cesba

Ontario Association of Adult and Continuing Education School Board Administrators
Fall Conference: December 1, 2016 Sessions 101 & 201

Continuing Education Funding, Reporting and Register Overview

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acronyms

- ❖ **EDU** - Ministry of Education
- ❖ **MCI** - Ministry of Citizenship and Immigration
- ❖ **MAESD** - Ministry of Advanced Education and Skill Development
- ❖ **ADE** - Average Daily Enrolment
- ❖ **EFIS** - Education Finance Information System
- ❖ **ERI** – Enrolment Reporting Initiative
- ❖ **GSN** - Grants for Student Needs
- ❖ **ILE** - International Languages, Elementary
- ❖ **OEN** - Ontario Education Number
- ❖ **OFIP** - Ontario Focused Intervention Partnership (OFIP)
- ❖ **OnSIS** - Ontario School Information System
- ❖ **PLAR** - Prior Learning Assessment & Recognition

Ministry of Education (EDU)- Useful Web Links

- **2016-17 Funding information http://www.edu.gov.on.ca/eng/policyfunding/funding.html**

  - **Technical Paper 16-17** shows **Grants for Student Needs (GSN)** (see handout for con ed pages)

- **Registers and Instructions https://efis.fma.csc.gov.on.ca/faab/Enrolment.htm** (see next slide for page view)
  1. **Registers (*Non-Credit only*): http://www.edu.gov.on.ca/eng/policyfunding/forms.html**
  2. **Continuing Education Enrolment Registers: Instructions for Administrators 16-17 School Year (*all con ed registers*)**
  3. **Course List Instructions (*Non-Credit only*):
     Instructions (2016-17)** (see handout)
  4. **Course List Excel Forms (*Non-Credit only*):
     Forms (2016-17)**

- **Ontario Schools (OS) Kindergarten to Grade 12: Policy and Program Requirements, 2011**

- **B and SB Memos
  https://efis.fma.csc.gov.on.ca/faab/Memos.htm**

- **Memo Summary
  http://www.edu.gov.on.ca/eng/policyfunding/memos/**

- **Policy/Program Memoranda
  http://www.edu.gov.on.ca/extra/eng/ppm/ppm.html**

CONTACT WITH EDU….

OnSIS_SISOn@ontario.ca *OnSIS Helpdesk OR 416 212-6366 or 1 888-275-5934*
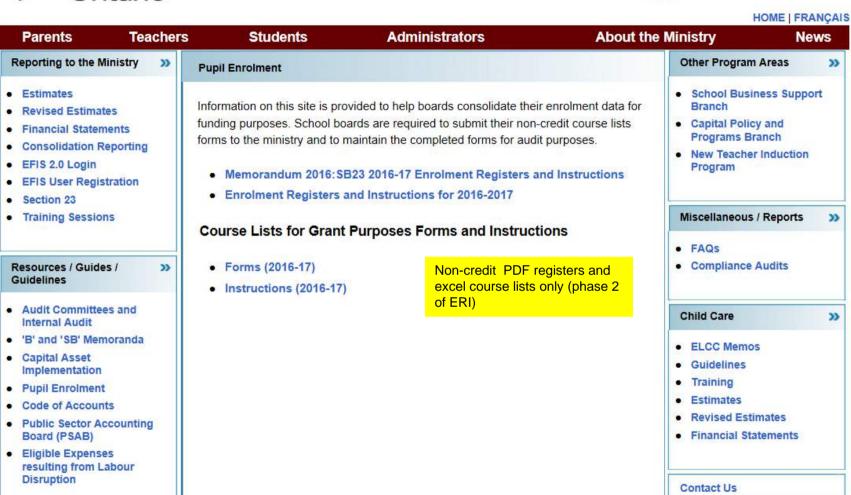enrolment@ontario.ca *for questions on registers etc.; you can be added to mailing list*
Accountability.reports@ontario.ca *course list submissions*….
ministry finance officer find your board contact

https://efis.fma.csc.gov.on.ca/faab/Enrolment_16-17.htm

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Reporting to the Ministry »

- **Estimates**
- **Revised Estimates**
- **Financial Statements**
- **Consolidation Reporting**
- **EFIS 2.0 Login**
- **EFIS User Registration**
- **Section 23**
- **Training Sessions**

Resources / Guides / Guidelines »

- **Audit Committees and Internal Audit**
- **'B' and 'SB' Memoranda**
- **Capital Asset Implementation**
- **Pupil Enrolment**
- **Code of Accounts**
- **Public Sector Accounting Board (PSAB)**
- **Eligible Expenses resulting from Labour Disruption**

Pupil Enrolment

Information on this site is provided to help boards consolidate their enrolment data for funding purposes. School boards are required to submit their non-credit course lists forms to the ministry and to maintain the completed forms for audit purposes.

- **Memorandum 2016: SB23 2016-17 Enrolment Registers and Instructions**
- **Enrolment Registers and Instructions for 2016-2017**

Course Lists for Grant Purposes Forms and Instructions

- **Forms (2016-17)**
- **Instructions (2016-17)**

Non-credit PDF registers and excel course lists only (phase 2 of ERI)

Other Program Areas »

- **School Business Support Branch**
- **Capital Policy and Programs Branch**
- **New Teacher Induction Program**

Miscellaneous / Reports »

- **FAQs**
- **Compliance Audits**

Child Care »

- **ELCC Memos**
- **Guidelines**
- **Training**
- **Estimates**
- **Revised Estimates**
- **Financial Statements**

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https://efis.fma.csc.gov.on.ca/faab/Enrolment_15-16.htm

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Reporting to the Ministry »

- Estimates
- Revised Estimates
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- EFIS 2.0 Login
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- Public Sector Accounting Board (PSAB)
- Eligible Expenses resulting from Labour Disruption

Pupil Enrolment

Information on this site is provided to help boards consolidate their enrolment for funding purposes. Although school boards are not required to submit the forms to the ministry, boards are required to maintain the completed forms for audit purposes.

- Enrolment Registers and Instructions for 2015-2016

Excel based Continuing Education and Independent Study enrolment registers (Updated August 31, 2015)

- International Languages Program
- Literacy and Numeracy Programs
- Adult Native Language Instruction

Continuing Education and Day School Independent Study Average Daily Enrolment for 2015-16

- Memo SB 22: 2015-16 Enrolment Registers and Instructions

Course Lists for Grant and Instructions

- Forms (2015-16)
- Instructions (2015-16)

- Forms (2014-15)
- Instructions (2014-15)

Other Program Areas »

- School Business Support Branch
- Capital Programs Branch
- New Teacher Induction Program

Miscellaneous / Reports »

- FAQs
- Compliance Audits

Child Care »

- ELCC Memos
- Guidelines
- Training
- Estimates
- Revised Estimates
- Financial Statements

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15-16 shows only non-credit course lists for phase 2 of ERI

You may want to keep these: 14-15; All course lists and instructions for all registers

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MINISTRY OF EDUCATION
CONTINUING EDUCATION PROGRAMS

Notes Pertaining to all Continuing Education Registers

- All programs that employ non-grid teachers must be recorded on Continuing Education registers.

- All teachers/instructors must be directly employed by the board.

- All registers should be generated upon program completion and then saved, e.g., electronic copy or printed copy.

- Principal sign off is required on attendance registers

- By 2017-2018, all underline funding data submissions will be electronic.

