

Ministry of Education

Register of Full-Time Enrolment for Secondary Schools 2007–08 School Year

School

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Instructions

Changes for 2007–08

All changes in policy or procedure that appear in the Instructions section are highlighted in boldface type.

Beginning with the 2007–08 school year, enrolment in e-learning courses will be recorded in either the full-time or the part-time day school register. Refer to “E-Learning Courses” on page 5 for more details.

Regulations Pertaining to the Register

Maintenance of the Register

Subsection 265(1)(c) of the Education Act states that it is the duty of a principal of a school, in addition to his or her duties as a teacher, “to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

Retention of Pupil Enrolment Records

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.

These retention provisions also apply to the Daily Attendance Cards of pupils, all pupils’ course timetables that were in effect on the last school day of October and March, the Daily Absence Report (Daily Telephone Contact List), the report on pupil absences of fifteen or more consecutive days, and the school bell schedule, as well as the *Part-Time Enrolment Register* and the *Independent Study Register for Day School Pupils*.

In addition, schools are required to retain, for audit purposes, the following documents *on paper* for the current school year and the previous school year:

- signed and dated forms authorizing pupil admission, transfer, and retirement (these forms should be signed by the school principal or by a school staff member designated by the principal)
- signed and dated forms authorizing pupils to add or withdraw from courses (these forms should be signed by the school principal or by a school staff member designated by the principal)
- date-stamped letters or e-mails from other schools requesting Ontario Student Records
- school course calendars
- for pupils with prolonged absences (i.e., of fifteen or more consecutive days), attendance counsellors’ reports or medical documentation
- **written requests from a parent or legal guardian, or from the pupil where the pupil is an adult, to temporarily excuse a pupil from school (e.g., for an extended vacation)**

Collection of Data

Authorization for the collection of the information required in the register 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 Freedom of Information and Privacy Office of the Ministry of Education.

Responsibilities of the Principal

Basic Requirements

The principal shall ensure that school staff have all the appropriate information about each pupil that will be required in keeping enrolment and attendance records. The principal shall ensure that enrolment and attendance records are accurate.

The principal shall ensure that a school bell schedule is prepared and that it is retained for audit purposes. This schedule must indicate the duration of all periods of instruction and lunch periods, and must also clearly show standard travel time between classes.

The principal shall ensure that a system for checking attendance is in place and that the attendance secretary maintains a period-by-period attendance check for all the pupils in the school.

The principal shall also ensure that a Daily Absence Report for the school is established and maintained. This report shall include information on the contacts that school staff made or attempted to make with absent pupils or their parents. Such information shall include the explanations obtained for the pupils’ absence.

A sufficient number of Daily Attendance Cards must be printed by the school and available for the use of the attendance secretary. The format of the cards should follow that given on page 10. The printed cards should show school holidays, statutory holidays, professional activity days, and all school days in the school year. **An electronic alternative that shows all of the required information may be used instead of the cards.**

The principal shall ensure that all teachers of pupils whose enrolment is recorded in the full-time and part-time day school registers are **regular day school teachers employed by the board or occasional teachers employed by the board to teach as substitutes for teachers who are members of the board’s regular day school teaching staff.**

Ontario School Information System (OnSIS)

The full-time equivalents (FTEs) reported for each pupil on the OnSIS School Enrolment screens for the ministry’s enrolment-count dates of October 31 and March 31 shall equal the FTEs recorded for these pupils on these dates in the applicable ministry enrolment register(s).

Determination of Pupils’ Enrolment Status

In the definitions given below, a pupil “registered for classroom instruction” means a pupil who is enrolled for classroom instruction and who is attending classes regularly. The amount

of time specified for classroom instruction in each case is the amount of time in the school cycle that is allocated in the pupil timetable to the classes that the pupil is expected to attend. Time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process will not be recognized as classroom instruction time. Time spent by pupils in multi-subject instructional periods, non-credit courses with alternative expectations (that is, courses with a course code beginning with “K”), and credit recovery courses will be recognized as classroom instructional time.

The principal shall ensure that a system is in place to determine whether a pupil is to be enrolled as a full-time pupil, a part-time pupil, or a pupil engaged in independent study.

A “full-time pupil” is a pupil who:

- is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle;
- is enrolled in a day school that has, in accordance with a calendar that has been approved by the Minister under Regulation 304 (“School Year Calendar”), a designated school year of twelve months and instructional days in each of those months, and in which the pupil is eligible to earn at least seven credits upon successfully completing the courses in which the pupil is enrolled in the school year.

A “part-time pupil” is a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle.

A pupil doing “independent study” is not registered for classroom instruction, but takes credit courses that fulfil the ministry’s program and diploma requirements and meets with qualified teachers for scheduled times during the school day. It should be noted that a course for which a pupil is enrolled cannot be considered an independent study course if any portion of it consists of classroom instruction time that is also used to classify the pupil as either “full-time” or “part-time”. (See under “Use of the Register” on page 7 for instructions on recording enrolment of pupils taking courses through independent study.)

