



# ENROLMENT REPORTING

Responsibility:	Superintendent, Business Services & Treasurer of the Board
Legal References:	Education Act (R.S.O. 1990)
Related References:	Administrative Procedure 1170 - Home Instruction Administrative Procedure 1180 - Home Schooling Administrative Procedure 4280 - Admission of Non-resident Students Administrative Procedure 4300 - Admission of Foreign-Born Students Administrative Procedure 4320 - International Student Exchanges ES:M005:2009-10 (August 31, 2009) Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding Form (FS-09-ESL) Documenting Patterns of Non-Attendance for Elementary Students (IS-14-00)
Revisions:	
Reviewed:	May 2016

### 1. Preamble

- 1.1 The following procedures provide guidelines and expectations for enrolment reporting, including October, March and June OnSIS submissions and enrolment registers. Guidelines and expectations regarding the enrolment reporting of students in alternative programs, care and treatment facilities, exchange students, home instruction, home schooled, and foreign fee-paying students are also provided.
- 1.2 These key points related to enrolment reporting have been prepared as a quick reference for school administrators and staff.

### 2. General

- 2.1 The Board's funding from the Ministry of Education and Training is based primarily on student enrolment. Therefore, it is extremely important that enrolment reporting is both timely and accurate. It must also be collected and reported in compliance with Ministry policies and procedures.

### 3. OnSIS Reporting

- 3.1 October 31<sup>st</sup>, March 31<sup>st</sup>, and June 30<sup>th</sup> are the key reporting dates each school year.
- 3.2 When the report has been prepared, be sure that:
  - 3.2.1 The Principal reviews the report, as the Principal is responsible for ensuring that the enrolment information is accurate;
  - 3.2.2 The Principal has signed the enrolment registers;
- 3.3 Keep in mind the following points for audit purposes:
  - 3.3.1 The reports for the current school year plus the previous school year must be retained.
  - 3.3.2 Any supporting documentation should be kept with the school copy of the report.
  - 3.3.3 Enrolment registers must be kept to support Section C of the OnSIS report.
  - 3.3.4 A Confirmation of Pupil Eligibility for English as a Second Language form must be completed and kept in the OSR in order to confirm eligibility for ESL funding for those students who have entered Canada from eligible countries in the last four years. Please refer to *ES:M005:2009-10 (August 31, 2009)* for additional information.

## 4. Enrolment Registers

Enrolment Registers are produced on a monthly basis to record the names of the students enrolled, along with details and summaries of admissions, departures, transfers and total enrolment.

- 4.1 Enrolment Registers must be generated on the last day of every month for elementary schools, and should be generated once attendance tracking and corrections (15 day absences) have been completed for secondary schools.
- 4.2 Schools are required to generate full-time and part-time Enrolment Registers from the Report Launcher in Trillium.
- 4.3 Compare the data from the Enrolment Registers with the data you have been recording in your Student Enrolment Tracking System.
- 4.4 Once your Enrolment Registers are reconciled, the Enrolment Registers must be signed by the school principal.
  - 4.4.1 The principal should sign only the pages of the Enrolment Registers where enrolment totals exist and principal certification is required for full-time and part-time registers.
- 4.5 Additional information, including the Ministry's Enrolment Register Instructions, can be found on the Ministry of Education's website:  
<http://www.edu.gov.on.ca/eng/document/forms/enrol/enrol.html>
- 4.6 For audit purposes, please note the following:
  - 4.6.1 Keep registers and all supporting documentation for the current school year plus the previous school year.
  - 4.6.2 Retain the hard copies/paper copies of the following documents for the current school year plus the previous school year:
    - signed and dated forms authorizing student admissions, transfers and retirements;
    - signed and dated forms authorizing students to add or withdraw from courses;
    - letters or e-mails from other schools requesting OSR's, signed and date-stamped on the day received;
    - for students with prolonged absences: keep medical documentation and attendance counsellor reports;
    - written requests to temporarily excuse a student from school (Temporary Student Withdrawal IS-07-X);
    - written requests to document patterns of non-attendance for elementary students (Documenting Patterns of non-Attendance For Elementary Students IS-14-00);
    - student suspension and expulsion letters;
    - school bell schedule.
- 4.7 For admissions, enter the student's name in the register on the first day the student attends class.
  - 4.7.1 The name of a student who is provided with academic assessment services by the Board immediately prior to entering school may be entered in the register on the date that the assessment services began.
- 4.8 For attendance issues related to the "15-day" rule, please note the following:
  - 4.8.1 If a student has been absent for fifteen consecutive school days without appropriate supporting medical documentation, the principal shall ensure that the student is shown as a retirement in the register on the day immediately following the last day of attendance.
  - 4.8.2 If the principal has referred the case, **in writing**, to an attendance counsellor, the student's name can be retained on the register for the next 15 days of consecutive absence.
  - 4.8.3 Unless a report (15 day letter) is received from the attendance counsellor at the beginning of each 15-day period - i.e., day 31, 46, etc. - following the initial referral, the student must be taken off the register. For example, if nothing has been

received from the attendance counsellor by the 31<sup>st</sup> day of consecutive absence, the student must be recorded as a retirement as of the date of the last 15 day letter—the 16<sup>th</sup> day in this case.