Fees – Continuing Education

Program	Administration or Registration Fees	Nominal Refundable Textbook Deposits	Optional Material Upgrade Fees*	Reasonable Fees for Consumable Items
Summer School	No	Yes	Yes	No
Literacy and Numeracy Program	No	Yes	No	Yes
Adult Credit Courses Taken for Diploma Purposes	No	Yes	Yes	No
International Language Program	No	Yes	No	Yes
Correspondence/Self-Study/e-Learning	No	Yes	Yes	No
Adult Native Language Instruction	No	Yes	No	Yes

- Guidance on fees for grant generating continuing education programs is provided in enrolment register instructions for administrators.
- Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.
- *Optional fee for materials which are more expensive than the ones provided by the school (e.g. maple wood rather than spruce in a woodworking class)

(*Slide Prepared by Ministry of Education*)

Enrolment and Attendance on Con Ed Registers

Funding starts the first session the student is marked 'present' in the class. Indicate **attendance** at sessions by leaving the appropriate spaces on the register **blank** and **absence** by entering an **"A"**. If a learner is admitted **after the course begins, a horizontal line is entered through all spaces up to the date on which the learner was admitted** (see learners 9 and 10 in the sample). If a **learner withdraws, a horizontal line is entered through the remaining spaces** (see learners 2,3 and 5 on first register example-Adult Credit).
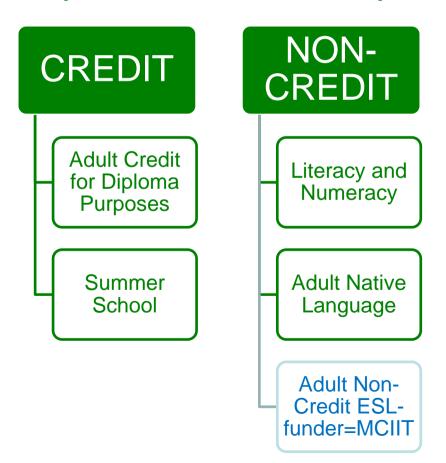
 "C" day - Where an instructional session has been <u>cancelled</u> owing to **exceptional circumstances** (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents learners from attending class), the session will be **recognized for funding purposes if the instructor is still paid for the session** *and* **the session is not rescheduled**. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

CONTINUING EDUCATION REGISTERS:

A) FUNDING BASED ON DAILY ATTENDANCE

Average Daily Enrolment (ADE) Formula=

sum of total # sessions attended by students x hours per session ÷ 950

(950 represents full time equivalent hours for a student Sept. to June = 190 days x 5)

CREDIT
- Adult Credit for Diploma Purposes
- Summer School

NON-CREDIT
- Literacy and Numeracy
- Adult Native Language
- Adult Non-Credit ESL-funder=MCIIT

2016-17 Ministry Funding
Adult Credit Courses Taken for Diploma Purposes

REGISTER	CRITERIA	FUNDING

(Continuing Education) **Adult Credit Courses Taken for Diploma Purposes**
 	
1. Adult Credit (day, after school ending before 5pm, night, weekend)
 	
2. Additional Prep. For changing course types (OS 7.2.4)
 	
3. Transfer credits courses on mathematics (OS 7.2.4)
 	
USED FOR BOTH SCHOOL YEAR AND SUMMER PROGRAMS.
	• Qualified teachers
	• Excludes full time day school (grid teacher taught) pupils if course is taken during the day school instructional program.
	• Minimum instructional hours: 90 for night school; 110 for weekday day time programs
	• for programs that straddle both school year and summer periods, record information under school year
		• **Allocation is based upon pupil attendance-** pupil sessions deducted for grant for three or more consecutive absences
		  -$3,368 times equivalent ADE (pupil hours divided by 950, approx $3.55 per pupil hour)
		  -funding not contingent upon student success in earning credit
		  <u>Small Class Size Adjustment</u> – **Average Enrolment method** -applies only to small, remote schools.
		
		• **Accommodation Grant** (Credit programs offered during the <u>day, after school or summer only</u>)**; EFIS** section 11
		
		<u>*Components and rates for 2016-17:</u>
		
		A. School Operation : $84.64
		
		B. School Renewal: $7.79– $11.68 (board specific depending on school age)
		
		C. Benchmark Area Requirement per Pupil: 9.29 sq metres
		
		D. Secondary Supplementary School Area Factor (board specific) e.g. **1.257**
		
		  Example calculation using maximum renewal rate:
		  =ADE x 9.29 sq meters x (84.68+11.68) x 1.257
		  =ADE x $1125.25

Daily Attendance Formula Registers

<u>Number of Sessions Recognized for Funding</u> *(Adult Credit, litnum, SumSch, Adult Native Language)*

- If a learner has been **absent for *three or more consecutive sessions*,** the **number** of **consecutive sessions missed is subtracted from the total number of sessions** (see learners 3, 4, 5, and 7).
- If a learner **begins** the course **late, *all* sessions missed** at the beginning are subtracted from the total (see learners 9 and 10).
- Note that a **cancelled session** (marked "C") **<u>does not add to</u>** the number of **consecutive missed sessions** (see learners 3 and 7) AND it **does not interrupt consecutive absences** (see learner 3).

Continuing Education: Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes

Ontario — Ministry of Education

Funding Formula Based Upon Daily Pupil Attendance — Session attendance

Dates (Day/month/year): 10/09/2013, 12/09/2013, 17/09/2013, 19/09/2013, 24/09/2013, 26/09/2013, 01/10/2013, 03/10/2013, 08/10/2013, 10/10/2013, 15/10/2013, 17/10/2013, 22/10/2013, 24/10/2013, 29/10/2013, 31/10/2013, 05/11/2013, 07/11/2013, 12/11/2013, 14/11/2013, 19/11/2013, 21/11/2013, 26/11/2013, 28/11/2013, 03/12/2013, 05/12/2013, 10/12/2013, 12/12/2013, 17/12/2013, 19/12/2013

#	Name of pupil (surname, given name)	OEN	Gender	Day school pupil	Other Pupils	Home address	Telephone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Sept - June	Summer
1	Croft, Laura	021-533-583	F			1 Apple Cres.	416-282-1234																C															30	
2	Duke, Kelly	021-533-286	F			27 Ash Court	416-281-2341								A	A							C													-	-	30	
3	Gallo, Dale	021-533-858	M			55 Beech St.	416-281-3412													A	A	C	A	A											-	-	-	23	
4	Green, Leslie	021-533-104	M			15 Birch Lane	416-281-4382			A	A	A	A										C															26	
5	Moran, Gale	021-533-096	F			44 Cedar Drive	416-281-2314								A	A							C											A	A	-	-	26	
6	White, Beverley	021-533-328	F			2 Dogwood Cres.	416-281-2413																C															30	
7	Burke, Marian	021-533-419	F			99 Cherry Road	416-281-4312																C	A	A	A	A											26	
8	Smith, Todd	021-533-798	M			35 Square Circle	416-281-9955																C															30	
9	Winters, Shelly	021-553-678	F			21 Silverstone Dr.	416-281-8542	-	-														C															28	
10	Walker, Paul	021-553-456	M			40 Carson Road	416-281-4037	-	-	-	-	-											C															25	

Total number of sessions recognized for funding: 274 | 0

Ontario
Ministry of Education

Instructions for Administrators

See the document entitled *Continuing Education Enrolment Registers: Instructions for Administrators, 2014–15* for policies and procedures governing the use of this register.

School	Teacher
A B C School	AbC C Teacher

Course Data

Course name(s)	Common Course Code(s)	Credit value
Accounting Essentials	BAI3E1	1

Check (✓) one: ☐ Course(s) offered at night or on the weekend   ■ Course(s) offered during the day school instructional program   ☐ Mathematics course(s) for changing course types (OS, 7.2.4)

☐ Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school)   ☐ Course(s) consisting of additional preparation for changing course types (OS, 7.2.4)

Dates

Start: Y 1 4 M 0 9 D 1 0   Finish: Y 1 4 M 1 2 D 1 9

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

Time of day

Start: 9 : 00 ■ a.m. ☐ p.m.   Finish: 12 : 00 ☐ a.m. ■ p.m.