The pupil’s timetable must be used to determine the number of minutes of classroom instruction. (The timetable in effect on the last school day in October is to be used to determine whether a pupil is full-time or part-time for the October enrolment-count date, and the timetable in effect on the last school day in March is to be used to determine whether a pupil is full-time or part-time for the March enrolment-count date.) Travel time between classes must not be included in the calculation of the amount of classroom instruction. Whenever there is a change in a pupil’s timetable, school staff must determine immediately whether the change affects the pupil’s status as a full- or part-time pupil. In addition, each pupil’s timetable must be examined on the last school day of October and March to ensure that he or she is correctly classified as full-time or part-time.

The following are the only two instances in which minutes of classroom instruction are not used in determining full-time or part-time enrolment status:

- a) The pupil is taking the placement component of a cooperative education course. For details, see “Cooperative Education Courses” on page 5.

b) The pupil is taking an individualized study program that satisfies the following criteria:

- Instructional activity in each subject is directed and guided by a qualified teacher of that subject.
- Pupils are in regular attendance and have a timetable that specifies when they are to be in school. The full- or part-time status of the pupils is based on the number of minutes in their individual timetables.
- The school has a system for taking attendance that accurately records and monitors the pupils’ attendance.
- Courses are developed and offered in accordance with ministry curriculum policy documents.

The ministry no longer requires schools to seek approval to enrol pupils in individualized programs. However, the use of this option is subject to audit by the ministry.

It should be noted that pupils over the compulsory school age have the right to attend school on a full- or part-time basis. Such pupils may be encouraged to take a full-time course load, but cannot be forced to do so.

Admission

The principal shall ensure that a pupil’s name is not entered in the *Register of Full-Time Enrolment for Secondary Schools* until the day on which the pupil actually begins to attend classes for the current school year. If, however, a pupil is continuing on home instruction or in a Supervised Alternative Learning for Excused Pupils (SALEP) program from the previous school year, or if a pupil was referred to an attendance counsellor in the previous school year and the file is still active, the principal shall ensure that the pupil’s name is entered in the register on the first day of school for the current school year.

The principal shall ensure that the date of admission of each pupil is recorded in the register and that each pupil is recorded as an “internal admission” or an “external admission”. For internal and external admissions, the principal should also provide any relevant information. For pupils who are admitted after the first day of school, the principal should provide the reason for late admission.

The term “internal admission” refers to:

- a pupil whose name was on the roll of the same school on the last day of the previous school year;
- a pupil whose name is entered on the roll of one organizational unit (e.g., home room, grade) in a school after he or she has transferred from another organizational unit in the same school during the current school year;
- a pupil who was previously a part-time pupil but who has become a full-time pupil during the school year.

The term “external admission” refers to:

- a pupil who enrolls for the first time at a school;
- a pupil who re-enrolls at a school after having transferred or retired from that school.

If a pupil is admitted to a classroom-delivered day school course or program after an enrolment-count date, his or her enrolment in that course or program cannot be recorded in the *Independent Study Register for Day School Pupils* or a continuing education register.

The principal shall direct adult pupils – that is, pupils who are twenty-one years of age or over or who will turn twenty-one on or before December 31, 2007 – either to the appropriate day school courses or to continuing education courses in accordance with the school board’s policy on admission of adult pupils. The principal shall ensure that the only adult pupils who are included in this register are those who are enrolled in day school courses that are taught by teachers who are members of the board’s regular staff and who are not continuing education teachers. The principal shall also ensure that adult pupils are identified with “A” in the register or are recorded in a separate register for adult pupils.

The principal must ensure that the person maintaining the enrolment register knows which pupils are not pupils of the board (i.e., those who are “other pupils”, previously called “non-resident pupils”) and who is responsible for paying their tuition fees, and must ensure that this and any other relevant information on these pupils is recorded on page 12 of the register.

Excused Pupils

The principal shall inform the appropriate school staff if a pupil has been excused temporarily from attending school. In addition, in accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General”, the principal shall retain the letter in which the parents request that the pupil be excused or, if the pupil is an adult, the letter in which the pupil asks to be excused.

Transfer and Retirement

The principal shall ensure that pupil transfers and retirements are recorded immediately. The principal shall also ensure that the date of transfer or retirement and the destination of a pupil are recorded and that the pupil is recorded as an “internal transfer”, an “external transfer”, or a “retirement”.

Where a pupil transfers or retires from the school, the transfer or retirement date shall be the day immediately following the last day of attendance.

Where the principal becomes aware that a pupil has transferred or retired from the school prior to an absence of fifteen consecutive school days, the transfer or retirement date shall be the day immediately following the last day of attendance.

