

**Enrolment Register Instructions
for Elementary and Secondary Schools**

2016–17 School Year

This publication, *Enrolment Register Instructions for Elementary and Secondary Schools, 2016–17 School Year*, and the *Enrolment Register Instructions for Continuing Education Programs, 2016–17 School Year* are available on the Ministry of Education’s website <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>.

Ministry Contact Information

If you have questions related to enrolment and admissions, please send them to the enrolment@ontario.ca mailbox. Provide all relevant information to ensure a prompt, accurate, and helpful response. The mailbox is monitored by Ministry staff, and all questions will be answered in a timely manner based on the Government of Ontario customer service standards.

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Une publication équivalente est disponible en français sous le titre suivant :
Instructions pour le relevé des effectifs écoles élémentaires et secondaires, Année scolaire 2016-17.

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GENERAL REQUIREMENTS

On all legal questions relating to the requirements covered in these instructions, school boards should rely on the advice of their own legal counsel.

Collection of Data

Authorization for the collection of the information required on 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 (the Ministry).

Responsibilities of the Principal

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 on the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

The principal must ensure that:

- A system is in place to provide school staff with all the appropriate information about each pupil that is required in keeping the enrolment register and attendance records;
- Enrolment and attendance records are accurate and up to date; and
- All required enrolment and attendance records and related documents are retained for audit purposes.

The principal also must ensure that:

- All teachers of pupils whose enrolment is recorded in the 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; and
- Any fees charged to pupils for learning materials and activities are in accordance with board policy developed in response to the Ministry’s *Guideline for Fees for Learning Materials and Activities*.

The following sections provide details on the principal’s responsibilities related to enrolment, attendance, recording and reporting, retention of data, audits, and other topics.

Retention of Pupil Enrolment Records and Related Documents

The Ministry requires that, *for audit purposes*, pupil enrolment records and various related documents (see chart below) be retained for the *current school year and the previous school year*.

Retention beyond that minimum period is to be carried out in accordance with the school board's record management program, as specified in paragraph 38 of subsection 171(1) of the *Education Act*.

The enrolment register has two components:

1. Enrolment Details Records
2. Enrolment Summaries

See Appendix A for samples.

Records and Documents Required for Audit Purposes for 2015–16 and 2016–17

A summary of the pupil enrolment records and all related documents that must be retained for elementary and secondary schools for the 2015–16 and 2016–17 school years is provided below. Boards must be able to produce these records and documents if requested by the Ministry for audit purposes. These records can be stored either electronically or in a paper format, unless otherwise specified. Where a principal's certification/signature is required, it can also be stored in an electronic (e-mails are acceptable) or paper format.

Elementary and Secondary Schools

- A printout of the year-end register Enrolment Summaries for Full-Time and Part-Time pupils that are certified as accurate by the principal
- A printout of the Monthly Enrolment Summaries for Full-Time pupils for the October and March count dates and at year-end that are certified as accurate by the principal
- Enrolment Details Records¹, that are certified as accurate by the principal
- The Daily Attendance Records for each pupil²
- The Daily Absence Report (Daily Telephone Contact List) for the school³
- The school bell schedule⁴
- Dated forms authorizing pupil external transfer or Ontario Student Record (OSR) request letters that show external transfers signed by the principal or by a school staff member designated by the principal
- Dated forms authorizing pupil admission, internal transfer, and retirement signed by the principal or by a school staff member designated by the principal
- Dated requests for OSRs (letter or e-mail)
- Pupil Eligibility Attestation Form⁵ (see sample in Appendix C) indicating that board-approved documentation has been reviewed to support:

¹ If the board does not have the capacity to store the *Enrolment Details Records* electronically, the records must be printed out at the end of the school year in June and certified by the Principal. If stored electronically, they must show the enrolment-count dates.

² See Appendix B for a model showing the content and format of a Daily Attendance Record as well as samples.

³ *The Daily Absence Report (Daily Telephone Contact List)* for the school will include information on the contacts that school staff have made or attempted to make with absent pupils or their parents/guardians and will include the explanations obtained for the pupils' absence.

⁴ The school bell schedule will indicate the duration of all periods of instruction and lunch periods, and must clearly show standard travel time between classes. The configuration of the software program that is used to determine pupils' status as full-time or part-time must match the configuration of the school bell schedule in number of periods and period length.

⁵ The Ministry recommends that board staff use a pupil eligibility attestation form to document the board's review and verification of relevant documentation to confirm pupil eligibility in the areas listed. See Ministry memorandum "2009-10 Day School Enrolment Register Instruction Revisions and Accountability Changes for Pupils Claimed for English as a Second Language (ESL) and Perfectionnement du français (PDF) funding" (Memorandum No. 2009:SB20, May 29, 2009).

- The pupil's year of entry into Canada (as required in Section E in OnSIS)
- The pupil's right to attend the school without payment of a fee
- The date of birth and full legal name of the pupil
- The residency of the pupil
- Documentation to support the residency of pupils not included in Section E in OnSIS (e.g. utility bill, property tax bill or phone bill)
- A list of pupils admitted from outside Ontario
- A list of all pupils participating in a Supervised Alternative Learning (SAL) program, including a signed copy of the pupils Supervised Alternative Learning Plan (SALP), the document showing the SAL Committee's approval, and the date on which the pupil began the program
- A list of all pupils participating in a student exchange program, including the exchange agreement and documents that support reciprocity
- A list of pupils on home instruction and the principal's approval for the provision of home instruction, including the teacher assigned to provide the instruction
- Documentation of a pupil's suspension or expulsion
- The report on pupil absences of 15 or more consecutive days
- Excused and/or unexcused absences:
 - The letter in which a parent or guardian, or the pupil (if the pupil is an adult) requests that the pupil be excused for a specified period of absence⁶ under subsection 23(3) of Regulation 298
 - The certification by the principal that a program of study was assigned to the pupil excused under subsection 23(3) of Regulation 298
 - The appropriate supporting medical documentation for a medical excusal
 - In the case of a prolonged absence, the principal's written referral to the attendance counsellor on the 16th day of absence
 - The attendance counsellor's acceptance/refusal of the principal's referral
 - Documentation of successful two way contact between the attendance counsellor and the pupil or the pupil's parent or guardian
 - A list of non-attending pupils who are 14-17 years old and who have been removed from the register of the school