September 2014 to June 2015

Hours of classroom instruction

Number of sessions		Hours per session		Total number of hours		Total enrolment
30	X	3.00	=	90.00		10

Summer 2015

Hours of classroom instruction

Number of sessions		Hours per session		Total number of hours		Total enrolment
	X		=			

Pupil Data

Number of pupils as of the end of October 2014: 4 M 6 F   Number of pupils September 2014 to June 2015: 4 M 6 F   Number of pupils Summer 2015: ___ M ___ F

September 2014 to June 2015

Hours recognized for funding

Sessions recognized (from register)		Hours per session		Total number of pupil hours	Average enrolment* (small class adjustment)
274	X	3.00	=	822	

Summer 2015

Hours recognized for funding

Sessions recognized (from register)		Hours per session		Total number of pupil hours	Average enrolment* (small class adjustment)
	X		=		

Calculation of equivalent average daily enrolment (ADE)

Total number of pupil hours September 2014 to June 2015		Total number of pupil hours Summer 2015		Total number of pupil hours 2014–15			Equivalent ADE
822.00	+	0.00	=	822.00	÷ 950 =		0.87

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Ministry of Education
Course List for Grant Purposes
Adult Credit Courses Taken for Diploma Purposes   Summer is also included on this register...
DSB Name: A B C Board

Hide Blank Rows ○   Insert 2 New Rows

School Name / Register Identifier / Course Name	Instructor's Name	Common Course Code (if applicable)	Credit Value	# of Classes	Enrolment at Oct 31		Total Enrolment		Total Pupil Hours - September to June					Equivalent ADE
					M	F	M	F	Credit Courses during the school day	Courses after the end of school day ending before 5 pm	Credit Courses nights and weekends	Transfer Credit Courses on mathematics (OS 7.2.4)	preparation for changing course types (OS 7.2.4)	
ABC School/ACCOUNTING	DOE, John	BAI3E1	1	1	2	5	2	5	822					0.87
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
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				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
				1										0.00
		Totals:			2	5	2	5	822	0	0	0	0	0.87

Grant Calculation
822 / 950 hours = 0.87 ADE

Continuing Education Grant per ADE is $3,368
0.87 x $3,368 = $2930.16

Accommodation Grant (operations and renewal)
summer, school year day and after
Operations $84.68 for 9.29 sq. metres
Renewal max. $11.68 for 9.29 sq. metres
Supplementary area factor e.g., 1.257
0.87 ADE x ($84.68 + $11.68)*1.257*9.29 = $978.96

No Transportation Funding

010-1943E

SMALL CLASS HOURS ADJUSTMENT

applies to:

Adult Non-Credit ESL/ Adult Native Language/Adult Credit for Diploma (remote boards only)

Small Class Hours Adjustment is based on the **average enrolment** over the entire course. (Total Number of Learner Hours divided by the Total Number of Hours of Classroom Instruction). Refer to the Ministry of Education SB15 memorandum dated July 15, 2005 for more information.

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

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

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

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

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

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

OnSIS PHASE 1 Recap: Adult Credit Register

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer')

- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.

- Course Offering Type to be collected by course for each student. Course Offering Types include:
  - Offered at Night or on Weekend
  - Offered during Day School
  - Offered after end of Day School
  - Transfer credit on math
  - Additional preparation for changing course types

- ADE to be reported by course in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length)

support every child
reach every student

Ontario

2016-2017 Ministry Funding
Summer School

REGISTER	CRITERIA	FUNDING	ANALYSIS

(Continuing Education) **Summer School**
 	
 1. **Secondary credit Programs (including co-op and credit recovery)**
 	
 2. **Non-Credit Programs for the Developmentally Delayed**
 	
 3. **Additional Prep for Changing Course Types**
 	
 4. **Transfer credit on mathematics.**
	- Qualified teachers Required
	 - Not to be used for e-Learning
	
	 -Includes programs with start and end dates in summer only! Use school year register for programs that include both summer and school year dates
	 -full credit course must be scheduled for 110 hours
	 -coop maximum 110 funded hours including pre-placement, integration and placement
	 -register is used for students who were enrolled in a day school program offered by a board or who were enrolled in a private school.
		• **Grant Allocation is based upon pupil attendance -** pupil sessions deducted for grant for three or more consecutive absences
		  -Grant rates $3,368 per ADE., approx $3.55 per pupil hour.
		
		 • <u>Small class adjustment</u> does not apply
		
		 • **Accommodation Grant** (all summer programs listed generate accommodation grant)
		  -Components:
		  Please see example under Adult Credit register *
		
		   • ENROLMENT ADE REPORTED THROUGH ONSIS
			• **Attendance calculations same as during school year (see notes on individual registers).**

Continuing Education: Summary School Register, 2

Session attendance — session dates by column number:

Col	Date	Col	Date	Col	Date	Col	Date
1	02/07/2015	11	16/07/2015	21	30/07/2015	31	16/08/2015
2	05/07/2015	12	19/07/2015	22	03/08/2015	32	17/08/2015
3	06/07/2015	13	20/07/2015	23	04/08/2015	33	18/08/2015
4	07/07/2015	14	21/07/2015	24	05/08/2015	34	19/08/2015
5	08/07/2015	15	22/07/2015	25	06/08/2015	35	20/08/2015
6	09/07/2015	16	23/07/2015	26	09/08/2015	36	23/08/2015
7	12/07/2015	17	26/07/2015	27	10/08/2015	37	24/08/2015
8	13/07/2015	18	27/07/2015	28	11/08/2015	38	25/08/2015
9	14/07/2015	19	28/07/2015	29	12/08/2015	39	26/08/2015
10	15/07/2015	20	29/07/2015	30	13/08/2015	40	27/08/2015

#	Name of pupil (surname, given name)	OEN	Gender	Day school pupil	Pupil's day school	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	Number of sessions recognized for funding
1	Batt, William	021-533-583	M		Northern S.S.									C		A	A																	A	A	A	A	A	A	A	A	A	A	A	A	28
2	Croft, Robin	021-533-286	F		Northern S.S.				A					C					A																											40
3	Deeth, Kelly	021-533-858	F		Northern S.S.							A	A	C	A	A																														36
4	Early, Patrick	021-533-104	M		Meadowvale S.S									C													A	A	A	A	A															35
5	Gallo, Dale	021-533-096	F		Northern S.S.									C																																40
6	Green, Leslie	021-533-328	F		Riverside S.S.									C	A	A	A	A																	A											36
7	Johnson, Karen	021-533-419	F		Pembrooke USU									C																												A	A	A	A	36
8	Lebrano, Peter	021-533-420	M		Northern S.S.									C																																40
9	Kerr, Edward	021-533-421	M		Perth S.S.									C																											-	-	-	-	-	35
10	King, Edward	021-533-422	M		Northern S.S.									C																						A	A	A								37
11	Madison, Lionel	021-533-423	M		Riverside S.S.									C														A	A													A	A	-	-	36
12	McKasue, Roberta	021-533-424	F		Riverside S.S.									C																																40
13	Morgan, Gayle	021-533-425	F		Northern S.S.									C																																40
14	Morgan, Malcolm	021-533-426	M		Northern S.S.									C																						-	-	-	-	-	-	-	-	-	-	31
15	Pycock, Norman	021-533-427	M		Belle S.S.									C																																40
16	Williamson, Stuart	021-533-428	M		Northern S.S.	-	-	-						C																														-	-	37
17	Jackson, Samantha	021-533-429	F		Northern S.S.	-	-	-	-	-				C																																35
18	Bingham, Alton	021-533-430	M		Northern S.S.	-	-	-	-	-	-			C																																34

Total number of sessions recognized for funding: 656

Date and reason for cancellations

14/07/2015 - session cancelled because of inclement weather

Continuing Education: Summer School Register,

Ontario
Ministry of Education

Instructions for Administrators

See the document entitled *Continuing Education Enrolment Registers: Instructions for Administrators, 2014–15* for policies and procedures governing the use of this register.

School	Teacher
A B C School	Smith, Fred

Course Data

Course name

Common Course Code

Credit value

Dates

	Y	M	D
Start	1 5	0 7	0 2

	Y	M	D
Finish	1 5	0 8	2 7

Days

Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
x	x	x	x	x	☐

Time of day

Start 9 : 30 ☐ a.m. ☐ p.m.

Finish 11 : 45 ■ a.m. ☐ p.m.

