lloyd’s file).
 - b. There was successful two-way contact between the attendance counsellor and Lloyd or Lloyd’s parent or guardian. (To indicate this contact, enter “C” in Lloyd’s Daily Attendance Record on the actual day contact is made with Lloyd – see October = C²².)
4. Lloyd *may* remain on the register from day 31 to day 45 because both of the following two conditions have been met within this 15-day period:
 - a. The principal received a report from the attendance counsellor, at some point within this 15-day period, indicating that Lloyd’s file was still active (the report must be retained in Lloyd’s file).

- b. There was successful two-way contact between the attendance counsellor and Lloyd or Lloyd’s parent or guardian. (To indicate this contact, enter “C” in Lloyd’s Daily Attendance Record on the actual day contact was made with Lloyd, within this 15-day period. See October 30 = C³¹ for days 31-45.)
- However, on November 10 = A³⁸, the attendance counsellor informed the principal that Lloyd’s file became inactive (the document must be retained in Lloyd’s file). Lloyd therefore must be removed from the register on the day after the last day on which successful contact occurred (see October 31 = X³²). (Note that the “X” is used in this sample only to indicate the date that Lloyd must be removed from the register. “X” is not entered in Lloyd’s Daily Attendance Record.)
 - Since Lloyd is 16 years of age, his name should be added to the board’s list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of its schools.
 - The school or the board is expected to contact Lloyd, at a minimum, before the start of every semester to encourage him to return to school.

Sample 3: Medical Absence

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 G ¹	18 G ²	19 G ³	22 G ⁴	23 G ⁵	24 G ⁶	25 G ⁷	26 G ⁸	29 G ⁹	30 G ¹⁰			
October			01 G ¹¹	02 G ¹²	03 G ¹³	06 G ¹⁴	07 G ¹⁵	08 G ¹⁶	09 G ¹⁷	10 G ¹⁸	13 H	14 G ¹⁹	15 G ²⁰	16 G ²¹	17	20	21	22	23	24	27	28	29	30	31
November	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
December	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

- Alice is 14 years of age and is unable to attend school on a regular basis for medical reasons.
- There is appropriate supporting medical documentation on file that states that Alice will be unable to attend school from September 17th until October 16th. She is absent for 21 consecutive school days.
- Since the school has not provided a study program for Alice, record her absence with “G” in her Daily Attendance Record for the period of medical absence.
- Although Alice has exceeded 15 days of absence, her appropriate supporting medical documentation allows her name to remain on the register for the period of time specified in the documentation. If the date was no specified in her documentation, her name could remain on the register *only* up to the end of the current school year.
- Alice’s case does not need to be referred to the attendance counsellor.

