

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 156/09, 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). Such courses include transfer courses in *The Ontario Curriculum, Grades 10 and 11: Transfer Courses, 2001* and course work taken by a pupil who wishes to switch from one course type in Grade 9 to the other in Grade 10 (i.e., "crossover" course work), as described in OSS, section 5.6, and *The Ontario Curriculum, Grades 9 to 12: Program Planning and Assessment, 2000*. The course of study for each course is to be retained for review at the school.

The principal shall ensure that all courses taken for credit are taught 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 in accordance with *The Ontario Student Record (OSR): Guideline, 2000*.

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.

It should be noted that the number of pupil hours for the placement component of a cooperative education course will be recognized for grant purposes on the same basis as in day school programs. However, the maximum number of pupil hours per pupil for the course (i.e., for pre-placement, integration, and placement components) is 110 hours times the credit value of the course. Also, the only partial-credit courses for which the ministry will provide funding are those that are permitted under OSS or that have been approved by the ministry.

E-learning courses that satisfy the criteria outlined in the ministry's memorandum "Enrolment Reporting for E-Learning Courses" (No. SB12, July 17, 2002) are not to be reported in this register. The Correspondence/Self-Study Register is to be used to report e-learning courses provided through continuing education.

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Use of the Register

The principal shall ensure that this register contains data on enrolment and attendance only on pupils enrolled in continuing education courses taken for credit for the purpose of earning a secondary school graduation diploma either during

the school year or in the summer. With the exception of the placement component of a cooperative education course, *all courses for which enrolment is recorded in this register must be given through classroom instruction.*

A pupil who is included in a register for full-time pupils in any publicly funded day school must *not* also be included in this register if the continuing education course is offered at any time during the instructional program of the day school (the instructional program of a day school starts at the beginning of the first regularly scheduled class of the school day and ends at the end of the last regularly scheduled class of the school day). More specifically, pupils enrolled as full-time day school pupils on October 31, 2009, must not be included in this register for the period September 1, 2009, to January 31, 2010, and pupils enrolled as full-time day school pupils on March 31, 2010, must not be included in this register for the period February 1, 2010, to June 30, 2010.

However, since credit programs for *full-time pupils* that start *after the end of the day school instructional program and end before 5 p.m.* qualify for continuing education funding, full-time day school pupils taking such after-school credit courses will be recorded in this register. (Full-time pupils are secondary school pupils and elementary school pupils who are taking some secondary courses.)

The principal shall ensure that a separate register is used *for each class* and that a pupil's name is not entered in the register until the day on which the pupil actually begins to attend classes.

The principal shall ensure that page 4 of the register is completed accurately. Since classes may include pupils who are enrolled in different courses, the course name(s) and course code(s) must be entered, and the credit value indicated. It should be noted that the "total enrolment" must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

"Average enrolment" under "Pupil Data" on page 4 is completed only for classes that qualify for the adjustment for small classes – that is, classes or courses offered in a secondary school that is located in a territorial district and is more than 80 kilometres from all other secondary schools in the province that have the same language of instruction. The number of pupils given, which is used to calculate the adjustment for small classes, is to be the average number of pupils enrolled in the course. This number is arrived at by dividing the total number of pupil hours by the total number of hours of classroom instruction for the course, and rounding the result to two decimals.

Instructions for Staff Recording Enrolment and Attendance

Use a separate register *for each class*. Do not enter a pupil's name in the register until the day on which the pupil actually begins classes. Using information provided by the principal, identify with a check mark (✓) all pupils who are also day school pupils at a publicly funded school in Ontario in the column "Day school pupil".

Indicate attendance at sessions by leaving the appropriate spaces on the register blank and absence by entering an "A", as shown in the sample register on page 3. If a pupil is admitted after the course begins, draw a horizontal line through all spaces up to the date on which the pupil was admitted (see pupil 7 in the sample). If a pupil withdraws, draw a horizontal line through the remaining spaces (see pupil 1). Where an instructional session has been cancelled owing to exceptional circumstances, enter a "C" for that session for the first and last pupils, join the "Cs" by a vertical line (see session 35 in the sample), and record the reason on the register (see the note at line 34 in the "Name of pupil" column in the sample).

Using the information provided in this paragraph, determine the number of sessions for each pupil during the school year or the summer, and enter this number in the appropriate column under "Number of sessions recognized for funding". If a pupil has been absent for *three or more consecutive sessions*, subtract the number of consecutive sessions missed from the total number of sessions (see pupils 3, 4, 5, 6, and 7). If a pupil has begun the course late, subtract *all* sessions missed at the beginning from the total (see pupil 7). If a pupil withdraws from the course and/or is simply absent *and* thereby misses *three or more* consecutive sessions, subtract the number of consecutive sessions missed from the total (see pupils 1, 2, and 6). It should be noted that the end of the calendar year does not break a series of sessions missed (see pupil 5). Note that a cancelled session (marked "C") is not included in the calculation of the number of consecutive sessions for which a pupil has been absent (see pupils 4 and 6).

In the sample register, the record of enrolment and attendance is shown for a class conducted on Wednesday and Friday evenings.

Continuing Education: Register of Enrolment in Adult Credit Courses Taken for Diploma Purposes, 2009–10

School <input style="width: 95%;" type="text"/>	Teacher <input style="width: 95%;" type="text"/>
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Course Data

Course name(s) <input style="width: 98%; height: 100%;" type="text"/>	Common Course Code(s) <input style="width: 98%; height: 100%;" type="text"/>	Credit value <input style="width: 98%; height: 100%;" type="text"/>												
Check (✓) one: <input type="checkbox"/> Course(s) offered at night or on the weekend <input type="checkbox"/> Course(s) offered during the day school instructional program <input type="checkbox"/> Course(s) starting after the end of the day school instructional program and ending before 5 p.m. (after school)														
<input type="checkbox"/> Transfer course(s) (Grade 10 or 11) <input type="checkbox"/> Course(s) consisting of "crossover" course work (Grade 9)														
Dates Start <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">D</td></tr><tr><td style="border: 1px solid black; width: 15px; height: 20px;"></td><td style="border: 1px solid black; width: 15px; height: 20px;"></td><td style="border: 1px solid black; width: 15px; height: 20px;"></td></tr></table> Finish <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">D</td></tr><tr><td style="border: 1px solid black; width: 15px; height: 20px;"></td><td style="border: 1px solid black; width: 15px; height: 20px;"></td><td style="border: 1px solid black; width: 15px; height: 20px;"></td></tr></table>		Y	M	D				Y	M	D				Days Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/>
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Y	M	D												
Time of day Start <input style="width: 40px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Finish <input style="width: 40px;" type="text"/> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.														
<i>September 2009 to June 2010</i>		<i>Summer 2010</i>												
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Pupil Data

Number of pupils as of the end of October 2009 <input style="width: 20px;" type="text"/> M <input style="width: 20px;" type="text"/> F	Number of pupils September 2009 to June 2010 <input style="width: 20px;" type="text"/> M <input style="width: 20px;" type="text"/> F								
Number of pupils Summer 2010 <input style="width: 20px;" type="text"/> M <input style="width: 20px;" type="text"/> F									
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* Enter enrolment *only* where adjustment for small classes applies (see under "Use of the Register", p. 2).

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.

<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Signature of principal	Date