Hours of classroom instruction

40	X	2.75	=	110
Number of sessions		Hours per session		Total number of hours

Number of pupils

11	Male	7	Female

Pupil Data

Hours recognized for funding

656	X	2.75	=	1804
Sessions recognized (from register)		Hours per session		Total number of pupil hours

Calculation of equivalent average daily enrolment (ADE)

1804	÷ 950 =	1.90
Total number of pupil hours		Equivalent ADE

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Ministry of Education

Course List for Grant Purposes

Summer School Programs

A B C Board

| Hide Bla | Open All Rows | Insert 2 New Rows |

		Total Pupils				**Total Pupil Hours**					
School Name / Register Identifier / Course Name	Teacher's Name	M	F	Common Course Code (if applicable)	Credit Value (if applicable)	Secondary for Credit	Secondary School Co-operative Education (for credit)	Program for Developmentally Delayed Pupils	Transfer Credit Courses on mathematics (OS 7.2.4)	Additional preparation for changing course types (OS 7.2.4)	Equivalent ADE
ABC School/English Academic	Smith, Fred	8	10	ENG2D1	1	1804					1.90
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
Totals:		8	10			1804	0	0	0	0	1.90

Grant Calculation

1804 / 950 hours = 1.90 ADE

Continuing Education Grant per ADE is $3368

1.90 x $3,368 = $6,399.20

Accommodation Grant (operations and renewal)

Operations $84.68 for 9.29 sq. metres

Renewal max. $11.68 for 9.29 sq. metres

Supplementary area factor e.g., 1.257

1.90 ADE x ($84.68 + $11.68)*1.257*9.29 = $2137.97

No Transportation Funding for credit and DD programs.

010-2072E

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OnSIS PHASE 1 Recap: Summer School Register

- Data collected once a year at an elemental level through the summer school submissions. (i.e. School Special Condition Type '8 – Summer')

- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.

- Course Offering Type to be collected by course for each student. Course Offering Types include:
  - Summer credit course
  - Summer: Transfer credit on math
  - Summer: Additional preparation for changing course types
  - Elem. program for developmentally delayed pupils

- ADE to be reported by course in the '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE field will be 4 decimal places in length)

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Ontario

2016-2017 Ministry Funding
(Learning Opportunities Grant–LOG)

REGISTER	CRITERIA	FUNDING	ANALYSIS

Literacy and Numeracy Program
1. Gr 7 & 8 Remedial Literacy and Numeracy
2. Non-Credit Gr 9 & 10 Remedial Literacy and Numeracy
3. Literacy and Numeracy for Parents and Guardians
 	
- used for both School year *and SUMMER*
 	
Delivery Codes (Required on course list):
School Day:
1. Lunch
2. Before School
3. After School
4. Evening
5. Weekend
	• Qualified teachers or non-qualified teacher
	• (1.& 2.)Pupils <u>recommended for program by principal of day school in which pupil is enrolled</u>
	• (2.) Pupils in grades 11 and 12 may attend gr. 9 and 10 courses
	• (3.) Parents and guardians of pupils in grades K-12 for whom the principal has recommended additional support; program **assists** participants in **supporting K -12 students**
	• Principal recommendation must be kept on file
	• for programs that straddle both school year and summer periods, record information under school year
	• Private school students are not funded
		• **Allocation is based upon pupil attendance -** pupil sessions deducted for grant for three or more consecutive absences
		• $6,561 times equivalent ADE (pupil hours divided by 950, approx $6.91 per pupil hour)
		• Parent/Guardians reported against student's OEN
		• <u>Small Class Size Hours adjustment</u> does not apply
		• Accommodation Grant- see Adult Credit register example* for calculation
		   ➢ School Year – NO
		   ➢ Summer – YES
		• Transportation Grant
		   ➢ School Year – NO
		   ➢ Summer – YES
		   ➢ = transportation grant for the board /ADE of pupils of the board x litnum ADE x 3
		• ENROLMENT ADE REPORTED THROUGH ONSIS ONLY BEGINNING 17-18
		
		NOTE: Summer gr. 7 to 10 programs still reported under summer school on schedule 12; <u>funding amount shown in EFIS section 13</u>
			Funded at a higher rate in order to accommodate smaller class sizes.

Ontario — Ministry of Education

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

Attendance at sessions

Session dates (Day/month/year):
1: 08/09/2015, 2: 10/09/2015, 3: 15/09/2015, 4: 17/09/2015, 5: 22/09/2015, 6: 24/09/2015, 7: 29/09/2015, 8: 01/10/2015, 9: 06/10/2015, 10: 08/10/2015, 11: 13/10/2015, 12: 15/10/2015, 13: 20/10/2015, 14: 22/10/2015, 15: 27/10/2015, 16: 29/10/2015, 17: 03/11/2015, 18: 05/11/2015, 19: 10/11/2015, 20: 12/11/2015, 21: 17/11/2015, 22: 19/11/2015, 23: 24/11/2015, 24: 26/11/2015, 25: 01/12/2015, 26: 03/12/2015, 27: 05/01/2016, 28: 07/01/2016, 29: 12/01/2016, 30: 14/01/2016, 31: 19/01/2016, 32: 21/01/2016, 33: 26/01/2016, 34: 28/01/2016, 35: 02/02/2016, 36: 04/02/2016, 37: 09/02/2016, 38: 11/02/2016, 39: 16/02/2016, 40: 18/02/2016

#	Name of pupil (surname, given name)	OEN	Gender	Other pupils	Home address	Telephone	Attendance marks (session: mark)	Number of sessions recognized for funding (Sept – June)
1	Croft, Robin	021-533-583	F		1 Apple Crescent	(416) 928-0444	6: A; 27–40: – – – – – – – – – – – – – –	26
2	Deeth, Kelly	021-533-286	F		27 Ash Court	(647) 158-0445	7: A, 8: A; 35: C; 37: A, 38: A, 39: –, 40: –	36
3	Gallo, Dale	021-533-858	M		55 Beech Street	(416) 628-0446	3: A; 15: A, 16: A, 17: A; 35: C; 39: –, 40: –	37
4	Green, Leslie	021-533-104	M		15 Birch Lane	(416) 928-0447	7: A, 8: A, 9: A, 10: A, 11: A; 31: A; 34: A, 35: C, 36: A	35
5	Moran, Gale	021-533-096	F		44 Cedar Drive	(416) 825-0448	24: A, 25: A, 26: A; 35: C	37
6	White, Beverly	021-533-328	F		246 Eileen Ave	(647) 928-0449	11: A, 12: A; 35: C, 36: A, 37: A, 38: A, 39: A, 40: A	35
7	Burke, Marian	021-533-419	F		99 Cherry Road	(416) 928-0450	1: –, 2: –, 3: –, 4: –; 23: A, 24: A, 25: A; 35: C	33

Total number of sessions recognized for funding: 239

Ontario
Ministry of Education

Continuing Education: Register of Enrolment in the Literacy and Numeracy Program,

Instructions for Administrators

See the document entitled *Continuing Education Enrolment Registers: Instructions for Administrators, 2015–16* for policies and procedures governing the use of this register.

School	Instructor
A B C School	A B C Teacher

Location of course (if different from school)

Course Data

Check (✓) one: ■ Grade 7 or 8 Remedial Literacy and Numeracy   ☐ Non-credit Grade 9 or 10 Remedial Literacy and Numeracy   ☐ Literacy and Numeracy for Parents and Guardians

Dates

	Y		M		D			Y		M		D	
Start	1	5	0	9	0	8	Finish	1	6	0	2	1	8

Days

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

Time of day

Start 3 : 30   ☐ a.m. ☐ p.m.   Finish 4 : 30   ☐ a.m. ☐ p.m.