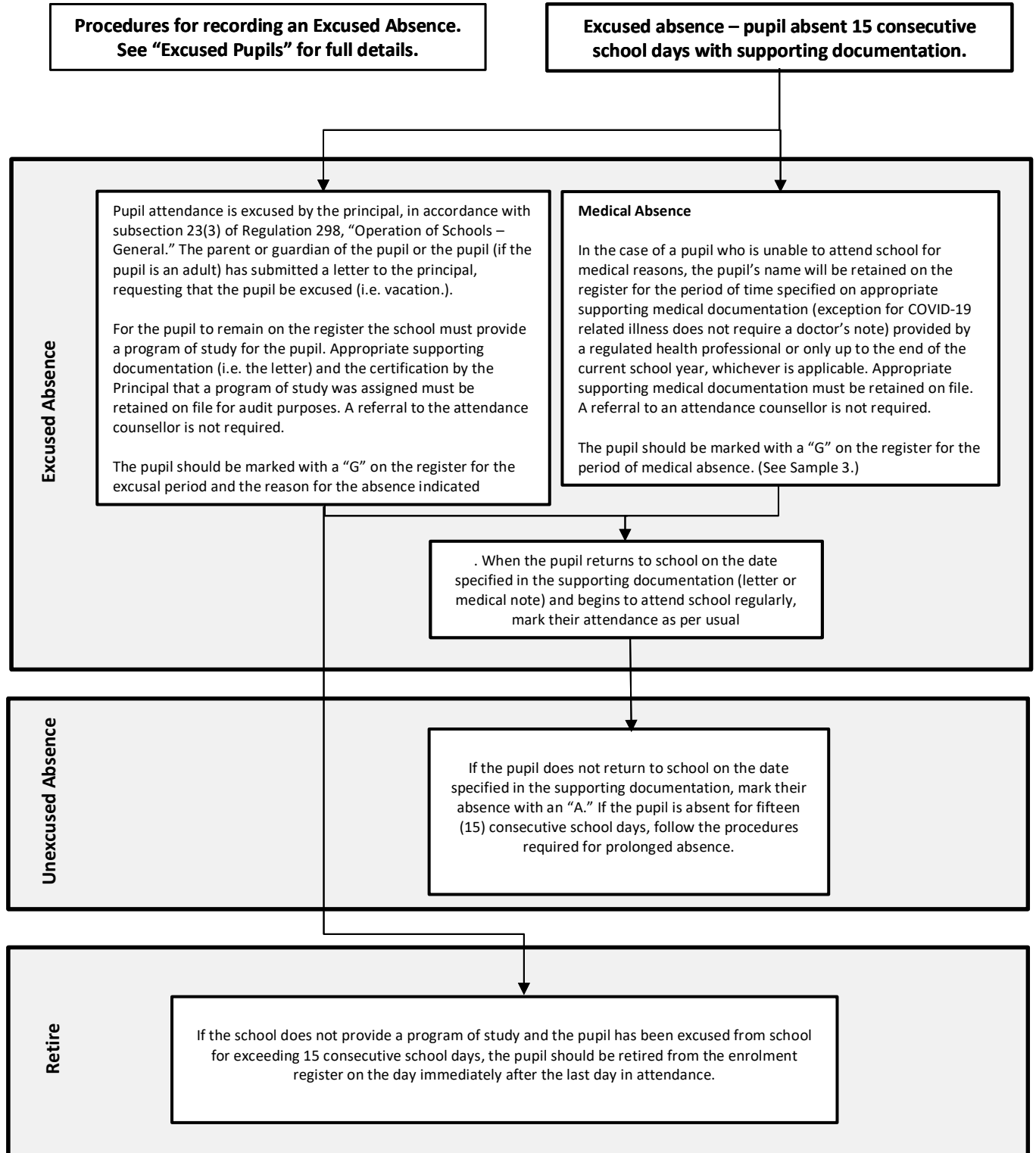
6. Alice returned to school on October 17th and began to attend regularly. Record her subsequent attendance in the usual way.

Sample 4: Pupil of Non-compulsory School Age with Modified Schedule (“N” Days)