A pupil who is excused from school in accordance with subsection 23(3) of Regulation 298 shall be retired from the register **on the day immediately following the last day of attendance** if the school does not provide a program of study for the pupil.

The term “internal transfer” refers to:

- a pupil whose name is taken off the roll of one organizational unit in a school and who becomes an internal admission in another organizational unit at the same school during the school year;
- a pupil who was previously a full-time pupil but who has become a part-time pupil.

The term “external transfer” refers to:

- a pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in Ontario;
- a pupil who is transferred to an educational program in a care and treatment or correctional facility.

The term “retirement” refers to:

- a pupil who withdraws from a publicly funded school in Ontario and does not enrol in another publicly funded school in Ontario;
- a pupil who leaves the school to participate in an approved educational exchange;
- a pupil who has **been expelled from school**.

General Absence Days

The principal shall inform the attendance secretary when a day of absence is to be recorded as a “general absence”, or “G”, day, and shall also provide the reason.

Absence of all pupils. The following are examples of reasons for assigning a “G” day:

- The school is closed under the Health Protection and Promotion Act.
- The day is a legally proclaimed municipal holiday.
- The day is a holy day.
- Inclement weather has caused a breakdown in transportation arrangements or otherwise prevents the pupils from going to school, **including pupils who are driven or who walk to school**.
- The school heating plant breaks down or a similar emergency occurs.
- The school is closed for the day by the Lieutenant-Governor or the Minister.
- The school is closed because of a withdrawal of services by board employees.

Absence of an individual pupil. The following are examples of reasons for assigning a “G” day:

- The day is a holy day for that pupil.
- The pupil is participating in a Supervised Alternative Learning for Excused Pupils (SALEP) program in accordance with Regulation 308.
- Inclement weather has caused a breakdown in transportation arrangements or otherwise prevents the pupil from going to school, **including a pupil who is driven or who walks to school**.
- The pupil is receiving private instruction in music for up to a half day in any week.
- The pupil is under suspension.
- The pupil is serving in the Ontario Legislature as a legislative page.
- The pupil is absent or excused as authorized under the Education Act and/or regulations made under the act.
- The pupil is absent for reasons of safety during a period when services have been withdrawn by board employees.
- The pupil is participating in a short-term educational exchange program.

Non-instructional Days

Non-instructional, or “N”, days are days in the school calendar for which individual pupils are not scheduled for instruction. For the purpose of keeping cumulative attendance records, they are not regular days of absence, which are indicated with “A”, nor are they “G” days. “N” days shall be recorded, for example, for part-time pupils who are not scheduled for classes on certain days in their school cycle.

The principal shall inform the attendance secretary when “N” days are to be recorded.

Absenteeism

If a pupil is absent from a scheduled examination, the principal shall ensure that the pupil’s absence is recorded with an “A” indicating “absent in morning”, “absent in afternoon”, or “absent all day”, as appropriate, and that the reason for missing the examination is recorded on the Daily Attendance Card.

If a pupil has been absent for fifteen consecutive school days without appropriate supporting **medical** documentation, the principal shall ensure that the pupil is shown as a retirement on the **day immediately following the last day of attendance**. (Note that, for the purposes of this requirement, a school day is defined as all scheduled classes for secondary school pupils.)

However, a pupil of compulsory school age may remain in the register for sixteen to thirty consecutive days of absence, if the principal has referred the case in writing to the attendance counsellor. If the pupil is to remain in the register for one or more subsequent fifteen-day periods, the principal must receive at the beginning of each subsequent fifteen-day period a report from the attendance counsellor indicating that the pupil’s file is still active. Where, for any reason, the attendance counsellor does not submit a report or indicates that the pupil’s file has become inactive, the pupil shall be shown as a retirement on the day following the last fifteen-day period (e.g., the thirty-first day, the forty-sixth day).

In the case of a pupil who is seriously ill, the pupil’s name shall be retained in the register and appropriate medical documentation kept on file. A referral to an attendance counsellor is not required in this case.

A “G” day, a “PA” (professional activity) day, or an “N” (non-instructional) day occurring within an otherwise unbroken series of fifteen days of absence does not break or add to the series.

It is the principal’s responsibility to contact the parent(s) of the pupil – or the pupil, if the pupil is an adult – to find out why the pupil has not been in attendance. The school must retain a record of the contacts between the parent(s) or pupil and the school, including the written communication to and from the attendance counsellor, as well as any applicable medical documentation.

The removal of a pupil’s name from the register for absenteeism does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the Education Act, and the principal must ensure that the attendance counsellor is advised of the removal of the names of all such pupils from the register.

Cooperative Education Courses

These courses will be delivered in accordance with the ministry document entitled *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*. The principal shall ensure that the attendance of pupils taking the placement component is recorded in the same way as classroom attendance. The principal must also ensure that the employer complies with the ministry’s requirements for recording attendance.

