Ontario
Ministry of Education

Independent Study and e-Learning Register for Day School Pupils, 2011–12

School	Teacher

Course Data

Course name	Course code	Credit value

Scheduled teacher-contact sessions

a) Number of sessions required to complete course

b) Duration of each session

Number of work units required to complete course

Pupil Data

	Pupils under 21 September 2011 to June 2012		Pupils 21 or over September 2011 to June 2012	
	Pupils of the board	Other pupils	Pupils of the board	Other pupils
No. of sessions scheduled				
No. of sessions attended				
No. of work units completed				

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 Register

See *Enrolment Register Instructions for Elementary and Secondary Schools, 2011–12* for guidance on the maintenance and retention of the register and for information on the collection of data required in the register.

Responsibilities of the Principal

Basic Requirements. The principal shall ensure that teachers are provided with all the information they will need in keeping their records.

The principal shall ensure that all teachers of the pupils whose enrolment is recorded in this register 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.

Pupil Eligibility. The principal shall ensure that a pupil taking an independent study course meets the following criteria:
- The pupil is a day school pupil.
- For the period September 1, 2011, to January 31, 2012, the pupil is not enrolled as a full-time day school pupil on October 31, 2011. For the period February 1, 2012, to June 30, 2012, the pupil is not enrolled as a full-time day school pupil on March 31, 2012.
- The provisions regarding the Ontario Student Record apply to the pupil.

Note that a pupil enrolled exclusively in courses taken through independent study may be included in this register.

Course Eligibility. The principal shall ensure that an independent study course meets the following criteria:
- The course is a credit course that meets ministry program and diploma requirements.
- The course is offered during the school year from September 2011 to June 2012.
- The course is divided into a number of specific units of work that are similar in value, and these units are used to measure the pupil's progress.
- No part of the course is used as credit towards a course in which the pupil is enrolled in the Part-Time Enrolment Register.

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

Teacher Contact. The principal shall ensure that the following requirements are met:
- For a course with a credit value of one, there must be a minimum of ten scheduled teacher-contact sessions of at least one-half hour in duration each, and the total number of hours of such sessions must be at least ten hours. These sessions must be scheduled to occur during the regular school day.
- For a course with a credit value greater than one, a proportionate increase is required in the minimum number of teacher-contact sessions and the total number of session hours.
- Teacher-contact sessions that are missed must be rescheduled. Pupils who are not meeting the criterion of regular attendance must be retired from the register.

Adult Pupils. The principal shall ensure that pupils who are adults are indicated as such in the register – that is, pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2011.

Certification of Enrolment. The principal shall sign the register, certifying that the data on page 1 are correct.

Funding. Work units must be completed, but not necessarily successfully, in order to be recognized for grant purposes. In addition, the number of work units completed by a pupil must not exceed the number required to complete the course.

The principal should forward the register for each independent study course to the board to ensure that the school receives funding for these courses.

E-Learning. Enrolment in e-learning courses is normally recorded in the full-time or part-time register for day school pupils. The only exception is the recording of enrolment for pupils who decline to enrol in a school of the local district school board – usually pupils receiving home schooling or attending a private school. The enrolment of these pupils in an e-learning course shall be recorded in the Independent Study and e-Learning Register by the (out-of-district) school that is offering the e-learning course. For additional information regarding the recording of enrolment in e-learning courses, refer to *Enrolment Register Instructions for Elementary and Secondary Schools, 2011–12.*

Instructions for the Teacher

Use a separate register to record enrolment in each course.

Record the details of the course on page 1 under "Course Data". See "Pupil Eligibility", "Course Eligibility", and "Teacher Contact" above for details on requirements. The number of work units completed by a pupil must not exceed the number required to complete the course.

Enter "A" in the "Adult" column beside the names of pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2011 (see pupil 2 in the sample register below).

Enter "OP" in the "Other pupils" column beside the names of pupils who are not pupils of the board (see pupil 3). Indicate who is responsible for the payment of each pupil's fee in column B. For example, enter the name of the education authority if the pupil is a Native pupil for whom a Native education authority is paying the tuition fees.

