



## BOARD REQUIRED PUPIL DATA IN TRILLIUM

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Section 8 (8) Education Act R.S.O. 1990</i>
Related References:	<i>Administrative Procedure 4260 - Student Transportation</i>
Revisions:	<i>September 2017</i>
Reviewed:	<i>August 2016</i>

### 1. Preamble

The following procedures provide guidelines and expectations pertaining to the maintenance of Board required pupil data in Trillium, including pupil address data, monthly enrolment data, basic demographic data and data essential for the October, March and June OnSIS submissions.

### 2. Pupil Address Data

The following pupil demographic information must be maintained accurately in Trillium, according to the timelines outlined below. Refer to the software's documentation for details of how to enter the information in the various data fields.

#### 2.1 The following data is required:

##### 2.1.1 for all urban and rural pupils with street addresses, home address as follows:

- house number;
- street;
- apartment (where applicable);
- postal code;
- city/town.

##### 2.1.2 for rural pupils with no house number and street address, home address as follows:

- rural route number;
- emergency location code;
- postal code;
- city/town.

##### 2.1.3 for students eligible for transportation, the following information is required:

- pick-up address if the pupil is being picked up from a caregiver's (i.e. not from home);
- drop-off address if the pupil is being dropped off at a caregiver's (i.e. not at home).

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#### 2.2 Deadlines for Entering Pupil Address Data

##### 2.2.1 The deadlines for entering or updating address information depend on whether the pupil is eligible for transportation. If the address information is missing, Student Transportation Services of Waterloo Region cannot determine the pupil's transportation eligibility, and the pupil cannot be assigned to a bus route and pick-up/drop-off location.

- For new registrants, enter the address information above when the pupil registers;

- For existing registrants whose address information has changed, enter the address information above when the change is reported to the school.

2.2.2 For students not eligible for transportation:

- For new registrants, enter the address information above by the end of the first week in October, for pupils entering the school in September, or within 2 weeks of entry for admissions after September;
- For existing registrants whose address information has changed, enter the address information above by the end of the first week in October, for address changes reported to the school in September, or within 2 weeks for address changes reported after September.

### 3. Monthly Enrolment Reporting

#### 3.1 Essential Data

The following information must be entered for all pupils who are to appear on the school's register. Some of this information is also used for portions of October, March and June OnSIS submissions:

- Ontario Education Number (OEN);
- full legal name including first name and surname; where pupil falls under the "Change by Repute" section of the OSR regulations, name by repute is to be entered;
- indication of the school that holds the pupil's OSR;
- gender;
- birth date;
- grade;
- an indication of whether the pupil is to be reported on the full-time, part-time, or half-time register;
- an indication of whether the pupil is a "Pupil of the Board" or "Other Pupil" (i.e. fee-paying pupil);
- entry date (date when the pupil first attended classes at the school);
- previous location or school information including the following:
  - for pupils first entering schooling, an indication that the pupil is a beginner;
  - for pupils entering from another school, an indication of whether the pupil is being admitted from a school at this Board or a school at another board in Ontario, along with the previous school information;
  - for pupils entering from education in another province, the previous province, and if possible, the language of instruction of the pupil's previous school in that province or pupils entering from education in another country, the previous country information;
  - for pupils ending a period of non-attendance, an indication that the pupil is a re-entrant;
  - for pupils entering from other locations, an indication of whether the previous location was a private school, care and treatment facility, etc.

#### 3.2 For pupils who have left the school, withdrawal information as follows:

- indication of whether the withdrawal is a transfer to another publicly funded school in Ontario or a retirement from publicly funded education in Ontario;
- withdrawal date (date following the pupil's last day of attendance);
- next school or destination information.
- OSR sent and received dates are to be entered into Trillium so this information appears on the Office Index Card.

#### 3.3 Deadlines for Entering Enrolment Reporting Data

- For new registrants to be reported on a school's enrolment register, enter the admission prior to the first enrolment register on which the pupil is to appear.
- For existing registrants on a school's register, enter changes in grade or register prior to the end of the month in which the change took place.
- For existing registrants on a school's register who are departing from the school, enter the departure information prior to the end of the month in which the departure occurs.
  - Where a student is departing the school and is transferring to another school within the board over a count date, Oct 31 or March 31, the transfer date should be recorded as the day immediately following the count date.