The time spent in the placement component will be considered as minutes of classroom instruction and used for purposes of determining a pupil’s full-time or part-time enrolment status. However, the maximum number of minutes per day in the school cycle that may be claimed for funding purposes for each cooperative education course (pre-placement, integration, and placement components) is limited to 110 hours times the credit value of the course.

E-Learning Courses

Enrolment in day school e-learning courses will be recorded in either the full-time or the part-time day school enrolment register in the same way as enrolment in courses delivered in the classroom.

Where a pupil is taking an e-learning course, the board that the pupil has the right to attend under the Education Act (the home board) shall report the enrolment of the pupil in the course. Where a school of a board other than the home board is providing the instruction in the e-learning course, the home board shall pay a fee that is established by e-learning Ontario to the board that is providing the instruction.

Home Instruction

If a pupil is unable to attend school for medical reasons, the principal may make a teacher available to provide the pupil with instruction at home or in hospital. Home instruction must be carried out in accordance with subsection 11(11) of Regulation 298.

The principal shall ensure that the attendance of any pupil who is receiving home instruction is recorded as if he or she were attending classes at school. However, if only homework is provided by the school to help the pupil keep up with school work, this assistance is not home instruction, and the pupil must be recorded as absent for the days he or she is not in attendance.

The full-time equivalency (FTE) for these pupils will be equated to the number of courses taken through home instruction. For a school on a semester system, one course equals 0.25 FTE, two courses equal 0.50 FTE, and three or more courses equal 1.00 FTE. For a school on a non-semestered system, one course equals 0.13 FTE, two courses equal 0.25 FTE, three courses equal 0.38 FTE, four courses equal 0.50 FTE, five courses equal 0.63 FTE, and six or more courses equal 1.00 FTE.

Where all of the conditions for independent study apply, the pupil’s instruction may instead be recorded in the *Independent Study Register for Day School Pupils*.

Home Schooling

A pupil is receiving home schooling if he or she is excused from compulsory attendance because the parents are providing satisfactory instruction at home. Pupils receiving home schooling exclusively must not be included in the full-time or part-time register. If, however, a pupil is receiving some instruction provided by the school, the principal shall ensure that the pupil's enrolment for this instruction is recorded in the appropriate register in accordance with the amount of instruction provided and that the pupil's attendance is recorded on a Daily Attendance Card.

Supervised Alternative Learning for Excused Pupils (SALEP)

The principal shall ensure that a list of all pupils participating in a SALEP program is maintained on page 11. The list must include the pupils' names and the date each pupil began to take part in the program.

The principal shall ensure that the appropriate school staff know which pupils are participating in a SALEP program and whether they are to be excused from class on a full-time or part-time basis. In addition, where a pupil is participating in a SALEP program in accordance with Regulation 308, the principal must ensure that the pupil is recorded as "full-time" in the register.

When a pupil participating in a SALEP program is no longer of compulsory school age, the principal shall have the pupil retired from the register, if the pupil is not returning to regular classes.

Suspension

The principal shall ensure that the appropriate school staff are given the names of all pupils who have been suspended.

The principal shall ensure that appropriate documentation of the suspension is retained.

Pupils in Educational Exchange Programs

The principal shall ensure that pupils participating in educational exchange programs between school boards or other educational authorities, in accordance with clause 49(7) (a) of the Education Act, are recorded in the register as follows:

- The pupil leaving to go on an exchange must be shown as a "retirement". The date of the retirement is the day following the last day on which the pupil attended his or her home school.
- The pupil admitted to the school must be enrolled as a regular "external admission", and is considered to be a pupil of the board for the duration of his or her stay at the Ontario school.

However, where the duration of an educational exchange program is a period of five months or less and each side of the exchange occurs within the same school year, the school principal, at his or her discretion, may record the pupils as follows:

- The pupil leaving the school to go on the exchange remains in the register for the duration of the exchange.
- The pupil admitted to the school is *not* entered into the register for the duration of the exchange. This pupil must not be charged a tuition fee.

The criteria for reciprocal educational exchange programs are outlined in the ministry's memorandum "Educational Exchange Programs" (No. SB7, April 23, 2004). It is recommended that the principal consult with board staff regarding the requirements outlined in this memorandum.

Pupils Enrolled in More Than One School

The principal shall ensure that the full-time equivalents (FTEs) of a pupil enrolled in more than one school within the same board are reported in the OnSIS reporting system by the school where the pupil's Ontario Student Record is kept. The FTEs of the pupil at each school are combined but may not exceed one FTE.

If a pupil (other than a pupil taking e-learning courses) is enrolled in schools operated by two different boards, each school shall report the pupil's enrolment in the OnSIS reporting system. The FTE reported by each school must be based on the number of minutes of classroom instruction that the pupil receives at that school. In some instances, the combined FTEs of the pupil may exceed 1.00.