Elementary Schools Only

- Class timetables indicating the minutes of instruction for Extended French and French Immersion

Secondary Schools Only

- Pupil course timetables that were in effect on the last school day of October and March
- The period-by-period attendance check for all pupils in the school
- Where applicable, the Independent Study and e-Learning Register for Day School Pupils
- Dated forms authorizing pupils to add or withdraw from courses, signed by the principal or by a school staff member designated by the principal
- School course calendars and student handbooks
- A list of pupils enrolled in alternative programs
- A list of pupils enrolled in cooperative education programs

⁶ The timeframe must be explicit and cannot be "indefinite" or "until further notice." See also "Excused Pupils."

Audits of Enrolment, including English as a Second Language (ESL) Eligibility

The Ministry performs audits of enrolment and English as a second language (ESL) eligibility in the fall and spring of each year.

Notification of an Audit

Boards are notified that they have been selected for an audit in a letter from the director of the Ministry's Financial Analysis and Accountability Branch (FAAB) to the director of education. The letter will:

- Identify the schools selected for audit and the period under audit;
- Identify the months for the field visits; and
- Request that the school board provide the name of a liaison to work with Ministry staff.

Preparation for the Audit

The lead auditor from the Ministry will contact the school board liaison to develop an audit schedule. Prior to the site visit, the lead auditor will:

- Provide the board-level and school-level interview questions to ensure that appropriate staff are present at the interviews. The interviews are conducted prior to the field visits to the schools;
- Request enrolment registers – summaries and details – for the period under audit;
- Request data on pupils' year of entry/ESL (that is, the data that is entered in section E of OnSIS); and
- Select the audit sample to ensure that the appropriate documentation is available on the date of the field visit.

An interview is also conducted with the school principal and administrators at the end of the field visit to discuss the audit results.

Areas Subject to Audit

Audits may be conducted of any or all of the areas in the list below.

Elementary Schools	Secondary Schools
Register reconciliation Admissions from outside Ontario Pupil external transfers and retirements Pupil with prolonged absence (full-day) Other pupils (fee paying pupils) Year of entry in Canada (ESL) French Immersion (if applicable) Specific programs for pupils: <ul style="list-style-type: none"> • Supervised Alternative Learning (SAL) • Home instruction • Home schooling 	Register reconciliation Admissions from outside Ontario Pupil Full-Time equivalency Internal transfers from Full-Time to part-time Pupil external transfers and retirements Pupil with prolonged absence (full-day) Pupil with prolonged absence from a course Other pupils (fee paying pupils) Year of entry in Canada (ESL) Alternative program delivery Specific programs for pupils: <ul style="list-style-type: none"> • Supervised Alternative Learning (SAL) • Home instruction • Home schooling • E-learning courses • Shared students • Exchange programs • Dual credit courses • Credit recovery courses • Pupils enrolled in a section 23 facility • Program for expelled pupils • Independent study

The School and Board Audit Reports

Once the field work is complete, a school audit report is sent to the principal of each audited school. This report outlines the results of the school audit that were discussed with the principal and administrators in the closing interview at the field visit. The principal has one week to review and comment on the report and ensure that the findings are fairly presented. The school board liaison is copied on all correspondence.

The school audit report will become part of the board audit report that is sent from the director of the Ministry's Financial Analysis and Accountability Branch to the director of education of the school board.

The board audit report consists of a cover letter, the board audit report, and appendices summarizing all areas of adjustments.

Determining a Pupil's Eligibility for an Exemption from Tuition Fees

On all legal questions relating to the determination of a pupil's eligibility for tuition-fee exemptions, school boards should rely on the advice of their own legal counsel.

Under section 8 of Ontario Regulation 216/16, boards are entitled or required to charge certain pupils tuition fees. Pupils who pay tuition fees are not pupils of the board and should be recorded as "OP" ("Other Pupils") in the Enrolment Details (see the samples in Appendix A).

Boards will determine whether a pupil is eligible for a tuition-fee exemption. To determine a pupil's eligibility and the documentation required to support an exemption, boards will need to refer to the following statutory provisions, regulation, memoranda and policy/program memorandum:

- *Education Act*: subsection 32(2), subsection 46(2), section 49, and section 49.1
- Ontario Regulation 216/16: Calculation of Fees for Pupils
- Policy/Program Memorandum No. 136, "Clarification of Section 49.1 of the *Education Act*: Education of Persons Unlawfully in Canada," December 3, 2004
- "Clarification of Documentation Required for Tuition Fee Exemptions and Guardianship Arrangements," Memorandum No. 2012:SB01, January 9, 2012
- "Clarification of Documentation Required for Tuition Fee Exemptions," Memorandum No. 2013:SB05, April 3, 2013

Other documents that may be useful for this and other enrolment-related purposes are the following:

- *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2011*
- *The Ontario Student Record (OSR) Guideline, 2000*
- *International Languages Elementary Programs, Resource Guide 2012*

Determining Pupils' Enrolment Status

The principal will ensure that a system is in place to determine whether a pupil is to be enrolled as a Full-Time pupil or a Part-Time pupil (see below), or as a *secondary* pupil engaged in independent study (see "Independent Study").

Full-Time and Part-Time Pupils

In general, a pupil's enrolment status is based on the *number of minutes* a pupil is "registered for classroom instruction" per school day – that is, a Full-Time pupil is typically registered for 210 minutes or more of classroom instruction per school day and a Part-Time pupil for less than 210 minutes per school day. See the definitions of "full-time" and "part-time" provided in the chart below.