4.8.3.1 A student who is fourteen to seventeen years old, who has unexcused absences, and who has an active file may remain on the register for a maximum of sixty consecutive school days, after which time the pupil must be shown as a retirement in the register.

## **5. Supervised Alternative Learning (SAL)**

- 5.1 When a student enters a Supervised Alternative Learning (SAL) program, the student remains on the “home” school register.
- 5.2 The principal shall ensure that a list is maintained of all students participating in a SAL program. The list must include the students’ names and the date each student began to take part in the program.
- 5.3 Where a student is participating in SAL program in accordance with Regulation 308, the principal must ensure that the student is recorded as “part-time” in the register. If the SAL program includes classroom instruction for an average of at least 70 minutes per school day, the student may be recorded as “full-time”.
- 5.4 When a student participating in a SAL program is no longer of compulsory school age, the student may continue their SAL for the remainder of the current school year. A student who is not of compulsory school age may not start a SAL program.

## **6. Alternative Programs**

- 6.1 When a student enters an alternative program (i.e., U-Turn), the student remains on the “home” school register.
- 6.2 The home school also retains the Ontario Student Record (OSR).

## **7. Care and Treatment**

- 7.1 When a student enters a Care and Treatment Facility, even for test or a transition period, the student **must** be removed from the register.
- 7.2 Do not include the student in any enrolment count for grant purposes.
- 7.3 The OSR may or may not be requested by staff at the Care and Treatment Facility.
  - 7.3.1 Refer to Appendix 1 of this procedure for information on OSRs and Registers related to Section 23 and Alternative Programs.
- 7.4 Even if the student attends your school for a period of time while in a test or transition period, do not add him or her to your registers. The student remains on the Care and Treatment Facility register.

## **8. Exchange Students**

- 8.1 The only students with approval to enroll in our schools as exchange students are those on an exchange through Rotary Club, Canadian Education Exchange Foundation (CEEF), or International Student Exchange (ISE).
- 8.2 All other exchanges are reviewed and approved on an ad hoc basis by the appropriate Superintendent, Student Achievement & Well-Being.
- 8.3 For more information, please see Administrative Procedure 4320 - International Student Exchanges.

- 8.4 Please note the following:
- 8.4.1 We can only receive funding for one student for the school year.
  - 8.4.2 As an example, if an exchange student is admitted in September and is attending school on October 31, the exchange student is counted in the enrolment.
  - 8.4.3 If the “local” student is attending school at October 31, this student is counted as well.
  - 8.4.4 Record the “local” student as a retirement on the date that they begin their part of the exchange (in the other country).
  - 8.4.5 In most cases, this means that you would count both students in October but neither student for the March Report.

## **9. Home Instruction**

- 9.1 When a student is unable to attend school for medical reasons, the principal may make a teacher available to provide the student with instruction at home or in hospital. Under such circumstances, Administrative Procedure 1170 - Home Instruction outlines the process to be followed.

## **10. Home Schooling**

- 10.1 When notification is received, whether by phone, letter, or e-mail, that a student is or will be home-schooled, Administrative Procedure 1180 – Home Schooling outlines the process to be followed.

## **11. Documenting Patterns of Non-Attendance for Elementary Students**

- 11.1 It is the Board’s expectation that students enrolled in an elementary program attend full-time. However, the Board acknowledges that in certain situations, students may have patterns of non-attendance that are a result of participation in other activities; such as high performance sports.
- 11.2 In these situations, it is best to document the scheduled pattern of non-attendance and record the attendance appropriately to support comments on the report card.
- 11.3 Form IS-14-00, Documenting Patterns of Non-Attendance for elementary students, should be completed by the parent and signed by the Principal. This form should be kept in the school’s attendance binder for the current plus prior year.
- 11.3.1 Form IS-14-00 provides instructions on how to document the attendance for these students.
  - 11.3.2 Please note that students receiving private music instruction up to one-half day in any week may be marked “G”, and the IS-14-00 form is not necessary.