Pupils in Care and Treatment or Correctional Programs or in Hospital Board Schools

The principal shall ensure that pupils enrolled in **programs in care and treatment or correctional facilities or in schools operated by hospital boards (section 68 school authorities)** are not included in the register for the period of time, **including transition periods**, that they are attending these programs/schools. Pupils admitted to these programs/schools, in accordance with ministry guidelines, are those who cannot attend the local school of the board on a regular basis because of their severe need for the services provided by these programs/schools.

Enrolment Summaries

The principal shall ensure that the Monthly Enrolment Summary for the school, or for each organizational unit in the school, is completed every month and reviewed for accuracy.

The enrolment of pupils under twenty-one years of age and of pupils twenty-one or over as of December 31, 2007, must be reported separately in the Monthly Enrolment Summaries and in the Enrolment Summary on pages 16–21.

The principal shall ensure that the number of "other pupils" in the list on page 12 is the same as that provided in the Enrolment Summary on pages 16–21.

The principal shall sign on pages 16–21, certifying that the totals given in the Enrolment Summary for the last school day of October and March are accurate.

Use of the Register

General Information

School boards are no longer required to seek ministry approval to use computerized enrolment-recording systems instead of the ministry's registers. When board staff are satisfied that their computerized enrolment-recording system meets ministry requirements, their schools are no longer required to use the enrolment registers issued by the ministry. Ministry staff are available to provide advice during the board's implementation of a computerized system.

However, school boards remain responsible for ensuring that their computerized enrolment-recording systems provide accurate data and satisfy all ministry requirements. These records must also be retained for the required length of time for ministry audit purposes (see "Retention of Pupil Enrolment Records" on page 2).

Full-Time Enrolment

Each secondary school must maintain and retain its own *Register of Full-Time Enrolment for Secondary Schools* or an electronic alternative.

An Enrolment Details page and a Monthly Enrolment Summary page are provided as part of the *Register of Full-Time Enrolment for Secondary Schools*. Schools may photocopy these pages for recording enrolment.

Part-Time Enrolment

Enrolment of part-time pupils must not be recorded in the full-time register, but only in the *Part-Time Enrolment Register* or an electronic alternative.

The attendance of all part-time pupils must be recorded on the Daily Attendance Cards or an electronic alternative.

Independent Study

Enrolment in non-classroom instruction offered through an independent study program must not be included in the full-time or part-time register. The *Independent Study Register for Day School Pupils*, or an appropriate computerized equivalent, must be used to record this enrolment.

The *Independent Study Register for Day School Pupils* must not include any pupil whose enrolment is recorded in the full-time register of any publicly funded school.

The *Independent Study Register for Day School Pupils* is available on request from the ministry, or may be downloaded from the ministry's website.

Home Schooling

Pupils who are excused from compulsory attendance because they are receiving satisfactory instruction exclusively at home (i.e., through home schooling) or elsewhere (e.g., at a private school) must not be recorded in either the full-time or part-time register. If, however, they are receiving some instruction provided by the school, this instruction time will be recognized for grant purposes. These pupils must be recorded in the appropriate register in accordance with the amount of instruction provided.

Instructions for Staff Recording Enrolment and Attendance

Use of Symbols

Use the following symbols to indicate attendance on each pupil's Daily Attendance Card:

<input type="checkbox"/>	present all day (leave blank)
A	absent all day
A	absent in morning
A	absent in afternoon
L	late in morning
L	late in afternoon
G	absent for a general absence, or "G", day
G	absent for 1/2 "G" day in morning
G	absent for 1/2 "G" day in afternoon
PA	professional activity day
N	non-instructional day
H	statutory holiday
B	holiday designated by board

Attendance Check

It is the responsibility of the attendance secretary to maintain a period-by-period attendance check for all the pupils in the school. In doing so, he or she should encourage teachers to keep accurate records of attendance.

The Daily Absence Report (Daily Telephone Contact List) for the school should be kept up to date and must be accurate.

Admission

Do not enter a pupil's name in the register until the day on which the pupil actually begins to attend classes for the current school year. It is advisable to enter the names alphabetically when the pupils enrol on the first day of school (see page 14, pupils 1–21; on this sample page, enrolment is recorded for the school as a whole).

Enter the pupils' names in column A on the appropriate Enrolment Details page. Indicate gender in column B with "M" or "F", and enter the grade in column C. Enter the date of admission of "internal admissions" in column D and of "external admissions" in column E (for examples, see page 14, pupils 1 and 22). For a pupil who is continuing in a Supervised Alternative Learning for Excused Pupils (SALEP) program from the previous school year, enter the date of the first day of school for the current school year and add "(SALEP)" (see page 14, pupil 6). Where special home instruction provisions are still in place from the previous school year for a pupil who is unable to attend regular classes, enter the date of the first day of school for the current school year and add "(home instruction)" (see page 14, pupil 8).

