Ontario
Ministry of Education

Continuing Education: Register of Enrolment in Correspondence/Self-Study Courses, 2008–09

School

Teacher marking lessons

Course Data

Course name

Common Course Code

Credit value

Type of course (check (✓) one): ☐ Course purchased from the Independent Learning Centre ☐ Course prepared by the board

Calculation of number of lessons eligible for funding

September 2008 to June 2009

Total number of lessons marked (not to exceed 20 per credit)

Subtract: Lessons for full-time day school pupils –

Total number of lessons eligible for funding =

Summer 2009

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

Pupil Data

Number of pupils as of the end of October M F **Number of pupils September 2008 to June 2009** M F **Number of pupils Summer 2009** M F

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

Signature of principal

Date

Instructions

Regulations Pertaining to the Registers

The Ministry of Education requires that, for audit purposes, the current year's register and the previous year's register be retained. Retention beyond that minimum period is to be carried out in accordance with the board's record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

Authorization for the collection of the information required in the registers is found in subsection 8(1)(8) of the Education Act. This information is required for administrative purposes. Anyone needing additional information regarding the collection of this information should contact the principal of the program.

Under section 8 of Ontario Regulation 84/08, boards are entitled or required to charge certain pupils tuition fees for courses. These pupils must not be included in this register.

Responsibilities of the Principal of the Program

Administration of the Program

The principal shall ensure that courses for which enrolment is recorded in this register are courses that meet the requirements set out in curriculum policy documents under *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999* (OSS). The course of study for each course must be retained for review at the school.

The principal shall ensure that all lessons in courses taken for credit are marked by a person holding a valid Certificate of Qualification, as specified in section 3(1) of Regulation 285.

Records must be established and maintained for each pupil who is taking a course for credit, in accordance with *The Ontario Student Record (OSR): Guideline, 2000.*

This register is available on the Ministry of Education's website, at http://www.edu.gov.on.ca/eng/policyfunding/forms.html.

The principal shall ensure that pupils are not charged any registration fees and/or other fees pertaining to administration. Pupils may, however, be asked to pay nominal refundable textbook deposits. As in day school courses, a pupil must not be charged fees to cover costs of materials used in class unless he or she wishes to use materials that are more expensive than the ones provided by the school (e.g., maple wood rather than spruce in a woodworking class). Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course. Boards may not charge for courses provided by the Independent Learning Centre.

Partial-credit courses are eligible for funding. The maximum number of lessons eligible for funding is the product of 20 (i.e., the maximum number of lessons allowed for a full credit) and the credit value for the course given on page 1, rounded to the nearest whole number (e.g., 20 x 1/3 credit = 7).

E-learning courses offered through a continuing education program that satisfy the criteria outlined in the ministry's memorandum "Enrolment Reporting for E-Learning Courses" (No. SB12, July 17, 2002) are to be reported in this register. Work modules completed by pupils and marked/reviewed by teachers will be recorded as lessons marked.

Use of the Register

The principal shall ensure that this register contains data only on pupils enrolled in courses provided by the board through non-classroom modes of delivery, that is, through (a) correspondence courses offered through the Independent Learning Centre, or (b) correspondence or self-study courses designed by the board that meet the requirements of courses in curriculum policy documents under OSS or that have received the ministry's approval.

The principal shall ensure that a separate register is used *for each course.*

The principal shall ensure that pupils are designated correctly in the column "Category of pupil", as follows:

FT for a pupil who is also enrolled as a full-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle or is deemed to be a full-time pupil under Regulation 308, "Supervised Alternative Learning for Excused Pupils"

PT for a pupil who is also enrolled as a part-time day school pupil in any publicly funded school; i.e., a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle

CE for a pupil who is not enrolled as either a full-time or part-time day school pupil in any publicly funded school, but is taking courses through continuing education

The principal shall ensure that page 1 of the register is completed accurately. The course code for the course must be entered, and the credit value indicated. For pupils who are enrolled as full-time day school pupils on October 31, 2008, the number of lessons marked must be subtracted from the total number of lessons marked during the period September 1, 2008, to January 31, 2009. Likewise, for pupils who are enrolled as full-time day school pupils on March 31, 2009, the number of lessons marked must be subtracted from the total number of lessons marked during the period February 1, 2009, to June 30, 2009. However, the number of lessons marked for any full-time day school pupils is *not* subtracted from the total number of lessons marked if these pupils take the courses *in the summer*. Note also that the number of lessons marked in a course for any *part-time day school pupils* who are taking the *same course as part of their day school instructional program* must be subtracted from the total number of lessons marked.

Instructions for Staff Recording Enrolment and Lessons Marked

Use a separate register for each course. Using information provided by the principal, identify all pupils in the column "Category of pupil" with **FT, PT,** or **CE,** as appropriate (see above for definitions).

Indicate that a lesson is marked by entering a check mark (✓) in the appropriate space under "Lessons marked" (see sample register below). Enter the total for each pupil under "Number of lessons marked" for the school year or the summer session, as appropriate, and the total for the class under "Total number of lessons marked".

Sample Register

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(See reverse for instructions.)

	Name of pupil (surname, given name)	Gender	Category of pupil	Home address	Telephone	Lessons marked																					Number of lessons marked	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	Sept. 2008–June 2009	Summer 2009
1	Croft, Robin	F	PT	1 Apple Cres.	282-1234	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	
2	Dreth, Kelly	F	PT	27 Ash Court	281-2341	✓	✓	✓	✓	✓	✓	✓															7	
3	Gallo, Dale	M	FT	55 Beech St.	281-3412	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							16	
4	Green, Leslie	M	CE	15 Birch Lane	281-4382	✓	✓	✓	✓																		4	
5	Moran, Gale	F	CE	44 Cedar Drive	281-2314	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	
6	White, Beverly	F	FT	2 Dogwood Cres.	281-2413	✓	✓	✓	✓																		5	
7	Burke, Marian	F	PT	99 Cherry Rd.	281-4312	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											12	
8																												
9																												
10																												
34																												
35																												
					Total number of lessons marked																						84	

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	Name of pupil (surname, given name)	Gender	Category of pupil	Home address	Telephone	Lessons marked																				Number of lessons marked	
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Sept. 2008–June 2009	Summer 2009
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