The term "registered for classroom instruction" refers to 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 average amount of time in the school cycle that is allocated in the pupil's timetable to the classes that the pupil is expected to attend.

Full-Time Pupil – Elementary and Secondary Schools

- A pupil who is registered for classroom instruction for an average of 210 minutes or more per school day in the school cycle
- A pupil aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit
- A pupil who is participating in an Intensive Behavioural Intervention program, regardless of the amount of classroom instructional time for which he or she is registered

Part-Time Pupil – Elementary and Secondary Schools

- 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 aged 14–17 who has a Supervised Alternative Learning Plan (SALP) that provides for an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit

Full-Time Secondary Pupil under Regulation 304 ("School Year Calendar")

A secondary pupil who 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 will be considered a Full-Time pupil.

Using the Pupil's Timetable to Determine Minutes of Instruction

The pupil's timetable must be used to determine the number of minutes of classroom instruction. The timetable in effect on the enrolment-count dates – that is, on the last school day of October and March – will be used to determine whether a pupil is "full-time" or "part-time." Travel time between classes *must not be included* in the calculation of the amount of classroom instruction.

Time Recognized as Classroom Instructional Time

Time spent by pupils in dual credit courses, multi-subject instructional periods, non-credit courses with alternative expectations (that is, courses with a course code beginning with "K"), and credit recovery courses is recognized as classroom instructional time.

Time Not Recognized as Classroom Instructional Time

Time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process is not recognized as classroom instructional time.

Instances When Minutes of Classroom Instruction Are Not Used to Determine Full-Time or Part-Time Status

The following are the only three instances in which minutes of classroom instruction are *not* used in determining Full-Time or Part-Time enrolment status:

1. The pupil is taking a cooperative education course. For details, see “Cooperative Education Courses.”
2. The pupil has an Individual Education Plan (IEP) that includes an individualized study program that satisfies the following criteria:
 - a. Instructional activity in each subject is directed and guided by a qualified teacher of that subject.
 - b. Pupil is in regular attendance and has a timetable that specifies when s/he is to be in school. The full- or Part-Time status of the pupil is based on the number of minutes in her/his individual timetables.
 - c. The school has a system for accurately recording and monitoring pupil attendance.
 - d. Courses are developed and offered in accordance with Ministry curriculum policy documents.
3. The pupil is receiving home instruction. For details, see “Home Instruction.”

Independent Study

A day school pupil enrolled in “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 instructional time that is also used to classify the pupil as either “full-time” or “part-time.”

Enrolment in non-classroom instruction offered through an independent study program *must not be included* in the enrolment register for elementary or secondary schools. The Independent Study and e-Learning Register for Day School Pupils must be used to record this enrolment.

The Independent Study and e-Learning Register for Day School Pupils may include pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates; however, these pupils are not eligible for funding and their work units marked must not be included in the total number of work units recognized for funding purposes.

See the section “The Independent Study and e-Learning Register for Day School Pupils” for details on using this register. See also the section “Pupils Taking Courses through Independent Study” under “Pupils Affected by the 34-Credit Threshold.”

Home Schooling

Pupils who are excused from compulsory attendance because they are receiving satisfactory instruction *exclusively* at home (that is, through home schooling) or elsewhere (e.g., at a private school) must *not* be recorded in the enrolment register.

However, if they are receiving some instruction provided by the school (classroom-delivered, independent study, or e-learning), this instructional time will be recognized for grant purposes. These pupils must be recorded in the day school register or in the Independent Study and e-Learning Register for Day School Pupils by the school that is offering the course, in accordance with the type of instruction provided. The attendance of a pupil who is recorded in the day school register will be recorded in a Daily Attendance Record.

Reporting in the Ontario School Information System (OnSIS)

Data on Full-Time and Part-Time Pupils on Enrolment-Count Dates

The Full-Time equivalent (FTE) reported for each pupil on the OnSIS School Enrolment screens for the Ministry's enrolment-count dates – the last school day of October and March – must equal the FTE recorded for each pupil on these dates in the enrolment register.

Pupils recorded as “part-time” on the register must be reported as Part-Time pupils in OnSIS. The FTE for each pupil must be included.

Data on Pupils in Independent Study

For independent study, the average daily enrolment (ADE) will be reported through OnSIS on three submission dates – the last school day of October, March, and June. The ADE reported for each pupil should be based on the portion of work units completed by the pupil since the last OnSIS submission date. See also “Pupils Taking Courses through Independent Study” under “Pupils Affected by the 34-Credit Threshold” below.

Pupils Affected by the 34-Credit Threshold

Full-Time and Part-Time Pupils

Under Ontario Regulation 217/16, “Calculation of Average Daily Enrolment for the 2016–2017 School Board Fiscal Year,” the calculation of the average daily enrolment (ADE) for secondary pupils is split into two categories: “regular” and “high credit.”

All or a portion of the credits of pupils affected by the 34-credit threshold may be identified as “high credits.” “High credits” are the credits above the 34-credit threshold that are for “non-exempt courses” taken in the current school year or semester by “non-exempt pupils.” (Examples of “exempt courses” are English as a Second Language and English Literacy Development. An example of an “exempt pupil” is a pupil with an Individual Education Plan [IEP].)

For each enrolment-count date, a pupil's day school FTE must be calculated in the following way:

- Determine the number of “high credits” for the pupil.
- Calculate the “high-credit factor” by dividing the number of high credits by the total number of credits for the courses in which the pupil is enrolled.
- Determine the number of “high-credit minutes of instruction” per day by multiplying the “high-credit factor” by the total number of minutes of instruction per day in the pupil's timetable. The remaining minutes are the regular day school minutes of instruction.
- Calculate the pupil's day school FTE by using the number of regular day school minutes of instruction and high-credit minutes of instruction.