Delivery code

1	2	3	4	5
☐	☐	☒	☐	☐

September 2015 to June 2016

Hours of classroom instruction			Total enrolment
40	X 1.00	= 40.00	7
Number of sessions	Hours per session	Total number of hours	

Summer 2016

Hours of classroom instruction			Total enrolment
	X	=	
Number of sessions	Hours per session	Total number of hours	

Pupil Data

Number of pupils as of the end of October 2015 2 M 5 F   Number of pupils September 2015 to June 2016 ___ M ___ F   Number of pupils Summer 2016 ___ M ___ F

Hours recognized for funding

September 2015 to June 2016

239	X 1.00	= 239
Sessions recognized (from register)	Hours per session	Total number of pupil hours

Summer 2016

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

Calculation of equivalent average daily enrolment (ADE)

239	+	= 239	÷ 950 =	0.25
Total number of pupil hours September 2015 to June 2016	Total number of pupil hours Summer 2016	Total number of pupil hours 2015–16		Equivalent ADE

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Ministry of Education
Course Lists for Grant Purposes
Literacy and Numeracy Programs
DSB Name: A B C Board

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School Name / Register Identifier / Course Name	Instructor's Name	Delivery Code 1 to 5	Enrolment at Oct 31		Total Pupils		September to June Pupil Hours			July and August Pupil Hours	Equivalent ADE
			M	F	M	F	Grade 7 or 8 Remedial	Grade 9 or 10 Non-Credit Remedial	Parents and Guardians	Parents and Guardians	
ABC School/Literacy Grade 9	DOE, Jane	3	2	5	2	5		239			0.25
											0.00
											0.00
Grant Calculation											0.00
239 / 950 hours = .25 ADE											0.00
											0.00
Funding per ADE = $6,561											0.00
.25 ADE X $6,561 = $1,640.25											0.00
											0.00
Transportation & accommodation											0.00
generated in the SUMMER only.											0.00
											0.00
(see credit register notes for											0.00
for accommodation											0.00
											0.00
010-0222E	Totals:		2	5	2	5	0	239	0	0	0.25

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OnSIS PHASE 2: Literacy and Numeracy

- Data collected once a year at an <u>elemental</u> level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer')

- ADE to be collected by Course Offering Type for each student. Course Offering Types include:
  - Grade 7 or 8 Remedial Literacy and Numeracy
  - Non-credit Grade 9 or 10 Remedial Literacy and Numeracy
  - Literacy and Numeracy for Parents and Guardians

- ADE to be reported in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length)

- **Program Start Date, Program End Date,** as well as '**Start Time'** and **'End Time'** required to differentiate between duplicate records should the student/parent take the same program more than once.

- ADE for parents or guardians **must be submitted using the child's OEN** since this program can only be offered to parents / guardians of pupils enrolled in a day school for whom a literacy and numeracy program has been recommended by the principal of the day school.

- '**Parent/Guardian Number**' is a unique identifier for each parent determined by the board and will be used to distinguish between parents / guardians should more than one parent / guardian be enrolled in the program.

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CONTINUING EDUCATION REGISTERS:

B) FUNDING NOT BASED ON DAILY ATTENDANCE

Other ADE formulas*

CREDIT

Correspondence /Self Study/ e-Learning

*Formula based on # lessons marked

NON-CREDIT

International Languages

*Formula based on number of instructional hours

2016-2017 Ministry Funding
International Languages Program

REGISTER	CRITERIA	FUNDING	ANALYSIS
(*Continuing Education*) **International Languages Program MANDATED** - for school year and summer programs OnSIS Delivery Codes: 1. After School 2. Before School or Lunch Time 3. Integrated Exended Day 4. Late-Afternoon and Evening 5. Weekend 6. Summer	• Qualified or non-qualified teacher • Elementary day school pupils (JK to gr. 8) including those from private schools • Excludes French • Funding capped at 2.5 hours per week per language per student during school year and 2.5 hours per day during summer	• **Allocation is based upon** classroom <u>instructional hours</u> (from register information) • 2015-16 max funding per instructional hour is \$54.91. This rate applies where board class average is 23 or greater • Negative adjustment in per hour grant for board average (to one decimal place) less than 23, i.e., board average of 21.5 reduces hourly rate by 1.5 to \$53.41 • Small class adjustment does not apply • Accommodation Grant - none • ENROLMENT ADE REPORTED THROUGH ONSIS ONLY BEGINNING 17-18	Optimal class size depends on hourly cost structure. If hourly instructor rate is low, there is an advantage to having a greater number of classes to generate more instructional hours. e.g., Instructor cost at \$20/hr, 50 students in classes at a class avg of 10, generates a greater surplus (assumes instructor cost is only expense) than 2 classes of 25 with a class avg of 25

Ontario

Ministry of Education

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

Session attendance

Day/month/year:

#	Name of pupil (surname, given name)	OEN	Gender	Other Pupils (OP)	Pupil's Day School	1 09/09/2015	2 11/09/2015	3 16/09/2015	4 18/09/2015	5 23/09/2015	6 25/09/2015	7 30/09/2015	8 01/10/2015	9 07/10/2015	10 09/10/2015	11 14/10/2015	12 16/10/2015	13 21/10/2015	14 23/10/2015	15 28/10/2015	16 30/10/2015	17 04/11/2015	18 06/11/2015	19 11/11/2015	20 13/11/2015	21 18/11/2015	22 20/11/2015	23 25/11/2015	24 27/11/2015	25 02/12/2015	26 04/12/2015	27 06/01/2016	28 08/01/2016	29 13/01/2016	30 15/01/2016	31 20/01/2016	32 22/01/2016	33 27/01/2016	34 29/01/2016	35 03/02/2016	36 05/02/2016	37 10/02/2016	38 12/02/2016	39 17/02/2016	40 19/02/2016
1	Wong, David	021-533-583	M		Waverly School						A																					-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	Lu, Man Ying	021-533-286	F		Prince George Scho							A	A																								C		A	A	-	-
3	Chan, Ching Yu	021-533-858	M	OP	Prince George Scho			A											A	A	A																		C				-	-
4	Xo, Xan Ying	021-533-104	F		Olanabi School							A	A	A	A	A																			A				A	C	A				
5	Lau, Vera	021-533-096	F		McMichael School																								A	A	A									C					
6	Chang, May Wah	021-533-328	F		Waverly School											A	A												A	A	A									C	A	A	A	A	A
7	Chong, Yal Xeung	021-533-419	M		McMichael School																																			C					

Date and reason for cancellations

03/02/2016 - session cancelled due to inclement weather

Ontario
Ministry of Education

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

Instructions for Administrators

See the document entitled *Continuing Education Enrolment Registers: Instructions for Administrators, 2015–16* for policies and procedures governing the use of this register.

School	Instructor
ABC School	Tse, Lai Yee

Location of course (if different from school)

Course Data

International language

Cantonese

Dates

	Y		M		D			Y		M		D	
Start	1	5	0	9	0	9	Finish	1	6	0	2	1	9

Days

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

Time of day

Start 3:30 ☐ a.m. ☒ p.m.   Finish 4 : 45 ☐ a.m. ☒ p.m.

September 2015 to June 2016

Hours of funded classroom instruction*

40	X	1.25	=	50.00
Number of sessions		Hours per session		Total number of hours

Total enrolment

6-

* Maximum of 2.5 hours per week.

Summer 2016

Hours of funded classroom instruction**

	X		=	
Number of sessions		Hours per session		Total number of hours

Total enrolment

** Maximum of 2.5 hours per day.

Pupil Data

Number of pupils enrolled in class	7		2	M	5	F

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Ministry of Education
Course Lists for Grant Purposes
International Languages Elementary (ILE) Program
DSB Name: A B C Board

Hide Blank Rows	Open All Rows	Insert 2 New Rows

School Name / Register Identifier / Course Name	Instructor's Name	International Language	Enrolment at Oct 31		Total Enrolment		Number of classes	Sept. to June Total Hours of Classroom Instruction	July and August Total Hours of Classroom Instruction
			M	F	M	F			
ABC School	Tse, Lai Yee	Cantonese	2	4	2	4	1	50	

Funding Calculation

Instructional Hours = 50
Class Avg = 6 / 1 = 6 (funded enrolment/# classes)
Max. Funding per hour
with class avg of 23 = $54.91

Decrease in hrly rate:
23 - 6= 17

Rate per Instructional Hr = $54.91 - 17 = $37.91

Funding
50 instructional hours x $37.91= $1,895.50

No additional grants.

010-2347E

	Totals:		2	4	2	4	1	50	0

OnSIS PHASE 2: International Languages Elementary (ILE)

- Data collected once a year at an <u>aggregate</u> level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type 'N - Continuing Education' or '8 – Summer')

- Collection includes Total Number of Classes, Total Number of Instructors, Total Number of Students and Total Number of Hours by international language and Campus.