- For additional information refer to the Ministry's Enrolment Register instructions, which are available at <http://www.edu.gov.on.ca/eng/document/forms/enrol/enrol.html>.

#### **4. Basic Demographic Data**

- 4.1 The following demographic information is required to be entered in the student information for a variety of school and Board purposes:
- Waterloo Region District School Board Student ID number;
  - preferred or known-as first name and surname;
  - home telephone number or, where applicable, an indication that the pupil has no phone;
  - where applicable, an indication that the pupil's home phone number is unlisted;
  - proof of age indicator;
  - name and phone number (home and/or business and/or cell) for an emergency contact if parents cannot be located;
  - where applicable, medical information describing parent/guardian comments about the pupil's health or medical conditions, medical alerts, accessibility information, and a notation if the pupil carries/requires an epi-pen;
  - indication of mother tongue or primary language spoken at home;
  - where possible other languages spoken at home;
  - where applicable, an indication that the pupil is in an ESL program during the current and/or previous school year, or, where permitted by the student information system, the level or number of years the pupil has been in an ESL program;
  - where applicable, the level or number of years the pupil has been in an ELD program.
- 4.2 For the parent/guardians with whom the pupil lives:
- first name and surname of parent/guardian;
  - the parent/guardian's relationship to the pupil;
  - an indication of the parent/guardian's custody and access rights;
  - an indication that the parent/guardian lives at the same address as the pupil;
  - home and business contact information (where applicable).
- 4.3 For any other parent/guardian with custody or access but not living with pupil:
- First name and surname of parent/guardian;
  - the parent/guardian's relationship to the pupil;
  - an indication of the parent/guardian's custody and access rights;
  - home address only if school mail must be sent to the parent/guardian
  - home and business contact information (where applicable).
- 4.4 **Deadlines for Entering Basic Demographic Data**  
The data above must be entered or updated in the student information system as follows:
- For new registrants entering the school prior to the October 31 count date, enter the data into the student information system by the end of the first week in October- if possible.
  - For new registrants entering the school after October, enter the data into the student information system within 2 weeks of entry.
  - For existing registrants where changes to any of the above information are reported prior to October 31, update the data in the student information system by the end of the first week in October - if possible.
  - For existing registrants where changes to any of the above information are reported in November–March, update the data in the student information system within 2 weeks-or prior to the March 31 count date.
  - For existing registrants where changes to any of the above information are reported in April–June, update the data in the student information system within 2 weeks.
  - For kindergarten pre-registrants, enter the data by Friday of the first full week in March.

#### **5. Data Essential for Statistical Reporting**

- 5.1 The following data is required for October, March and June OnSIS submissions, and as such, Board funding may depend on the accuracy of this data
- class or homeroom;
  - for part-time students, October, March and June average daily minutes of instruction as of October 21, March 31 and June 30;

- for pupils born outside Canada:
  - country of birth;
  - date of first entry to Canada;
  - status in Canada (i.e. Canadian Citizen, Permanent Resident, Visa Student, Refugee, etc.).
- where applicable, an indication that the pupil is in a French Program (Immersion, Core, Extended) during the current school year;
- where applicable, indicator that the pupil has an IEP;
- if a pupil is receiving Special Education services, the following must be indicated:
  - if the pupil has been IPRC'd and found exceptional, the Ministry-designated exceptionality (i.e. Autism, Giftedness, Developmental Disability, etc.) and placement (i.e. Fully Self-Contained, Withdrawal Assistance, Indirect Service etc.) to be reported on the Special Education section of October Report;
  - if the pupil has been designated non-exceptional or has not been IPRC'd, the placement (i.e. Fully Self-Contained, Withdrawal Assistance, Indirect Service, etc.) to be reported on the Special Education section of October Report.
- where applicable, ISA level.

#### 5.2 Deadlines for Entering October Report and Statistical Data

The data above must be entered or updated where applicable prior to October 31<sup>st</sup>.

6. Note that the data listed above and on the preceding pages is what is required for board purposes; additional information may also be required.