For each credit that is not based on minutes of instruction – that is, for a cooperative education credit, a dual credit, or a credit for a course provided through home instruction – the calculation should be made using the number of minutes of instruction for a normal credit. For example, if most pupil timetables are based on 75 minutes of instruction per day for most credits, then 75 minutes of instruction should also be used for a credit that is not based on minutes of instruction.

Further information on the 34-credit threshold, including implementation instructions, is provided in the Ministry's memorandum “34 Credit Threshold – Implementation Details” (Memorandum No. 2013:SB1, January 30, 2013).

Pupils Taking Courses through Independent Study

The enrolment of each pupil in independent study courses must be considered under the appropriate category in the chart below for the purposes of determining a pupil's “high-credit factor” and calculating the pupil's ADE for independent study. See above for the method of calculating the “high-credit factor.” The “regular” and “high-credit” ADE reported through OnSIS for each pupil should be based on the portion of work units completed by the pupil since the last OnSIS submission date.

	Category of Enrolment	Counting Credits for Determining the Pupil's High-Credit Factor	Calculating the Pupil's ADE for Independent Study
1	The pupil enrolled in the course during first term/semester, and completed it during first term/semester on or after the October count date.	Count the credit as if the pupil was enrolled in a semestered course on the October count date.	Use the high-credit factor as of the October count date.
2	The pupil enrolled in the course during second term/semester, and completed it during second term/semester on or after the March count date.	Count the credit as if the pupil was enrolled in a semestered course on the March count date.	Use the high-credit factor as of the March count date.
3	The pupil enrolled in the course during first term/semester, and completed it during second term/semester.	Count the credit as if the pupil was enrolled in a non-semestered course on the October count date.	Use the average of the high-credit factors for the October and March count dates.
4	The pupil enrolled in the course during a term/semester, and completed it or withdrew from it before the count date that falls within that term/semester.		

OnSIS Help Desk

Inquiries from schools and boards regarding the Ontario School Information System, its policies and procedures should be directed to:

Ontario School Information System (OnSIS)
 Education Statistics & Analysis Branch (ESAB)
 Ministry of Education, 777 Bay Street, 4th Floor, Suite 422
 Toronto ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
 Monday to Friday (excluding holidays): 8:30 a.m. to 4:30 p.m.

E-mail: onsis_sison@ontario.ca
 Fax: 416-212-2763

Pupils Enrolled in More than One School

The FTE of a pupil enrolled in more than one school within the same board must be reported in OnSIS by the school where the pupil's OSR 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 or a pupil with a Supervised Alternative Learning Plan (SALP) – is enrolled in schools operated by two different boards, each school will report the pupil's enrolment in OnSIS. 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, but may not exceed 1.30. For a pupil taking e-learning courses or a pupil with a SALP, the combined FTEs may not exceed 1.00. (See also "E-learning Courses.")

For pupils affected by the 34-credit threshold, boards must ensure that their schools count all current credits for courses that pupils are taking in the day school program at their home school, at any other schools in their board, and at schools in other boards. See the section above, "Pupils Affected by the 34-Credit Threshold," for the method of calculating the "high-credit factor."

Junior Kindergarten and Kindergarten pupils may not under normal circumstances be enrolled in schools operated by different boards. They may not, for example, attend a program offered by one board in the morning and another program offered by a different board in the afternoon. It is recommended that they be enrolled in the program offered at a school of the board whose school(s) they have the right to attend.

MAINTAINING THE REGISTER AND ATTENDANCE RECORDS

Admission of a Pupil

Enter a pupil's name on the register on the day on which the pupil actually begins to attend classes for the current school year. Although pupils' names from the previous school year may be stored in a school's computerized system for administrative purposes, a pupil's name must not be entered into the current register until the pupil actually begins to attend classes. Exceptions to this requirement are the following pupils, whose names may be entered on the register on the first day of school for the current school year:

- A pupil who is continuing in a Supervised Alternative Learning (SAL) program from the previous school year with the formal approval of the board's SAL Committee
- A pupil who is continuing to receive home instruction
- A pupil who was referred to an attendance counsellor in the previous school year and whose file is still active

Along with the pupil's name, enter the pupil's Ontario Education Number (OEN), gender, and grade in Enrolment Details (see the samples in Appendix A).

Staggered Admission in Kindergarten

Do not enter the names of pupils in Kindergarten and Junior Kindergarten classes with staggered admission dates on the register until the first day each pupil begins to attend classes. *As stated above, a pupil's name must not be entered into the current register until the pupil actually begins to attend classes.* Record the days absent with "G" (see "General Absence Days").

Academic Assessment Services before School Begins

The name of a pupil who is provided with academic assessment services by the board immediately before entering school may be entered on the register on the date that the assessment services began. Record enrolment during this assessment period with "N" (see "Non-instructional Days").

Internal and External Admission

Enter the date of admission as either an "internal admission" or an "external admission." See the definitions below. For examples, see students Akoodie, Mohammed and Caruso, Mary in Appendix A. For internal and external admissions, any relevant information should also be recorded.

Internal Admission

- A pupil whose name was on the roll of the same school on the last day of the previous school year

External Admission

- 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

Late Admission

For pupils who are admitted after the first day of school, the reason for late admission should be recorded. For all late admissions, enter the date of admission in Enrolment Details under "internal admissions" or "external admissions," as appropriate (see students Hare, Diane and Christie, Dave in Appendix A). It should be noted that the date of readmission of pupils who re-enroll after having transferred or retired must be entered under "external admissions" (see student Trent, Nellie in Appendix A).

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 and e-Learning Register for Day School Pupils or a continuing education register.