- **NOTE**: ILE data must be submitted through continuing education and/or summer school submissions in OnSIS (i.e. Schools with a School Special Condition Type 'N - Continuing Education' or '8 – Summer') even if the international language is offered in a regular elementary day school. (i.e. extended day program)

ILE- Analysis of optimal class size, funding and instructor cost

	Scenario	# instruc hrs per year per class (40 wks X 2.5 hrs)	# classes	Total instruc hrs/year	Total number of students	Class avg.	Funding per instructional hour	Instructor Cost per hour	Instructor Cost	Funding	Net Profit
(1a)	**3 classes -Instructor Cost $20/hr Instructional hrs = 300; Class avg 15 Funding per hr=$54.91-(23-15)=$46.91**	**100**	**3**	**300**	**45**	**15**	$ 46.91	**$20**	**$6,000**	**$14,073**	**$8,073**
(1b)	2 classes -Instructor Cost $20/hr Instructional hrs = 200; Class avg 22.5 Funding per hr=$54.91-(23-22.5)=$54.41	100	2	200	45	22.5	$ 54.41	$20	$4,000	$10,882	$6,882
(2a)	**3 classes -Instructor Cost $30/hr Instructional hrs = 300; Class avg 15 Funding per hr=$54.91-(23-15)=$46.91**	**100**	**3**	**300**	**45**	**15**	$ 46.91	**$30**	**$9,000**	**$14,073**	**$5,073**
(2b)	2 classes -Instructor Cost $30/hr Instructional hrs = 200; Class avg 22.5 Funding per hr=$54.91-(23-22.5)=$54.41	100	2	200	45	22.5	$ 54.41	$30	$6,000	$10,882	$4,882
(3a)	3 classes -Instructor Cost $40/hr Instructional hrs = 300; Class avg 15 Funding per hr=$54.91-(23-15)=$46.91	100	3	300	45	15	$ 46.91	$40	$12,000	$14,073	$2,073
(3b)	**2 classes -Instructor Cost $40/hr Instructional hrs = 200; Class avg 22.5 Funding per hr=$54.91-(23-22.5)=$54.41**	**100**	**2**	**200**	**45**	**22.5**	$ 54.41	**$40**	**$8,000**	**$10,882**	**$2,882**

2015-16 Ministry Funding
Correspondence/Self Study/e-learning

REGISTER	CRITERIA	FUNDING	ANALYSIS
(Continuing Education) Correspondence/ Self Study / e-Learning • Independent Learning Centre (ILC) materials • Correspondence/Self Study course • E-Learning through Con Ed School Year or Summer programs	• Qualified Teachers • use for **e-learning** if instruction provided by a <u>continuing education teacher or</u> if course offered during the <u>summer (2010:SB 8)</u> • Lessons marked for full time day school students are not eligible for funding during the school year (Sept. -June) • Lessons marked for part time students taking the same course during the regular school day are not eligible for funding • For programs that straddle both school year and summer periods, record information under school year	• Funding contingent upon # Lessons marked, not attendance – <u>deduct lessons marked for learners that are full time day school students</u> from Sept. to June • All lessons are counted in summer • Maximum funding: # of lessons marked <u>capped at 20 times course credit value</u> per student; e.g., 20 for 1.0 credit course; 10 for 0.5 credit course) times .00579 (ADE per lesson) equals equivalent ADE times $3,368. ($19.50 per lesson marked). • For courses with maximum # lessons less than the course cap of 20, funding formula prorates number of eligible lessons to maximum # funded lessons possible • **1 ADE** ~ 172.71 lessons; at 20 lessons per credit **= 8.63 credits** • Accommodation Grant – none • ENROLMENT ADE REPORTED THROUGH ONSIS	• # lessons completed counted regardless of official drop date; funding formula is not based on daily attendance

Correspondence/Self-Study/E-learning: Recording Enrolment and Lessons/Work Units Marked

Category of Pupil

School Year

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

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

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

Summer

All pupils are 'CE', Continuing Education.

Entering Lessons/Work Units Marked

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

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

School year full time pupils: Deduct lessons marked for Full Time (FT) pupils. For pupils enrolled as full time on Oct. 31, deduct lessons marked between Sept. 1 and January 31. For pupils enrolled as full time on March 31, deduct lessons marked between Feb. 1 and June 30.

School year part time pupils: Deduct lessons marked if student is also taking course as part of their day school instructional program.

Ontario

Ministry of Education

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

#	Name of pupil (surname, given name)	OEN	Gender	Category of pupil	Home address	Telephone	1	2	3	4	5	6	7	8	9	10	Sept 2013 - June 2014	Summer 2015
							Lessons marked										**Number of lessons marked**	
1	Croft, Robin	021-533-583	F	PT	1 Apple Crescent	416-282-1234	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10	
2	Dreth, Kelly	021-533-286	F	PT	27 Ash Court	416-281-2341	✓	✓	✓	✓	✓						5	
3	Gallo, Dale	021-533-858	M	FT	55 Beech Street	416-281-3412	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10	
4	Green, Leslie	021-533-104	M	CE	15 Birch Lane	416-281-4382	✓	✓	✓	✓	✓						5	
5	Moran, Gale	021-533-096	F	CE	44 Cedar Drive	416-281-2314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10	
6	White, Beverly	021-533-328	F	FT	2 Dogwood Crescent	416-281-2413	✓	✓	✓								3	
7	Burke, Marian	021-533-419	F	PT	99 Cherry Road	416-281-4312	✓	✓	✓	✓	✓	✓					6	
8																		
9																		
	Total number of lessons marked																**49**	

Ontario
Ministry of Education

Instructions for Administrators

See the document entitled Continuing Education Enrolment Registers: Instructions for Administrators, 2014-15 for policies and procedures governing the use of this register.

School	Teacher
A B C School	**A B C Teacher**

Course Data

Course name(s)	Common Course Code(s)	Credit value
Accounting Essentials	**BAI3E1**	**1**

Type of course (check (√) one): ☐ **Course purchased from the Independent Learning Centre** ☐ **Correspondence course prepared by the board** ☒ **e-Learning course**

Calculation of Number of Lessons/Work Units Eligible for Funding

September 2014 to June 2015

Total number of lessons/work units marked (not to exceed 20 per credit) **49**

Subtract: Lessons/work units for full-time day school pupils **-** **13**

Total number of lessons/work units eligible for funding **=** **36**

Summer 2015

Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit)

To be completed where the number o flessons/work units required for the course is less than 20

Total number of lessons/work units (enter total from above) **36**

Divide by: Number of lessons/work units required for the course (maximum 20) **÷** **10** **=** **3.60**

Multiply by: Credit value of course **x** **1** **=** **3.60**

x 20

Total (adjusted) number of lessons/work units eligible for funding **=** **72**

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

Pupil Data

Number of pupils as of the end of October 2013	2 M	5 F	Number of pupils September 2014 to June 2015	2 M	5 F	Number of pupils Summer 2014	M	F

Calculation of equivalent average daily enrolment (ADE)

72 x .00579 = **0.42**

Total number of lessons/work units eligible for funding (from above) Equivalent ADE

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Ministry of Education
Course Lists for Grant Purposes
Correspondence / Self Study / e-Learning Courses
DSB Name A B C Board

| Hide Blank Rows | Insert 2 New Rows |

School Name / Register Identifier / Course Name	Teacher's Name	Common Course Code (if applicable)	Credit Value	Type of Course 1 - 3	Enrolment at Oct 31		Total Enrolment		# of Work Units Required for Course (Max 20/credit)	September to June			July and August			Equivalent ADE
					M	F	M	F		Total lessons marked	# of lessons marked for FT pupils or in excess of 20/credit	# of lessons eligible for grant	Total lessons marked	# of lessons marked excess of 20/credit	# of lessons eligible for grant	
School/Accounting Essential	Jones, Bill	BAI3E1	1	3	2	5	2	5	10	49	13	72			0	0.42
									20			0			0	0.00
									20			0			0	0.00
									20			0			0	0.00
									20			0			0	0.00
									20			0			0	0.00
Grant Calculation									20			0			0	0.00
.00579 times the number of lessons									20			0			0	0.00
72 lessons x .00579 = .42 ADE									20			0			0	0.00
.42 ADE x $3,368 per ADE = $1,414.56									20			0			0	0.00
									20			0			0	0.00
									20			0			0	0.00
No other funding is generated.									20			0			0	0.00
									20			0			0	0.00
									20			0			0	0.00
010-2073E			**Totals:**		2	5	2	5				72			0	0.42

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OnSIS PHASE 1 Recap:
Correspondence/Self-Study/E-Learning Register

- Data collected once a year at an elemental level through the continuing education and/or summer school submissions. (i.e. School Special Condition Type(s) 'N - Continuing Education' or '8 – Summer')

- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.