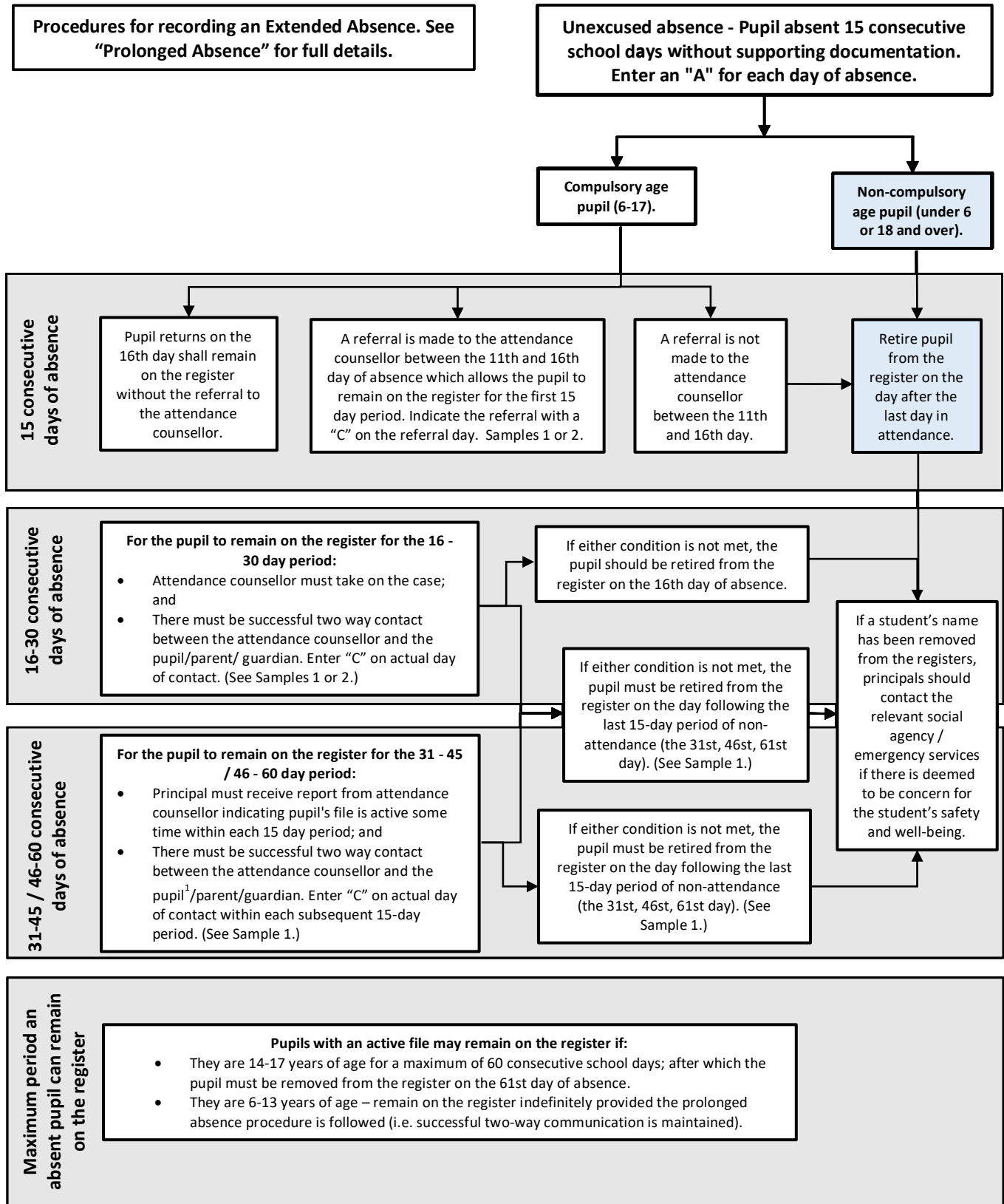
	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September					01 H	04	05	06	07	08 N N	11	12	13	14	15 N N	18	19	20	21	22 N N	25	26	27	28	29 N N
October	02	03	04	05	06 N N	09	10	11	12	13 N H	16	17	18	19	20 N N	23	24	25	26	27 N N	28	29	30	31 N	
November	03	04	05	06	07 N N	10	11	12	13	14 N N	17	18	19	20	21 N PA	24	25	26	27	28 N N					
December	01	02	03	04	05 N N	08	09	10	11	12 N N	15	16	17	18	19 N N	22	23	24	25	26 B B B H H	29	30	31 B B B		
January				01	02 H B	05	06	07	08	09 N N	12	13	14	15	16 N N	19	20	21	22	23 N N	26	27	28	29	30 N PA
February	02	03	04	05	06 N N	09	10	11	12	13 N N	16	17	18	19	20 PA N N	23	24	25	26	27 N N					
March	02	03	04	05	06 N N	09	10	11	12	13 N N	16	17	18	19	20 B B B B B	23	24	25	26	27 N N	30	31 X			
April				01 N	04 A ¹	05 A ²	06 A ³	07 N	08 H	11 H	12 A ⁴	13 A ⁵	14 N	15 N	18 A ⁶	19 A ⁷	20 A ⁸	21 N	22 N	25 A ⁹	26 A ¹⁰	27 A ¹¹	28 N	29 N	
May	02 A ¹²	03 A ¹³	04 A ¹⁴	05 N	06 N	09 A ¹⁵	10	11	12	13	16	17	18	19	20	23	24	25	26	27	28	29	30	31	
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