Pupils Who Are Not Pupils of the Board

Enter “OP” in the “OP” (“Other pupils”) column in Enrolment Details beside the names of pupils who are not pupils of the board (see student Nichols, Paul in Appendix A). Also, indicate who is responsible for the payment of each pupil’s tuition fee under the pupil’s name, and record any other relevant information on each pupil. Retain documentation for audit purposes.

Pupils Who Already Have Over 34 Credits

The principal will direct pupils who already have over 34 credits and who have no regular day school FTE either to the appropriate day school courses or to continuing education courses, in accordance with the school board’s policy on admission of such pupils.

Adult Pupils

The principal will direct adult pupils – that is, pupils who are already 21 years of age or over or who will turn 21 on or before December 31, 2016 – 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 will ensure that the only adult pupils who are included in the secondary school 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.

Enter “A” in the “Adult” column beside the names of pupils who are twenty-one years of age or over as of December 31, 2016 (see student Ennis, Dawn in Appendix A).

Transfer and Retirement

Where a pupil transfers or retires from the school, the transfer or retirement date will be the day immediately after 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 15 consecutive school days, the transfer or retirement date will be the day immediately after the last day of attendance.

Enter the date of a pupil's internal transfer, external transfer, or retirement in Enrolment Details. See the definitions below. (For examples, see Appendix A: for "internal transfer," see Urman, Mildred; for "external transfer," see Nichols, Paul; for "retirement," see Baker, Catherine.) Pupil transfers and retirements must be recorded on the register immediately. A pupil's destination will also be recorded.

Internal Transfer

- A pupil who was previously a Full-Time pupil but who has become a Part-Time pupil, or vice versa
- 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

External Transfer

- 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

Retirement

- A pupil who withdraws from a publicly funded school in Ontario and does not enroll in another publicly funded school in Ontario
- A secondary school pupil who leaves the school to take part in an approved educational exchange
- A pupil who has been expelled from school and who is not participating in a program for expelled pupils

For details on documentation that must be retained for audit purposes on internal transfer, external transfer, and retirement, see the chart under "Records and Documents Required for Audit Purposes for 2015–16 and 2016–17."

Transfers That Occur around an Enrolment-Count Date

Transfers between Schools of One Board

When a pupil transfers from one school of a board just before an enrolment-count date (the last school day of October or March) but is not admitted to another school of the *same* board until just after the enrolment-count date, the result is that the pupil is not enrolled in either school of the board on the count date. If the transfer and the admission each occur within 15 school days of the enrolment-count date and if appropriate supporting documentation is retained, the external transfer date for this pupil for the sending school will be deemed to be the day immediately after the enrolment-count date.

Transfers between Schools of Different Boards

When a pupil transfers from a school of one board just before an enrolment-count date but is not admitted to a school of *another* board until just after the enrolment-count date, the result is that the pupil is not enrolled in either board on the count date *the pupil will not be recognized for funding purposes by either board.*

Daily Attendance Records

Use the following codes to indicate attendance in each pupil's Daily Attendance Record. Indicate whether "A," "L," "G," or "N" applies to the whole day or only to the morning or afternoon (see the model attendance record in Appendix B).

For explanations of when to use "A," "G," "N," and "C," refer to the specific sections indicated with each code. See also Appendix B for a model of a pupil's Daily Attendance Record and for samples showing data required for specific types of absence.

Code	Description
(Leave blank)	Present all day
A	Absent
L	Late
G	General absence day
PA	Professional activity day
N	Non-instructional day
C	Indication of contact consisting of successful two-way communication with the pupil, the pupil's parent or guardian (absentee or pupil in SAL program) Indication that the principal referred the pupil to the attendance counsellor on the 16 th day of absence
H	Statutory holiday
B	Holiday designated by board

Absence

There are different types of absence, all of which are discussed in this section. (See Samples 1-3 in Appendix B and flow charts in Appendix D and E).

It is the principal's responsibility to ensure that the school contacts the parent or guardian of a 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 school and the pupil's parent or guardian, or the pupil (if the pupil is an adult). See "Records and Documents Required for Audit Purposes for 2015-16 and 2016-17."

If an elementary or secondary pupil has been absent for 15 consecutive school days without appropriate supporting documentation, see "Prolonged Absence."

Regular Absence ("A")

For a regular absence, enter "A" in a pupil's Daily Attendance Record indicating "absent in morning", "absent in afternoon", or "absent all day", as appropriate. Enter the reason in the school Daily Absence Report (Daily Telephone Contact List).

Absence from an Examination

If a pupil is absent from a scheduled examination, enter "A" in the pupil's Daily Attendance Record indicating "absent in morning," "absent in afternoon," or "absent all day," as appropriate. Enter "absent from an examination" and the reason for missing the examination in the school Daily Absence Report (Daily Telephone Contact List).

Elementary School Pupils – Safe Arrivals

In an elementary school, when regular attendance-taking shows that a pupil is absent and that his or her parent or guardian has not informed the school of the absence, the principal, in accordance with policies established by the board on safe arrivals, should ensure that the school immediately contacts the parent or guardian to find out if he or she is aware of the child's absence.

Secondary School Pupils

Where a secondary school 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 a pupil has been absent from a course for 15 consecutive scheduled days without appropriate supporting documentation, follow the procedures given under “Absence from a Course for 15 Consecutive Scheduled Days.”