For a pupil who was referred to an attendance counsellor in the previous school year and whose file is still active, enter the date of the first day of school for the current school year and add “(referred to attendance counsellor)” (see page 14, pupil 10).

Enter “OP” in the “Other pupils” column beside the names of pupils who are not pupils of the board (see page 14, pupil 25). Indicate who is responsible for the payment of each pupil’s fee, and enter any additional relevant information on page 12 of the register.

Enter “A” in the “Adult” column beside the names of pupils who have been identified as pupils who are twenty-one years of age or over as of December 31, 2007 (see page 14, pupil 1).

If a pupil who was formerly enrolled in the *Part-Time Enrolment Register* is added to the enrolment list in the full-time register, enter “(from part-time register)” beside the date of admission in the register (see page 14, pupil 29).

It should be noted that the names of pupils who re-enrol after having transferred or retired must be entered again at the end of the list, under “external admissions” (see page 14, pupil 15/pupil 34). Add “(readmission of retired pupil)” after the date of readmission.

Late Admission

Enter the names of pupils admitted after the first day of school chronologically without regard to alphabetical order (see page 14, pupils 22–35).

If a pupil is admitted in September after the first day of school, draw a horizontal line on the pupil’s Daily Attendance Card up to the date on which the pupil was admitted. In the following example, the pupil was admitted on September 24.

Month	1st Week					2nd Week					3rd Week					4th Week				5th Week										
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
September	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28										
	H																													

If a pupil is admitted after September, draw a line through all the days for each month up to the date on which the pupil was admitted. In the following example, the pupil was admitted on October 11.

Month	1st Week					2nd Week					3rd Week					4th Week				5th Week										
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
September	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28										
	H																													
October	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31							
	H																													

For all late admissions, enter the date of admission on the Enrolment Details page in the register in column D or E, as appropriate.

Excused Pupils

If the principal indicates that a pupil has been excused temporarily from attending school, enter “G” for each day of absence.

Transfer and Retirement

Enter the date of a pupil’s transfer or retirement on the Enrolment Details page in the register in column F, G, or H, as appropriate (for “internal transfer”, see page 14, pupil 16; for

“external transfer”, see pupil 18; for “retirement”, see pupil 2). On the Daily Attendance Card, enter the date of transfer or retirement, the name and address of the receiving school, and the date the pupil’s Ontario Student Record was sent to the receiving school.

On the Daily Attendance Card of a pupil who retires or who transfers to another publicly funded school, draw a horizontal line through the remaining days for that month, beginning with the day of the transfer or retirement. For each subsequent month, draw a line through all days of the month. In the following example, the pupil retired on April 9.

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
March																									
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				

If a pupil who was enrolled in this register is added to the enrolment list in the *Part-Time Enrolment Register*, enter “(to part-time register)” beside the date of transfer in the register (see page 14, pupil 5).

General Absence, or “G”, Days

Absence of all pupils. When the principal has indicated that a “G” day should be recorded, enter the date and the reason on page 13 of the register.

Absence of an individual pupil. When the principal has indicated that a “G” day should be recorded, enter “G” for that day and the reason on the pupil’s Daily Attendance Card.

Non-instructional, or “N”, Days

When the principal has indicated that an “N” day should be recorded, enter “N” for the appropriate day(s).

Absenteeism

If the principal indicates that a pupil was absent from a scheduled examination, enter an “A” indicating “absent in morning”, “absent in afternoon”, or “absent all day”, as appropriate, and enter “absent from an examination” and the reason for the absence on the Daily Attendance Card.

Where a pupil has been absent for several consecutive school days without an acceptable explanation, it is recommended that this absence be reported to the vice-principal or principal.

If the principal or vice-principal indicates that a pupil with poor attendance is to be retired from the register, follow the instructions for recording retirements that are given under “Transfer and Retirement”.

Cooperative Education Courses

Record the attendance of pupils taking a cooperative education course in the same way as the attendance of pupils taking a regular classroom-delivered course.

E-Learning Courses

Record the enrolment of pupils who are taking one or more e-learning courses as instructed by the principal.

Where a pupil participates in an e-learning course at any time during a week (Monday to Friday), the pupil shall be marked present in the course for the entire week. Where a pupil does not participate in the course during a week (Monday to Friday), the pupil shall be marked absent in the course for the entire week.

Home Instruction

Record the attendance of a pupil who is receiving home instruction as if the pupil were attending classes at the school. If the pupil is studying under home instruction at the beginning of the school year, enter "(home instruction)" in the register beside the date of admission (see page 14, pupil 8).

Home Schooling

If the principal indicates that pupils who are receiving home schooling are taking some instruction at the school, record the enrolment of these pupils in the appropriate register in accordance with the amount of instruction provided, and record each pupil's attendance on a Daily Attendance Card.