On the first line for each pupil (line A, "Attendance at teacher-contact sessions"), indicate the attendance of a pupil at scheduled teacher-contact sessions with a check mark (see sample register). Indicate a pupil's absence with "A". On the second line for each pupil (line B, "Work units completed"), indicate completion (successful or not) of assigned work units with "C".

Enter the date that each pupil begins the course in column C. Enter the date that each pupil completes the course (successfully or not) or retires in column D.

In columns E and F, record data separately for pupils under twenty-one years of age and pupils twenty-one or over as of December 31, 2011. Enter for each pupil the number of teacher-contact sessions *scheduled* to the left of the slash in line A, and the number of sessions *attended* to the right of the slash. Indicate the number of work units completed for each pupil in line B. Enter the totals for pupils who are pupils of the board and "other pupils" separately. Transfer the required data to "Pupil Data" on page 1.

Note: **The sample below is a generic sample, no longer related to a specific year.**

Sample Register

SAMPLE

A – Attendance at teacher-contact sessions (independent study courses only) (enter "✓" or "A" in line A)

B – Work units completed (independent study or e-learning courses) (enter "C" in line B)

Columns E and F: A – Sessions scheduled/attended; B – Work units completed

	Names of pupils (surname first)	Adult	"Other pupils" (OP)	Individuals or organizations responsible for payment of fees for "other pupils"	Commencement date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Completion or retirement date	Pupils under 21 (September to June)	Pupils 21 or over (September to June)
	A			B	C																																D	E	F
1	Weldon, Edward				Sept. 8	A	✓	✓	✓	✓	✓	A	A	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								Feb. 11	23 / 20	/
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C												20	
2	Tobin, Dale	A			Sept. 8	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓									Feb. 11	/	22 / 20
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C													20
3	Barrett, Brian		OP	Mary and John Barrett	Sept. 8	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																			Nov. 16	12 / 12	/
						B	C	C	C	C	C	C	C	C	C	C	C	C																				12	
4	Akoodie, Mohammed				Sept. 16	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											Jan. 25	20 / 20	/
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C												20	
5	Sharples, Robert				Sept. 20	A	A	A	✓	A	✓																										Oct. 6	5 / 2	/
						B	C	C	C	C																												4	
6	Kyle, Peter				Sept. 24	A	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓									Apr. 21	22 / 20	/
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C												20	
7	Lei, Man Ying	A			Oct. 18	A	✓	✓	✓	✓	✓	✓																									Dec. 8	/	6 / 6
						B	C	C	C	C	C	C																											6
8	Philip, Murry	A			Feb. 8	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	A	A	✓	✓	✓								May 17	/	23 / 20
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C													20
9	Taylor, Carrie	A			Feb. 9	A	✓	✓	A	✓	A	A	✓	✓	✓	A	✓																				June 16	/	11 / 7
						B	C	C	C	C	C	C	C	C	C																								9
10	Collie, John	A	OP	Mnjikaning First Nation Education Authority	Feb. 9	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											June 27	/	20 / 20
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C													20
11	Menzies, Joan	A			Mar. 3	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																	June 16	/	14 / 14
						B	C	C	C	C	C	C	C	C	C	C	C	C	C	C																			14
12						A																																	
						B																																	

Totals	E	F
Teacher-contact sessions – pupils of the board	70 / 62	76 / 67
Work units completed – pupils of the board	64	69
Teacher-contact sessions – other pupils	12 / 12	20 / 20
Work units completed – other pupils	12	20

	Names of pupils (surname first)	Adult	"Other pupils" (OP)	Individuals or organizations responsible for payment of fees for "other pupils"	Commencement date	A Attendance at teacher-contact sessions (enter "✓" or "A" in line A) B Work units completed (enter "C" in line B)																												Completion or retirement date	Pupils under 21 A Sessions scheduled/attended B Work units completed September to June	Pupils 21 or over A Sessions scheduled/attended B Work units completed September to June
	A			B	C		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	D	E	F
1						A																															/	/
						B																																
2						A																															/	/
						B																																
3						A																															/	/
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Totals			
	Teacher-contact sessions – pupils of the board	/	/
	Work units completed – pupils of the board		
	Teacher-contact sessions – other pupils	/	/
	Work units completed – other pupils		