General Absence Days (“G” Days)

Absence of All Pupils

Enter “G” for a general absence day in each pupil’s Daily Attendance Record, and enter the date and the reason in the Daily Absence Report (Daily Telephone Contact List) for the school. The following are examples of reasons for assigning a “G” day for all pupils:

- 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.
- Bad weather (e.g., a snowstorm) prevents the pupils from going to school, including pupils who take the school bus, who are driven to school, 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

Enter “G” for a general absence day in the pupil’s Daily Attendance Record, and enter the date and the reason in the Daily Absence Report (Daily Telephone Contact List) for the school. The following are examples of reasons for assigning a “G” day for an individual pupil:

- The day is a holy day for the pupil.
- The pupil is participating in the non-academic component of a Supervised Alternative Learning (SAL) program in accordance with Ontario Regulation 374/10.
- Bad weather (e.g., a snowstorm) prevents the pupil from going to school, including a pupil who takes the school bus, who is driven to school, 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 serving in the Ontario Legislature as a legislative page.
- The pupil is a Kindergarten or Junior Kindergarten pupil who is excused from class during a period of staggered admission (see “Staggered Admission in Kindergarten”).
- 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 (see “Short-Term Exchange (Less Than 5 Months)”).
- The pupil is unable to attend school because of a public transit strike.
- The pupil is absent or excused, as authorized under the *Education Act* and/or regulations made under the act.
- The pupil is under suspension.

Suspended Pupils

The absence of a suspended pupil is recorded with “G” on the register for the length of the suspension.

Subsections 306(4) and 306(5) of the *Education Act* refer to the duration of a suspension and the assignment of a pupil to a program for suspended pupils. Suspensions can last for no less than one school day and no more than 20 school days. The suspended pupil should be assigned a program for suspended pupils. The principal will ensure that appropriate documentation of the suspension is retained and that the appropriate school staff are given the names of all pupils who have been suspended.

Non-instructional Days (“N” Days)

Non-instructional, or “N,” days are full days, mornings, or afternoons in the school calendar for which individual pupils are not scheduled for instruction.

For the purpose of keeping cumulative attendance records, “N” days are not regular days of absence (indicated with an “A”), nor are they General Absence (“G” days).

Enter “N” for the appropriate full days, mornings, or afternoons in a pupil’s Daily Attendance Record for:

- Part-Time pupils who are not scheduled for classes on certain full days, mornings, or afternoons in their school cycle (for example, a pupil on a part-time, modified schedule);
- Pupils enrolled in Intensive Behavioural Intervention programs;
- Pupils provided with initial academic assessment services by the board immediately prior to entering school.

See Sample 4 in Appendix B.

Excused Pupils

Policies regarding excused pupils apply to all pupils (of compulsory and non-compulsory age) who are registered for classroom instruction and who are attending classes regularly.

Pupils Excused under Subsection 23(3) of Regulation 298

Pupil attendance is excused by the principal, in accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General.” The parent or guardian of the pupil *or* the pupil (if the pupil is an adult) must submit a letter to the principal, requesting that the pupil be excused for a specified time (e.g., a vacation or family obligation) – that is the time frame must be explicitly stated and cannot be indefinite or until further notice.

For the pupil to remain on the register the school must provide a program of study⁷ for the pupil. Appropriate supporting documentation (i.e. the letter) and the certification by the principal that a program of study was assigned to the pupil must be retained on file for audit purposes. A referral to the attendance counsellor is not required.

The pupil should be marked with a “G” on the register for each day of the excusal period.

When the pupil returns to school on the date specified in the letter and begins to attend school regularly, record their attendance in the usual way.

If the pupil does not return to school on the date specified in the letter, mark their absence with an “A.” If the pupil is absent for 15 consecutive school days, follow the procedures required for prolonged absence (see Prolonged Absence section below).

If the school does not provide a program of study and the pupil has been excused from school for 15 or more consecutive school days, the pupil should be retired from the enrolment register on the day immediately after the last day of attendance.

Medical Absence

In the case of a pupil who is unable to attend school for medical reasons, the pupil’s name will be retained on the register either for the period of time specified on appropriate supporting medical documentation or only up to the end of the

⁷ Boards should determine an appropriate program of study for pupils. In general, a program of study should be an academic program to help the pupil fulfill curricular expectations during the period of absence and to ensure that pupil can complete all courses upon the return to school.

current school year, whichever is applicable. Appropriate supporting medical documentation must be retained on file. A referral to an attendance counsellor is not required. (See Sample 3 in Appendix B.)

The pupil should be marked with an “A” on the register for the period of medical absence.

During a medical absence, the principal may make a teacher available to provide the pupil with Home Instruction. However, homework is not the same as Home Instruction. See “Home Instruction” for details.

When the pupil returns to school on the date specified in the supporting medical documentation and begins to attend school regularly, record their attendance in the usual way.

If the pupil does not return to school on the date specified in the supporting medical documentation, mark their absence with an “A.” If the pupil is absent for fifteen (15) consecutive school days, follow the procedures required for prolonged absence (see Prolonged Absence section below).

Documentation of Excused Absences for Audit Purposes

Each board is required to retain the following for audit purposes:

- The letter in which a parent or guardian of the pupil, or the pupil (if the pupil is an adult), requests that the pupil be excused for a specified period of absence under subsection 23(3) of Regulation 298
- The certification by the principal that a program of study was assigned to the pupil excused under s. 23(3) of Regulation 298
- The appropriate supporting medical documentation for a medical excusal

See also the list of required documentation under “Prolonged Absence” if the excused absence becomes an unexcused absence.

Prolonged Absence

For a pupil that has been absent for 15 consecutive school days without appropriate supporting documentation, enter “A” for each day of absence. See the definitions below.

The prolonged absence procedure, outlined below, is divided into 15 day subsequent periods of consecutive absence (1-15, 16-30, 31-45, and 46-60 or more if applicable).

Prolonged Absence

“Prolonged absence” is defined as the absence of a pupil for 15 consecutive school days without appropriate supporting documentation. It is an unexcused absence. A “G” day, an “N” day, or a “PA” (professional activity) day occurring within an otherwise unbroken series of 15 school days of absence does not break or add to the series.

School Day

For the purposes of determining prolonged absences, a “school day” is defined as follows:

- *Elementary schools*: the entire instructional program
- *Secondary schools*: all scheduled classes in all courses in which a pupil is enrolled

Compulsory Attendance

Subsection 21(1) of the *Education Act* states that children aged 6-17 must attend school, unless excused. Pupils must continue to attend school until they reach the age of 18 or until they graduate.