Supervised Alternative Learning for Excused Pupils (SALEP)

For pupils who are participants in a SALEP program, record their attendance on the Daily Attendance Card with a "G" for the period when they are participating in a SALEP program. Indicate whether they are excused from class on a full-time or part-time basis. If a pupil is continuing his or her studies through a SALEP program at the beginning of the school year, enter "(SALEP)" in the register beside the date of admission (see page 14, pupil 6).

If the principal or vice-principal indicates that a pupil in a SALEP program is to be retired from the enrolment of the school when he or she is no longer of compulsory school age, follow the instructions for recording retirements that are given under "Transfer and Retirement".

Suspension

Enter a "G" on the pupil's Daily Attendance Card for each day for which the pupil is under suspension.

Pupils in Educational Exchange Programs

Record the enrolment of pupils participating in educational exchanges in the register as follows (or as instructed by the principal):

- Enter the date of retirement of the pupil leaving to go on an exchange in column H.
- Enter the date of admission of the incoming pupil in column E ("external admission").

Attendance Summaries

On the Daily Attendance Card for each pupil, enter the number of times the pupil was late and the number of days and half days he or she was absent for each month. Also enter the cumulative times late and days absent, as well as the totals for the year.

"G" days, "PA" days, and "N" days must not be included as days of absence.

Enrolment Summaries

In the Monthly Enrolment Summary for the school, or for each organizational unit (e.g., home room, grade) in the school, enter for each month the total number of admissions, transfers, and retirements in the appropriate columns. In column P, enter the net enrolment for the last school day of the current month (see page 15 for examples). The enrolment of pupils under twenty-one years of age and pupils twenty-one or over must be recorded separately in the appropriate columns.

For September, begin with a "nil" enrolment. To calculate the net enrolment for September, take the sum of the admissions and subtract the sum of the transfers and retirements. To calculate the net enrolment for all subsequent months, take the enrolment for the last school day of the previous month, add the sum of the admissions for the current month, and subtract the sum of the transfers and retirements for the current month. All changes in columns D to H during the month shall be reflected in columns J to P on the Monthly Enrolment Summary.

Each month, transfer the totals from column P from all of the Monthly Enrolment Summary pages to the appropriate monthly column in the Enrolment Summary on pages 16–21.

Enter the total number of pupils under age twenty-one, pupils twenty-one or over, pupils of the board, and "other pupils" for October and March in the Enrolment Summary on pages 16–21.

At the end of the school year, indicate the total number of admissions, transfers, and retirements in columns K, L, M, N, and O at the bottom of each Monthly Enrolment Summary page (for an example, see page 15).

Sample Enrolment Details Page

	"Other pupils" (OP)	Names of pupils (surname first)	Adult	Gender	Grade	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)
						Internal (within school)	External (outside school)	Internal (within school)	External (outside school)	
	A	B	C	D	E	F	G	H		
1		Acton, Marion	A	F	10	Sept. 4				
2		Akoedie, Mohammed		M	9	Sept. 4				May 7
3		Bibi, Zainab		F	10	Sept. 4				
4		Blackwell, Jonathan		M	9	Sept. 4				
5		Bulmer, Timothy	A	M	12	Sept. 4		Sept. 17 (to part-time register)		
6		Dillen, Paul		M	11	Sept. 4 (SALEP)				
7		Dimson, Nicole		F	11	Sept. 4				
8		Geiree, Atheel		M	10	Sept. 4 (home instruction)				
9		Hare, Diane		F	OAC	Sept. 4				
10		Jordan, Paul		M	12	Sept. 4 (referred to attendance counsellor)				
11		Lei, Man Ying		F	12	Sept. 4				
12		Mayer, Nicolay		M	OAC	Sept. 4				
13		Merin, Gilles		M	10	Sept. 4				
14		Morris, Paul	A	M	10	Sept. 4				
15		Mullen, Jodi		F	9	Sept. 4				Sept. 14
16		Ng, Kenneth		M	10	Sept. 4		Oct. 22 (to part-time register)		
17		O'Reilly, Robert		M	9	Sept. 4				
18		Owen, Christy		F	11	Sept. 4			Oct. 5	
19		Park, Jehn		M	9	Sept. 4		Sept. 24 (to part-time register)		
20		Salvosa, Omar		M	10	Sept. 4				
21		Scovil, Valerie		F	10	Sept. 4				
22		Caruso, Mary		F	9		Sept. 7			
23		Jarid, Asim		M	9	Sept. 10				
24		Ellis, Geoff		M	10		Sept. 12			
25	OP	Johnson, Leah		F	9	Sept. 13				
26	OP	Laplante, Françoise		F	11		Sept. 14		Sept. 27	
27		Ennis, Dawn		F	10		Sept. 20			Sept. 28
28		Figueroa, Roberta	A	F	10	Sept. 24				
29		Tripathi, Raj	A	M	10	Sept. 26 (from part-time register)				Feb. 14
30		Baker, Catherine		F	10	Sept. 27				
31		Visneski, Sylis		M	12	Oct. 4				
32		Watson, Scott		M	10		Oct. 12			
33		Hilson, Frank		M	11		Oct. 18			
34		Mullen, Jodi		F	9		Jan. 11 (readmission of retired pupil)			
35		Janzen, Cennie		F	10		Mar. 4			
36										
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Sample Monthly Enrolment Summary