- Mary is in Junior Kindergarten and is attending her local public school 3 days a week on Monday, Tuesday, and Wednesday and is attending a private Montessori school on Thursday and Friday.
- Indicate that Mary is not scheduled for instruction on Thursday and Friday with “N” in her Daily Attendance Record.
- Mary is absent for 15 consecutive days (see April 4 = A¹ to May 9 = A¹⁵). Record these days of absence with “A” in her Daily Attendance Record (the 15th consecutive day of absence from scheduled instructional time is May 9th = A¹⁵).
- Since Mary is not of compulsory age, she must be removed from the register on the day following her last day in attendance (see March 31 = X). (Note that the “X” is used in this sample only to indicate the date that Mary must be removed from the register. “X” is not entered in Mary’s Daily Attendance Record.)
- Mary’s case does not need to be referred to the attendance counsellor.

Appendix C: Procedures of Excused Pupils



Appendix D: Procedures for Prolonged Absences



1. If the pupil is 16 or 17 years old and has withdrawn from parental control, the attendance counsellor may use the pupil as the primary contact for two-way communication in the context of the prolonged absence procedure and boards should keep confirmation from student they have withdrawn.

PUPIL ELIGIBILITY ATTESTATION FORM

School Student Enrolling At: _____

The following form will be used by school staff members to collect information to allow the Ministry to conduct audits. The principal purpose for the collection of this information is to provide confirmation of Pupil Eligibility for English as a Second Language (ESL)/Programme d'appui aux nouveaux arrivants (PANA), residency and the right to attend without paying tuition fees. The board can retain the attestation form in a way that meets the boards own unique needs, however the board needs to be able to produce the relevant documentation for auditing purposes.

Important: Any section of form which is not completed, will not be considered supporting documentation and will make the form null and void.

STUDENT INFORMATION

PROVINCIAL OEN #: _____	STUDENT #: _____
Legal Last Name: _____	Usual Last Name: _____
Legal First Name: _____	Preferred First Name: _____
Legal Middle Name: _____	Date of Birth: _____ (DD-MMM-YYYY)
Gender Identity: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Prefer Not to Disclose <input type="radio"/> Prefer to Specify:	
Home Phone #: (____) _____ - _____ Unlisted <input type="radio"/> Yes <input type="radio"/> No	
Enrolment Date: _____ (DD-MMM-YYYY)	For Grade: _____
Admission Status: <input type="radio"/> Pupil of the Board <input type="radio"/> Other Pupil	

STUDENT ADDRESS

Home Address:			
Street #	Street Name	Apt. #	
City/Town/Municipality	Name of Township	Postal Code	
Mailing Address: <input type="radio"/> Same as Home Address			
Street #	Street Name	Apt. #	
City/Town/Municipality	Name of Township	Postal Code	
Proof of Date of Birth: <input type="radio"/> Birth Certificate <input type="radio"/> Baptismal Certificate <input type="radio"/> Other: _____		Current Proof of Address: <input type="radio"/> Agreement of Purchase and Sale <input type="radio"/> Utility Bill <input type="radio"/> Property Tax Bill <input type="radio"/> Home Phone/Cable/Internet Bill <input type="radio"/> Other: please specify * _____ Note: * Driver's license and cell phone bills are not acceptable for audit purposes.	