COMPULSORY SCHOOL AGE FOR 2016–17 SCHOOL YEAR

If the pupil's 18 th birthday occurs between:	The last compulsory school day is:
January 1 and June 30, 2017	The day before the pupil's birthday
July 1 and August 31, 2016	June 30, 2016
September 1 and December 31, 2016	June 30, 2016

Absence of 1–15 Consecutive School Days without Supporting Documentation

Determining whether this pupil should be shown as a retirement on the enrolment register (i.e., retired) depends on the age of the pupil (non-compulsory or compulsory age).

If the pupil is *not of compulsory school age*, a referral to the attendance counsellor⁸ is not required.

- Retire the pupil from the register on the day immediately after the last day of attendance.

If the pupil *is of compulsory school age* and a referral **is not** made to the attendance counsellor on the 16th day of consecutive absence, proceed as follows:

- Retire the pupil from the register on the day immediately after the last day of attendance.

If the pupil *is of compulsory school age* and a referral **is** made to the attendance counsellor on the 16th day of consecutive absence (document the principal's referral in the pupil's file), the referral to the attendance counsellor allows the pupil to remain on the register for the first 15 day period of absence. Proceed as follows:

- Indicate the days of absence with an "A" on the pupil's Daily Attendance Record; and
- Indicate the referral with a "C" in the pupil's Daily Attendance Record on the 16th day.

See Sample 1 or 2.

Absence of 16–30 Consecutive School Days without Supporting Documentation

Determining whether this pupil is retired from the register depends on the following two conditions:

1. The attendance counsellor must acknowledge to the principal that they will take on the case (document in pupil's file); and
2. There must be successful two way contact/communication between the attendance counsellor and the pupil or the pupil's parent or guardian (enter "C" in the pupil's Daily Attendance Record on the *actual day* contact is made with the pupil, within this period). See Sample 1 or 2.

If either condition is **not** met, the pupil should be retired from the register on the 16th day of absence.

Absence of 31–45 and 46–60 Consecutive Days without Supporting Documentation

Determining whether this pupil is retired from the register depends on the following two conditions:

1. The principal must receive a report from the attendance counsellor indicating that the pupil's file is still active, sometime *within* each subsequent 15-day period (document in pupil's file); and
2. There must be successful two way contact/communication between the attendance counsellor and the pupil or the pupil's parent or guardian (enter "C" in the pupil's Daily Attendance Record on the *actual day* contact is made with the pupil, within each subsequent 15 day period).

If either condition is **not** met, the pupil must be retired from the register on the day following the last 15-day period of non-attendance (the 31st day, the 46th day, or the 61st day). (See Sample 1 in Appendix B.)

⁸ For more information on the roles and responsibilities of an attendance counsellor refer to Section 24 of the *Education Act*.

Length of Time an Absent Pupil with an Active File May Remain on the Register

A pupil with an active file may remain on the register:

- Indefinitely if the pupil is 6-13 years of age, provided that the procedures required for prolonged absence are followed.
- For a maximum of 60 consecutive school days if the pupil is 14-17 years of age (remove the pupil's name from register on the 61st day of absence).

For samples, see Appendix B, and for charts of the procedures described above see Appendix E.

Attendance Counsellor Confirms the Pupil's File Is Inactive

Where, for any reason, the attendance counsellor confirms that the pupil's file has become inactive during a subsequent 15-day period (from day 16-30; from day 31-45; day 46-60, and so on, if applicable), the pupil must be retired from the register on the day following the date of previous successful contact *prior* to the file being deemed inactive.

Absence from a Course for 15 Consecutive Scheduled Days

In accordance with the definition of a "school day" above, if a secondary pupil has been absent from a course for 15 consecutive scheduled days without appropriate supporting documentation, the pupil will be deemed, for funding purposes, to have withdrawn from the course on the day immediately after the last day of attendance. If the pupil no longer qualifies to be a Full-Time pupil as a result of this withdrawal, the pupil's enrolment status must be changed to "part-time." The pupil's change in status must be recorded on the register as an "internal transfer," as outlined under "Transfer and Retirement."

Board and Principal Responsibilities after a Pupil's Name Is Removed from the Register

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. Even after removing pupils of compulsory age from the register, boards and or schools must continue to attempt to re-engage to these pupils.

- If the pupil is 6-13 years of age, the school or board must continue to make successful two way contact with the pupil or the pupil's parent or guardian every 15 days.
- If the pupil is 14-17 years of age, the school or board is expected to contact these youth, at a minimum, before the start of every semester to encourage them to return to school.

Summary of Required Documentation of Unexcused Absences for Audit Purposes

Each board is required to retain the following for audit purposes:

- The principal's written referral to the attendance counsellor on the 16th day of absence
- The attendance counsellor's written acceptance/refusal of the principal's referral
- Documentation of successful two-way contact between the attendance counsellor and the pupil or pupil's parent or guardian
- A list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of the schools of the board

Specific Programs

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 must ensure that the employer complies with the Ministry's requirements for recording attendance.

A cooperative education course, which includes both a classroom component and a placement component, must be scheduled for at least the same number of hours as the number of hours required for any one of the related curriculum courses on which it must be based – that is, for a minimum of 110 hours per credit.

Record the attendance of pupils in the placement component in the same way as classroom attendance.

The FTE for a pupil will be determined on the basis of the credit value of the cooperative education course, as shown in the chart below.

For audit purposes retain a list of pupils enrolled in cooperative education programs.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none">• 1 credit equals 0.25 FTE• 2 credits equal 0.50 FTE• 3 or more credits equal 1.00 FTE	<ul style="list-style-type: none">• 1 credit equals 0.13 FTE• 2 credits equal 0.25 FTE• 3 credits equal 0.38 FTE• 4 credits equal 0.50 FTE• 5 credits equal 0.63 FTE• 6 or more credits equal 1.00 FTE

E-learning Courses

Enrolment and attendance of a day school pupil in e-learning courses must be recorded in either the day school register or the Independent Study Register for Day School Pupils, depending on the enrolment status of the pupil, as outlined below.