## **12. Other Students – Fee-Paying Students on Visas/ Study Permits**

- 12.1 Foreign students on a Visa/Study Permit must be charged tuition fees under the Education Act.
- 12.2 Record these students as “other students” in the register.
- 12.3 Students from a foreign country make their application to attend one of our schools through the Board’s International Admissions and Enrolment Analyst.
- 12.4 Before a foreign student can be registered, they must produce a Letter of Admission issued by the Board’s International Admissions and Enrolment Analyst.
- 12.5 See Administrative Procedure 4300 – Admission of Foreign-Born Students and Immigration Documents for more information on Foreign-born students and Administrative Procedure 4280 – Admission of Non-Resident Students.

### Section 23 and Alternative Programs – OSRs and Registers

When a student enters a **Section 23 Program**, the student ceases to be a student of the Waterloo Region DSB. The student is demitted as “**Retired Prior to Completion –To Other Education/training in Ontario**” in Trillium.

Pine Grove will request the OSR **(in writing)**.

When a student enters the **Bridges Board Alternative Program** the student stays on the home school's enrolment register and the student is shared with **Alternative Rosemount**. The OSR remains at the home school.

When a student enters the **U-Turn Board Alternative Program** the student stays on the home school's enrolment register and the student is shared with **Alternative U-Turn**. The OSR remains at the home school.

When a student enters the **Choices Expulsion Program** after being expelled and demitted , the student's inactive record will be picked up and the OSR will be requested (in writing) by **Alternative Choices** staff.

*\*\* If stay is short, the school will be notified of the date of admission to a Care & Treatment program but the OSR might not be requested.*

Program	BSID#	Trillium Demit/Transfer/Register Process	Trillium Demit/Transfer Reason	OSR
Bridges South (Preston HS) <b>Alternative Program</b>	926359	Retain on home school register (no departure); <b>share</b> with <b>Alternative Rosemount</b>	Home school register – no departure; <b>(Share</b> with <b>Alternative Rosemount)</b> .	OSR stays at home school.
Bridges North (WCI) community school placement – <b>Alternative Program</b>	926359	Retain on home school register (no departure); <b>share</b> with <b>Alternative Rosemount</b>	Home school register – no departure; <b>(Share</b> with <b>Alternative Rosemount)</b>	OSR stays at home school.
Choices Expulsion program <b>Secondary students</b>	926359	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Alternative Choices when requested.
Choices Expulsion program <b>Elementary students</b>	677477	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Alternative Choices when requested.
CLC – community school placement <b>Alternative Program</b>	126179	Transfer to Courtland P.S.	Retired Prior to Completion – To This School Board	OSR moves to Courtland – main office.
Foundations – Jean Steckle PS <b>Section 23</b>	641036	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Hatts Off – <b>Section 23</b>	648825	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
KidsLINK FASD – <b>Section 23 Public Board</b>	642063	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
KidsLINK (St. Agatha) – <b>Section 23 Separate Board</b>		Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to KidsLINK ( <b>WCDSB</b> )
Langs 7 <sup>th</sup> Inning – <b>Section 23 - WRDSB</b>	648116	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Lutherwood – treatment – <b>Section 23</b>	640000	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Lutherwood – custody – <b>Section 23 **</b>	648124	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	If requested, OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.**
New Dawn – <b>Section 23</b>	644921	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Pine Grove – Pioneer Youth Services placement - <b>Section 23</b>	641081	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Ray of Hope Education Centre <b>Section 23</b> (formerly Anchors)	645150	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Ray of Hope Youth Justice Services <b>Section 23</b> (formerly Hope Manor) **	641014	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	If requested, OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.**
St. Monica House – <b>Section 23</b>	641170	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
Sunbeam Lodge – <b>Section 23</b>	640999	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
U-Turn – <b>Alternative Program</b>	926359	Retain on home school register (no departure); <b>share</b> with <b>Alternative U-Turn</b>	Home school register – no departure; <b>(Share</b> with <b>Alternative U-Turn)</b>	OSR stays at home school.
Young Adult Program (YAP) – <b>Section 23 Separate Board</b>		Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to YAP Catholic Board ( <b>WCDSB</b> ).
Z Beside the Y <b>Section 23</b> (formerly 60 Grand)	649969	Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR moves to Pine Grove (c/o Rosemount). Do not do a transfer to Rosemount school.
<b>Out of Region Section 23</b> (i.e., CPRI)		Demit from register	Retired Prior to Completion – To Other Education/training in Ontario (Do not include a reason)	OSR sent when requested.

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