Month		Enrolment on last school day of previous month	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Net enrolment on last school day of current month
			Internal (within school)	External (outside school)	Internal (within school)	External (outside school)		
		J	K	L	M	N	O	P
September	Pupils under 21	Nil	21	4	1	1	2	21
	Pupils 21 or over	Nil	5	0	1	0	0	4
October	Pupils under 21	21	1	2	1	1	0	22
	Pupils 21 or over	4	0	0	0	0	0	4
November	Pupils under 21	22	0	0	0	0	0	22
	Pupils 21 or over	4	0	0	0	0	0	4
December	Pupils under 21	22	0	0	0	0	0	22
	Pupils 21 or over	4	0	0	0	0	0	4
January	Pupils under 21	22	0	1	0	0	0	23
	Pupils 21 or over	4	0	0	0	0	0	4
February	Pupils under 21	23	0	0	0	0	0	23
	Pupils 21 or over	4	0	0	0	0	1	3
March	Pupils under 21	23	0	1	0	0	0	24
	Pupils 21 or over	3	0	0	0	0	0	3
April	Pupils under 21	24	0	0	0	0	0	24
	Pupils 21 or over	3	0	0	0	0	0	3
May	Pupils under 21	24	0	0	0	0	1	23
	Pupils 21 or over	3	0	0	0	0	0	3
June	Pupils under 21	23	0	0	0	0	0	23
	Pupils 21 or over	3	0	0	0	0	0	3
Totals	Pupils under 21	X	22	8	2	2	3	X
	Pupils 21 or over	X	5	0	1	0	1	X

Enrolment Summary

In the following chart, enter the totals from column P from all of the Monthly Enrolment Summary pages. Enter the total number of pupils under age 21, pupils 21 years of age or over, pupils of the board, and “other pupils”, as shown in the example below.

	September		October		November		December		January	
Page No.	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
1	21	4	22	4	22	4	22	4	23	4
Totals	21	4	22	4	22	4	22	4	23	4

J.J. Joubert

Principal's signature

22	4	Totals
21	4	Pupils of the board
1	0	Other pupils

	September		October		November		December		January	
Page No.	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
1										
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Totals										

Principal's signature

		Totals
		Pupils of the board
		Other pupils

	February		March		April		May		June	
Page No.	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
1	23	3	24	3	24	3	23	3	23	3
Totals	23	3	24	3	24	3	23	3	23	3

J.J. Joubert

Principal's signature

24	3	Totals
23	3	Pupils of the board
1	0	Other pupils

	February		March		April		May		June	
Page No.	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
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Totals										

Principal's signature

		Totals
		Pupils of the board
		Other pupils

Page No.	September		October		November		December		January	
	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
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Totals										

Totals (cumulative totals from pages 1–65)

Principal's signature

Pupils of the board

Other pupils

Page No.	February		March		April		May		June	
	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
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Totals (cumulative totals from pages 1–65)

Principal's signature

Pupils of the board

Other pupils

Page No.	September		October		November		December		January	
	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
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105										
Totals										

Totals (cumulative totals from pages 1–105)

Principal's signature

Pupils of the board

Other pupils

Page No.	February		March		April		May		June	
	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over	Pupils under 21	Pupils 21 or over
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104										
105										
Totals										

Totals (cumulative totals from pages 1–105)

Principal's signature

Pupils of the board

Other pupils

Enrolment Details and Monthly Enrolment Summary Pages

Monthly Enrolment Summary

Month		Enrolment on last school day of previous month	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Net enrolment on last school day of current month
			Internal (within school)	External (outside school)	Internal (within school)	External (outside school)		
		J	K	L	M	N	O	P
September	Pupils under 21	Nil						
	Pupils 21 or over	Nil						
October	Pupils under 21							
	Pupils 21 or over							
November	Pupils under 21							
	Pupils 21 or over							
December	Pupils under 21							
	Pupils 21 or over							
January	Pupils under 21							
	Pupils 21 or over							
February	Pupils under 21							
	Pupils 21 or over							
March	Pupils under 21							
	Pupils 21 or over							
April	Pupils under 21							
	Pupils 21 or over							
May	Pupils under 21							
	Pupils 21 or over							
June	Pupils under 21							
	Pupils 21 or over							
Totals	Pupils under 21	X						X
	Pupils 21 or over	X						X