



Responsibility:	<i>Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<a href="#"><u>Education Act (R.S.O. 1990)</u></a> <a href="#"><u>Enrolment Register Instructions</u></a>
Related References:	<a href="#"><u>Administrative Procedure 1170 - Home Instruction</u></a> <a href="#"><u>Administrative Procedure 1180 - Home Schooling</u></a> <a href="#"><u>Administrative Procedure 4280 - Admission of Non-resident Students</u></a> <a href="#"><u>Administrative Procedure 4300 - Admission of Students Born Outside of Canada &amp; Immigration Documents</u></a> <a href="#"><u>Administrative Procedure 4320 - International Student Exchanges</u></a>
Revisions:	<i>May 2016, January 2024</i>
Reviewed:	

## 1. Preamble

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 provided.

These key points related to enrolment reporting are provided as a reference for school administrators and staff.

## 2. General

2.1 Funding from the Ministry of Education is based primarily on student enrolment. Therefore, it is important that enrolment reporting is timely and accurate. Data must 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 OnSIS submission 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 for October 31<sup>st</sup>, March 31<sup>st</sup> and June 30<sup>th</sup>;

3.3 Please ensure the following for audit purposes:

- Submissions for the current school year plus the previous 2 school years must be retained.
- Any supporting documentation should be kept with the school copy of the report.
- Enrolment registers must be kept to support Section C of the OnSIS report.
- Any student registered after 2019 must have a signed attestation form in their Ontario Student Record (OSR) to support funding.

- 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. This document is provided by WRDSB's International Admissions Office.

#### 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 Student Information Systems.
- 4.3 Compare the data from the Enrolment Registers with the data you have been recording in the Student Enrolment Tracking System.
- 4.4 Once the Enrolment Registers are reconciled, an online submission should be reported to Business Services through the Balanced Enrolment link on the Single Source Resource. Note: the Principal's signature is required on the October 31st, March 31st and June 30th Enrolment Registers. 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 counselor reports;
    - Written requests to temporarily excuse a student from school;
    - Written requests to document patterns of non-attendance for elementary students;
    - 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 in person
- 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 a medical note from a regulated Ontario health professional, the principal shall ensure the student is retired from 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 between days 11 and 16 of the consecutive absences, 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.
  - 4.8.3.2 A student who is between the ages of 6 and 14 but has an active referral and supporting documentation for communication every 15 days, can remain on the register indefinitely. Once the student turns 14 years of age, a subsequent sixty consecutive school days can apply provided 2-way communication occurs between the attendance counsellor and the parent or lawful custodian. This is per Ministry of Education direction provided in the Enrolment Register Instructions for Elementary and Secondary Schools.

## **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 was approved for the program. The student will be placed on the enrolment register the day following the committee approval date.
- 5.3 Where a student is participating in a 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 (e.g. U-Turn), the student remains on the “home” school register.
- 6.2 The home school also retains the Ontario Student Record (OSR).

## **7. Education and Community Partnership Program, Hospital School Boards, or Provincial or Demonstration Schools (formerly Care and Treatment or Section 23 schools)**

- 7.1 As per the Enrolment Register Instructions for Elementary and Secondary Schools, pupils enrolled in an Education and Community Partnership Program (ECP), in schools operated by hospital boards, in Provincial schools for the deaf, blind and deaf-blind, or in Demonstration schools, must not be included on the enrolment register for the period of time, including transition periods, that they are attending these programs/schools.

- 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.
- 7.4 Refer to the process for ECPP and Alt programs for information on OSRs and Registers related to ECPP and Alternative Programs.
- 7.5 Even if the student attends your school for a period of time while in a test or transition period, do not add them to the registers. The student remains on the Care and Treatment Facility register. Student attendance can be marked as “G - certified medical” if attending a medical care program. This will allow access to online resources. These students will be removed centrally at a retroactive date after the count date to ensure that they are not claimed for funding purposes but can retain access to their online class resources.

## **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 or International Student Exchange (ISE).
- 8.2 A list of exchange organizations with signed agreements is maintained on the corporate website at <https://www.wrdsb.ca/register/international/international-student-exchange-programs/>. A signed agreement with the board and reciprocal exchange is required in keeping with the Education Act section 49(7)(a).
- 8.3 For more information, please see Administrative Procedure 4320 - International Student Exchanges.

## **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. For attendance purposes, the student's name may be added to the enrolment register the day they are approved for home instruction. Attendance will be coded as “G - home instruction”.

## **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 – Homeschooling outlines the process to be followed. For attendance purposes, the student's name will be removed from the enrolment register the day after their last day physically in attendance.

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

The Education Act makes education compulsory for all children in Ontario between the ages of six and 18, with full-time attendance required from ages of six to 16. In some cases, a student may have patterns of non-attendance that are a result of participation in activities such as high performance sports. In these cases, the safe arrival protocol is required. Families/caregivers must provide written or verbal notification for each instance when a student will not be in attendance. If notice is not provided, safe arrival protocol will apply to elementary aged students.

If a student attends part time due to the Education Act Section 21(2)(a) which provides that a child is excused from attendance if “receiving satisfactory instruction at home or

elsewhere”, the process outlined in Administrative Procedure 1180 - Home Schooling, outlines the process to be followed for part-time instruction.

## **12. Other Pupils of the Board – Fee-Paying Students on Visas/ Study Permits**

- 12.1 Foreign students residing in Ontario with a Visa/Study Permit must be charged tuition fees under the Education Act.
- 12.2 Record these students as “other pupils” in the Student Information System.
- 12.3 Students from a foreign country must receive a letter of admission from the WRDSB International Admissions Office prior to enrolment in school.
- 12.4 See Administrative Procedure 4300 – Admission of Foreign-Born Students and Immigration Documents for more information on registering students without Canadian citizenship or Canadian Permanent Resident documents, and Administrative Procedure 4280 – Admission of Non-Resident Students.