**Instructions for Teachers**

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. Definitions are provided below:

- **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 Ontario Regulation 374/10, “Supervised Alternative Learning and Other Excusals from Attendance at School”

- **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

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

**Note:** The sample provided is a generic sample, and is not related to a specific year.

**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.

**Course Data**

- **Course name**
- **Common Course Code**
- **Credit value**

**Type of course (check ✓ one):**
- Course purchased from the Independent Learning Centre
- Correspondence course prepared by the board
- eLearning course

**Calculation of Number of Lessons/Work Units Eligible for Funding**

- **September 2014 to June 2015**
  - Total number of lessons/work units marked
  - Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit)

- **Summer 2015**
  - Total number of lessons/work units marked
  - Total number of lessons/work units marked and eligible for funding (not to exceed 20 per credit)

**To be completed where the number of lessons/work units required for the course is less than 20**

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

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

**Multiply by:** Credit value of course

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

**Pupil Data**

- **Number of pupils as of the end of October 2014**
- **Number of pupils September 2014 to June 2015**
- **Number of pupils Summer 2015**

**Calculation of equivalent average daily enrolment (ADE)**

\[ \text{ADE} = \text{Number of lessons/work units} \times \frac{\text{Equivalent ADE}}{0.00579} \]

**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**
### Continuing Education: Register of Enrolment in Correspondence/Self-Study/e-Learning Courses, 2014–15

(See reverse for instructions.)

<table>
<thead>
<tr>
<th>Name of pupil (surname, given name)</th>
<th>GEN</th>
<th>Gender</th>
<th>Category of pupil</th>
<th>Name address</th>
<th>Telephone</th>
<th>Lessons/work units marked</th>
<th>Number of lessons/work units marked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of lessons/work units marked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21-2053E (Revised 2014/06)