- Course Offering Type to be collected by course for each student. Course Offering Types include:
  – Independent Learning Centre (ILC) course
  – Correspondence Course
  – E-Learning Course

- ADE to be reported by course in the '**ADE - September to June**' or '**ADE – Summer**' field. (For 2015-2016 and onwards, ADE fields will be 4 decimal places in length)

Notes:

  – Pupils who are enrolled as full-time day school pupils on the October 2016 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, 2016, to January 31, 2017.

  – Pupils who are enrolled as full-time day school pupils on the March 2017 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, 2017, to June 30, 2017.

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Flow of Information

1. Attendance Register *–all programs*

Reporting to Ministry for Funding purposes

*2.*Course List by program *– 16-17 parallel year- required to populate Course List Summary for non-credit: Iitnum, ILE, Adult Native Lang* **Forms (2016-17)**

*3.*Course List Enrolment Summary*** *16-17- required to populate EFIS non-credit: Iitnum, ILE, Adult Native Lang* **Forms (2016-17)**

4. OnSIS*** reports - *16-17- data required to populate EFIS for all credit and summer Dev. Delayed programs*

5. Education Finance Information System (EFIS) Forms
    a) Schedule 12, Section 6 ***- base Con Ed grants
    b) Section 13-Learning Opportunities Grant (LOG)
        -Base AND transportation grant calculations for summer gr 7-10 literacy and numeracy
    c) Section 11-Accommodation (Operations and Renewal)
        -summer Iitnum gr. 7-10, summer credit, adult Con Ed credit school year (daytime and after school).

*** DATA IN THESE FORMS MUST MATCH! EFIS is not automatically populated from OnSIS. You must submit EFIS data to your finance dept.

Sample OnSIS summary

Continuing Education Average Daily Enrolment (ADE)		ADE			
		September to June		Summer	
		Pupils of the Board	Other Pupils	Pupils of the Board	Other Pupils
Adult Credit - Offered during Day School	*EFIS Sched 12 line 1.2*	0.8653			
Adult Credit - Offered after end of Day School					
Adult Credit - Offered at Night or on Weekend					
Cont Ed: Transfer credit on math					
Cont Ed: Additional prep for changing course types					
Self Study					
Correspondence					
E-Learning	*EFIS Sched 12 line 1.4*	0.4169			
Summer credit course	*EFIS Sched 12 line 2.2*			1.8989	
Summer: Transfer credit on math					
Summer: Additional preparation for changing course types					
Elem. program for developmentally delayed pupils					
7/8 Remedial Literacy & Numeracy	*EFIS Sched 12 line 1.9*	0.2517			
Non-credit 9/10 Remedial Literacy & Numeracy					
Literacy & Numeracy - Parents / Guardians					
Adult Native Language					
Total Continuing Education ADE		**1.5339**		**1.8989**	

Sample International Languages OnSIS summary-recorded in section 6 of EFIS.

Campus: #

International Languages	Other Language Description	Total Number of Classes	Total Number of Instructors	Total Number of Students	Total Number of Hours
Cantonese		1	1	6	50.00
Total		1	1	6	50.00

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

FLOW OF INFORMATION #4
Data comes from summary page of atttendance registers #1…in 16-17 parallel year for non-credit, course list enrolment summary, #3, must be submitted for non-credit program funding litnum, ILE, Adult Native Lang.

Campus: All

International Languages	Other Language Description	Total Number of Classes	Total Number of Instructors	Total Number of Students	Total Number of Hours
Cantonese		1	1	6	50.00
Grand Total		1	1	6	50.00

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

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

Submission Version: Board Working Version
School Board Name: Toror... DSB
School Year:
Cycle: Financial Statements

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Schedule 12 - Continuing Ed and Summer School Enrolment and PLAR

NB: Do not report on this form enrolment in respect of pupils to whom the board is entitled to charge fees per Section 8 of Ontario Calculation of Fees Regulation

1	Continuing Education Average Daily Enrolment	Sept to June ADE	Sept to June ADE Small Class Adjustment	July and August ADE	July and August ADE Small Class Adjustment	Equivalent ADE	Number of Assignments
1.1	Native Language Instruction for Adults	-	-	-	-	-	-
1.2	Adult Credit for Diploma Offered during Day School	0.87	-	-	-	0.87	
1.2.1	Adult Credit for Diploma Offered after end of Day School	-	-	-	-	-	
1.3	Adult Credit for Diploma Offered at Night or on Weekend	-	-	-	-	-	
1.4	Correspondence, Self-Study, E-Learning	0.42	-	-	-	0.42	-
1.5	Cont Ed - Transfer Credit Courses on Mathematics (see Note 1 below)		-		-		-
1.6	Cont Ed - Additional Preparation for Changing Course Types (see Note 1 below)		-		-		-
1.7	**Total Continuing Education ADE** .....(Sum of Items 1.1 to 1.6)	-	-	-	-	**1.29**	
1.8	Adult Literacy & Numeracy for Parents, s3(2) of 2014-15 ADE Reg.		-				-
1.9	Grade 7 & 8 Literacy & Numeracy Remedial	0.25	-			0.25	-
1.10	Grade 9 & 10 Non-Credit Literacy & Numeracy Remedial		-				-
1.11	**Total Continuing Education ADE including Literacy and Numeracy** .....(Sum of Items 1.7 to 1.10)	-	-	-	-	**1.54**	

2	Summer School Average Daily Enrolment				
2.1	Elementary for Developmentally Delayed				-
2.2	Secondary: For Credit Course			1.90	-
2.3	Summer School - Transfer Credit Courses on Mathematics (see Note 1 below)				-
2.4	Summer School - Additional Preparation for Changing Course Types (see Note 1 below)				-
2.5	Subtotal .....(Sum of Items 2.1 to 2.4)			1.90	-
2.6	Summer School - Grade 7 and 8 Literacy and Numeracy Remedial				-
2.7	Summer School - Grade 9 and 10 Non-Credit Literacy and Numeracy Remedial				-
2.8	**Total Summer School ADE** .....(Sum of Items 2.5 to 2.7)			**1.90**	-

☐ (yellow) *Accommodation grant*

☐ (green) *Accommodation + Transportation*

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Section 6 - Continuing Education Allocation and Other Programs

	Adult Education, Continuing Education and Summer School	Benchmark	ADE		Allocation
6.1	Total Adult Day School Allocation	3,368.00	0.00	*Litnum reported on section 13 as part of LOG grant*	
6.2	Total High Credit Allocation	3,368.00	0.00		
6.3	Total Continuing Education Allocation	3,368.00	1.29		4,345
6.4	Total Summer School Allocation	3,368.00	1.90		6,399
6.5	Adult Education, High Credit, Continuing Education and Summer School Allocation				10,744

.....((Item 6.1 Benchmark x ADE) + (Item 6.2 Benchmark x ADE) + (Item 6.3 Benchmark x ADE) + (Item 6.4 Benchmark x ADE))

International Languages - Elementary

6.6	International Language Course enrolment			6
6.7	International Language Number of classes			1
6.8	International Language Average class size			6.0
	.....(Item 6.6/Item 6.7)			
6.9	International Language Number of hours			50.0

		Hourly Rate		
6.10	International Allocation before small class size adjustment	54.91		2,746
	.....(Item 6.9 x Hourly Rate)			

		Class Size Threshold	Reduction per Hour	
6.11	Adjustment for Small Class Size	23	17	850

.....If Class Size Threshold is greater than item 6.8, then the adjustment is equal to (Class Size Threshold - Item 6.8) x Reduction per Hour x Item 6.9, otherwise the adjustment is zero.