PREVIOUS SCHOOL INFORMATION

Previous School Board: _____	If outside of province , please indicate province or country and language of instruction:
Previous School: _____	
Address: _____	Province/Country: _____
Last Day of Attendance: _____ (DD-MMM-YYYY)	Language of Instruction: _____

CITIZENSHIP/IMMIGRATION INFORMATION

Parent must present proof of child's entry into Canada. Date of entry is the date that the student enters Canada to live, not a short-term visit/vacation in Canada taken beforehand. Check off the document presented, and the date on the document (should match the date of entry). **Only one document is required.**

Right to Remain in Canada:

Canadian Citizen

City of Birth: _____

Province: _____

Permanent Resident (please fill out Permanent Resident section below)

First Nation (Please proceed directly to the PARENT /LEGAL GUARDIAN INFORMATION section)

Métis (Please proceed directly to the PARENT /LEGAL GUARDIAN INFORMATION section)

Inuit (Please proceed directly to the PARENT /LEGAL GUARDIAN INFORMATION section)

Permanent Resident (check one):

Parent/Guardian Student (if an adult) Date became a permanent resident: _____
(DD-MMM-YYYY)

Stage One Approval Letter Stage 1 Approval Letter Date: _____
(DD-MMM-YYYY)

Equivalent Documentation from Immigration, Refugees and Citizenship Canada (IRCC) confirming approval in principle (specify below type of document with date)
Type of Document Reviewed: _____
Date: _____
(DD-MMM-YYYY)

Fee Paying Students

Student Study Permit for Visa Student:

Study Permit valid from: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Student Visa

Total Tuition Fee Paid: \$ _____

Fee Payment Date: _____
(DD-MMM-YYYY)

Visitor Record:

Visitor Record valid from: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Visitor Visa

Total Tuition Fee Paid: \$ _____

Fee Payment Date: _____
(DD-MMM-YYYY)

Exchange Student: Attending Host school (N/A for First Nations students on a REA/ESA)

Exchange Agreement

Agency: _____

Duration of Exchange: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Name of Reciprocal Student: _____ Country of Reciprocal Student: _____

Refugee Status:

Documentation from IRCC confirming Refugee Status Date of Entry (stamped date on document): _____
(DD-MMM-YYYY)

Consideration of Eligibility (Convention Refugee) Date of Entry (stamped date on document): _____
(DD-MMM-YYYY)

Parent's Study Permit:

Parent's Acceptance Letter confirming the parent will be a full-time student at a qualified university, college or institution in Ontario (retain copy in child's OSR)

Parent Study Permit

Parent's Study Permit valid from: _____ to _____
(DD-MMM-YYYY) (DD-MMM-YYYY)

Verify below that the parent is a full-time student enrolled in a program that leads to graduation with a postsecondary diploma or degree (check one below) **: _____

Certificate Diploma Degree

Note: **If the parent/guardian is enrolled in a full-time program that leads to graduation with a postsecondary degree, diploma or certificate, but requires English-as-a -second language (ESL) program as a prerequisite, their child(ren) may qualify for tuition exemption if they have a conditional letter of acceptance from a qualified post-secondary institution. Certificate programs are recognized for funding purposes if they meet the Certificate III requirements within the Ontario Qualifications Framework.

Parent's Work Permit

- Documentation from IRCC confirming approval of Work Permit (i.e. actual work permit to be issued at a later date)
- Parent Work Permit

Work Permit valid from: _____ to _____
 (DD-MMM-YYYY) (DD-MMM-YYYY)

Student's Study Permit *:**

- Student Study Permit (Parent's work permit to be issued at a later date)

Study Permit valid from: _____ to _____
 (DD-MMM-YYYY) (DD-MMM-YYYY)

Note: ***This student study permit is given to a child accompanying their parent on a work permit to Ontario.

Other:

- Diplomat Status/Minister's Permit

Valid from: _____ to _____
 (DD-MMM-YYYY) (DD-MMM-YYYY)

Confirmation of Documentation and Student Eligibility for ESL/PANA Funding

Country of Birth: _____ Citizen of: _____

Original Date of First Entry into Canada with the intent to Reside: _____
 (DD-MMM-YYYY)

- Verified Canadian Stamped Date of Entry on passport
- Confirmation of Permanent Residence Form 5292 (Box 36 - Original Date of Entry and Box 45 - Date became a Permanent Resident)
- Permanent Resident Card (original date of entry)
- Consideration of Eligibility - Convention Refugees - Date stamped

PARENT /LEGAL GUARDIAN INFORMATION

Custody Information**:** Both Parents Mother Only Father Only Shared Joint Guardian C.A.S.

Living With: Both Parents Mother Only Father Only Guardian Other C.A.S.

Note: ****Written Custody Agreement or Court Order should be available upon request for audit purposes.

Guardianship:

- Custody Agreement reviewed (N/A for First Nations students on a REA/ESA)

If there is no Custody Agreement, then all the following criteria must be met (check Yes or No) in order for the child to attend school without the payment of a tuition fee:

- Yes No 1) The student is a Canadian citizen or a permanent resident of Canada.
- Yes No 2) The guardian is a member of the student's immediate family and resides in Ontario in the school board jurisdiction in which the student wants to attend school.
 Immediate Family Relationship (please specify): _____
- Yes No 3) The guardian is assuming full responsibility for the care and well-being of the student, and the student is residing with the guardian throughout the custody period.
- Yes No 4) A written agreement is in place between the parents of the student and the guardian that sets out all of the above, as well as the respective responsibilities of the parents and the guardian.

Mother:

- Catholic Emergency Contact Living With Correspondence Access Denied Legal Guardian Legal Custody Volunteer Migrant Worker

First Name _____ Last name _____ Home Address (if different from student) _____
 () ()

Home Phone # (area code)	Cell Phone # (area code)		
Employer	Work Phone # (area code & ext.)	Email Address	Language (other than English)
Father: <input type="radio"/> Catholic <input type="radio"/> Emergency Contact <input type="radio"/> Living With <input type="radio"/> Correspondence <input type="radio"/> Access Denied <input type="radio"/> Legal Guardian <input type="radio"/> Legal Custody <input type="radio"/> Volunteer <input type="radio"/> Migrant Worker			
First Name	Last name	Home Address (if different from student)	
()	()	()	
Home Phone # (area code)	Cell Phone # (area code)		
Employer	Work Phone # (area code & ext.)	Email Address	Language (other than English)
Other (please specify): _____ <input type="radio"/> Catholic <input type="radio"/> Emergency Contact <input type="radio"/> Living With <input type="radio"/> Correspondence <input type="radio"/> Access Denied <input type="radio"/> Legal Guardian <input type="radio"/> Legal Custody <input type="radio"/> Volunteer <input type="radio"/> Migrant Worker			
First Name	Last name	Home Address (if different from student)	
()	()	()	
Home Phone # (area code)	Cell Phone # (area code)		
Employer	Work Phone # (area code & ext.)	Email Address	Language (other than English)

<u>Attestation of Pupil Eligibility:</u> I certify that the information contained on this form is accurate and that I have examined and verified the applicable information as indicated. This personal information will be maintained in keeping with applicable freedom of information and protection of privacy legislation. Pursuant to the Education Act, the Minister may require school boards to disclose personal information for the purpose of ensuring compliance with the Act, its regulations, policies and guidelines. The principal purpose for the collection of this information is to provide confirmation of Pupil Eligibility for ESL/ PANA, residency and the right to attend without paying tuition fees. This form will be retained in the student's Ontario Student Record (OSR).	
Parent/Legal Guardian/Custodian: Name: _____ Relationship to Student: _____ Signature: _____ Date: _____ <div style="text-align: right; font-size: small;">(DD-MMM-YYYY)</div>	
Principal: Name: _____ Date: _____ <div style="text-align: right; font-size: small;">(DD-MMM-YYYY)</div> Signature: _____	Office Administrator: Name: _____ Date: _____ <div style="text-align: right; font-size: small;">(DD-MMM-YYYY)</div> Signature: _____