6.12	International languages allocation			1896
	.....(Item 6.10 - Item 6.11)			

		PLAR Equivalency Assessment Amount Benchmark	PLAR Completed Challenges Grade 11-12 Benchmark	
6.13	PLAR Allocation	121	364	0

.....(Schedule 12, Item 3.1 + Item 3.2) X PPLAR Equivalency Assessment Amount Benchmark)) + (Schedule 12, Item 3.3 X PLAR Completed Challenges Grade 11-12 Benchmark)

6.14	Continuing Education Allocation and Other Program		$12640
	.....(Item 6.5 + Item 6.12 + Item 6.13)		

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Section 13 - Learning Opportunities Allocation

		Total Elementary	Total Secondary	Total Day School
13.1	**Demographic Component Table Amount**			
	.....Table 10 Col 2, Ont. 2016-17 Grant Reg			
13.2	**Literacy and Numeracy Assistance Amount**			
13.2.1	Average Daily Enrolment, Summer School - Grade 7 to 10 Literacy and Numeracy Remedial			
13.2.2	Average Daily Enrolment, Cont Ed - Adult Literacy & Numeracy for Parents			
13.2.3	Average Daily Enrolment, Cont Ed - Grade 7 to 10 Literacy and Numeracy Remedial			0.25
13.2.4	Transportation for SS Literacy and Remedial Program Allocation			
	.....(Section 9 (Item 9.21 - 9.20) / Current Year ADE Pupils of the board) X Item 13.2.1 X 3			
13.2.5	Literacy and Numeracy Assistance Amount			$1640
	.....((Item 13.2.1 + Item 13.2.2 + Item 13.2.3) X 6,561) + Item 13.2.4			

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

Given the examples shown, what is total Con Ed Dept. funding before accommodation grants?

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OnSIS PHASE 1 Recap: Independent Study and E-Learning Register

- Data collected three times a year at an elemental level through the **regular secondary day school** submissions. (i.e. October, March and June)

- Student `**Board Residence Status**` must be reported for each student in order to distinguish between Pupils of the Board and Other Pupils.

- Independent Study ADE reported at the student level on the student School Enrolment form in the following fields:
  - 'Independent Study ‐ Regular ADE'
  - 'Independent Study - High Credit ADE'

NOTE: For 2016-2017 and onwards, ADE fields will be 4 decimal places in length)

- A pupil taking an independent study course must meet the following criteria:
  - The pupil is a day school pupil.
  - For the period September 1, 2016, to January 31, 2017, the pupil is not enrolled as a full-time day school pupil on October 31, 2016.
  - For the period February 1, 2017, to June 30, 2017, the pupil is not enrolled as a full-time day school pupil on March 31, 2017.

Appendix F - BRDSUM-0035S.00 – Board Independent Study by School – Summary

Updates
- ADE related columns on the report will be expanded to four decimal places. See sample mock-up below

BRDSUM-0035S.00 – Board Independent Study by School – Summary

Region:
Board Number and Name:
Academic Year:

School Number	School Name	October Independent Study ADE Regular Pupils of the Board	October Regular Other Pupils	October High Credit Pupils of the Board	March Independent Study ADE Regular Pupils of the Board	March Regular Other Pupils	March High Credit Pupils of the Board	June Independent Study ADE Regular Pupils of the Board	June Regular Other Pupils	June High Credit Pupils of the Board	Total Independent Study ADE Regular Pupils of the Board	Total Regular Other Pupils	Total Total Pupils	Total High Credit Pupils of the Board
705111	St. Peter's	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000
710222	St. John's	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000
711333	St. Mary's	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000
789444	St. Sue	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000
TOTAL		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0	0.0000

From FR672 page 8

Alternative Programs

Programs that offer an alternative delivery method

Observations consistent with previous cycles

- length of the instructional day – less than an average of 300 minutes of instruction available during the day for compulsory age students
- granting of credits – credits were granted with significantly less than the required hours of instruction (funding implications)
- pupil FTE – pupils reported as full-time with less than and average of 210 minutes of classroom delivered instruction (funding is based on pupil's timetable)
- students reported on the incorrect register – should be based on method of program delivery

- New observations

- students under 21 receiving instruction from continuing education teachers reported on the day school register
- students 21 and over receiving instruction from grid teachers reported on the adult for credit con ed register

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ERI - PHASED APPROACH

ERI PHASE	Year 1: Development	Year 2: Parallel Reporting	Year 3: Full Implementation
1	2014-15	2015-16 **(OnSIS only)**	2016-17 **(OnSIS only)**
2	2015-16	2016-17 **(OnSIS & Course List Summary)**	2017-18 **(OnSIS & Course List Summary)**

ERI PHASE 1:

- Summer School Register
  - Including Elementary Program for Developmentally Delayed Pupils (non-credit)
- Adult Credit Register
- Correspondence/Self-Study/e-Learning Register
- Independent Study Register (Day School)

ERI PHASE 2:

- Literacy and Numeracy Register
- International Languages Elementary (ILE) Register
- Adult Native Instruction Register

School boards are strongly encouraged to submit enrolment data to OnSIS in the development year to allow for additional testing/validation.

NOTE: Boards are required to continue to input figures directly in EFIS as it will not be populated automatically from OnSIS.

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Key OnSIS Dates: 2016-2017

Submission	Count Date	Submission Due Date	Applicable ERI Registers
October Secondary	October 31, 2016	December 31, 2016	• Independent Study
March Secondary	March 31, 2017	May 31, 2017	• Independent Study
June Secondary	June 30, 2017	August 31, 2017	• Independent Study
Night / Continuing Education	August 31, 2017	September 30, 2017	• Adult Credit Courses taken for Diploma Purposes • Correspondence/Self-Study/e-Learning • Literacy and Numeracy • International Languages Elementary (ILE) • Adult Native Instruction
Summer School	August 31, 2017	September 30, 2017	• Summer School • Adult Credit Courses taken for Diploma Purposes • Correspondence/Self-Study/e-Learning • Literacy and Numeracy • International Languages Elementary (ILE) • Adult Native Instruction

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Ministry Continuing Education Funding Rates

Program	2014-15	2015-16	% change	2016-17	% change
MCI Adult Non-Credit Language Training	$3,341	$3,336	-0.1%	$3,368	1.0%
Adult Native Language Instruction	$3,341	$3,336	-0.1%	$3,368	1.0%
Literacy and Math Outside School Day (LOG)	$6,512	$6,503	-0.1%	$6,561	0.9%
OFIP Tutoring (LOG) -per Elem&Sec pupil ADE	$4.19	$4.19	0%	$4.19	0%
Int'l Languages Program-Elementary -per instructional hour- rate applies where board class average is 23 or more	$54.39	$54.31	-0.1%	$54.91	1.1%
Con Ed Night, After School and Adult Day Credit	$3,341	$3,336	-0.1%	$3,368	1.0%
Summer Credit Programs	$3,341	$3,336	-0.1%	$3,368	1.0%
Day School 21 & over	$3,341	$3,336	-0.1%	$3,368	1.0%
High Credits Secondary (regular day school under 21 over 34 credits)	$3,341	$3,336	-0.1%	$3,368	1.0%
Correspondence/Self Study	$3,341	$3,336	-0.1%	$3,368	1.0%
PLAR for Mature Students Individual Student Assessments for Grade 9/10 credits and Equivalency Assessments for grade 11/12 credits	$120	$120	0.0%	$121	0.8%
PLAR for Mature Students Completed challenges for Grades 11 and 12 credits	$362	$361	-0.3%	$364	0.8%
Accommodation Grant : School Operations Allocation - Applies to Adult Day & After school Credit (full year), Summer (Litnum and Credit)	$80.03/m^2	$82.23/m^2	2.7%	$84.68/m^2	2.7%
School Renewal Allocation: Applies to Adult Day & After school Credit (full year), Summer (Litnum and Credit)	$7.59 - $11.38/ m^2	$7.69 - $11.53/ m^2	1.3%	$7.79 - $11.68/ m^2	1.3%