The Independent Study and e-Learning Register for Day School Pupils may include pupils enrolled as Full-Time (FT) in a publicly funded day school on the October and/or March enrolment-count dates; however, these pupils are not eligible for funding and their work units marked must not be included in the total number of work units recognized for funding purposes.

Use of the Day School Register for E-learning Courses

For regular Full-Time and Part-Time day school pupils, record enrolment in day school e-learning courses in the day school register in the same way as enrolment in courses delivered in the classroom.

Where a pupil participates in an e-learning course at any time during a week (Monday to Friday), the pupil will 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 will be marked absent ("A") in the pupil's Daily Attendance Record in the course for the entire week.

Where a pupil is taking an e-learning course, the board where the pupil's OSR is kept (the home board) must report the enrolment of the pupil in the e-learning course.

Where a school of a board other than the home board is providing the instruction in the e-learning course, the board providing the instruction may charge the home board a fee that is established by the Ministry. This fee is posted annually on the e-Learning Ontario website, at www.edu.gov.on.ca/elearning/funding.html.

For further details see Ministry memorandum "Consolidated Summary of Ministry e-learning Enrolment Recording Requirements" (Memorandum No. SB8, February 23, 2010).

Use of the Independent Study and E-learning Register for Day School Pupils

Where a pupil declines to enroll in a school of the local district school board – usually a pupil receiving home schooling or attending a private school – the enrolment and participation (attendance) of that pupil in an e-learning course must be recorded in the Independent Study and E-learning Register for Day School Pupils by the (out-of-district) school that is offering the e-learning course.

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.

Record the enrolment of pupils in Kindergarten, Junior Kindergarten, and Grades 1 to 8 who are receiving home instruction as “full-time” on the register.

Record the attendance of a secondary pupil who is receiving home instruction as if he or she were attending classes at school.

The FTE for a secondary school pupil is based on the number of courses the pupil is taking through home instruction on the October and March enrolment-count dates, as shown in the chart below.

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 (“A”) for the days he or she is not in attendance (see “Medical Absence.”)

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none">• 1 credit equals 0.25 FTE• 2 credits equal 0.50 FTE• 3 or more credits equal 1.00 FTE	<ul style="list-style-type: none">• 1 credit equals 0.13 FTE• 2 credits equal 0.25 FTE• 3 credits equal 0.38 FTE• 4 credits equal 0.50 FTE• 5 credits equal 0.63 FTE• 6 or more credits 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 and e-Learning Register for Day School Pupils.

For audit purposes retain a list of pupils on home instruction including the principal’s approval for the provision of home instruction and the teacher assigned to provide the instruction.

Supervised Alternative Learning (SAL)

Supervised Alternative Learning (SAL) may be useful for encouraging some young people of compulsory school age to continue their learning, if they are at risk of not graduating because they are not attending school regularly and if other retention strategies have not been successful. A pupil must be of between the ages of 14 and 17 to be in a SAL program. The one exception is the following: If any pupils begin a SAL program during the year when they are still of compulsory school age and then turn 18 between January 1 and June 30, they may choose to continue their SAL program until the end of that school year, as shown in the chart below.

Subsection 21(1) of the *Education Act* states that children aged 6–17 must attend school, unless excused. Pupils must continue to attend school until they reach the age of 18 or until they graduate.

COMPULSORY SCHOOL AGE FOR 2016-17 SCHOOL YEAR

If the pupil's 18th birthday occurs between:	The last compulsory school day is:
January 1 and June 30, 2017	The day before the pupil's birthday
July 1 and August 31, 2016	June 30, 2016
September 1 and December 31, 2016	June 30, 2016

All pupils in a SAL program will have a Supervised Alternative Learning Plan (SALP) to enable them to progress towards obtaining their Ontario Secondary School Diploma or achieving other educational and personal goals. The SALP will outline required activities, which may include one or more of the following:

- Enrolment in one or more courses in which the pupil may earn a credit⁹
- Enrolment in a life skills or other non-credit course
- Job-related training (e.g., earning workplace certifications, developing general employment skills and job-search skills)
- Full-or Part-Time employment at an approved work placement
- Volunteering (to help the pupil meet the community-involvement graduation requirement)
- Counselling (to address barriers to learning)
- Any other activity that will help the pupil reach his or her educational and/or personal goals

For more information, refer to *Supervised Alternative Learning (SAL): Policy and Implementation, 2010*, which is available on the Ministry website, at www.edu.gov.on.ca/eng/policyfunding/SAL2011English.pdf.

Where a pupil is participating in a SAL program and has a SALP in accordance with Ontario Regulation 374/10, record the pupil as follows in the day school register:

- Full-time, with an FTE of 1.0, if the pupil's SALP includes an average of at least 70 minutes of instruction per school day in which the pupil may earn a credit.¹⁰
- Part-time, with an FTE of 0.50, if the pupil's SALP includes an average of less than 70 minutes of instruction per school day in which the pupil may earn a credit.

For pupils who are participants in a SAL program, record their attendance in the Daily Attendance Record with "G" for the period when they are participating in the non-academic components of the SAL program.

All pupils in a SAL program have a primary contact at the school or board. There must be successful two-way communication between the pupil and the primary contact *at least once per month*. Record the dates of contact with "C" in the pupil's Daily Attendance Record.

If a pupil participating in a SAL program is enrolled in a day school course and is absent from the course for the equivalent of 15 consecutive scheduled days without appropriate supporting documentation, follow the procedures under "Absence from a Course for 15 Consecutive Scheduled Days."

If a pupil stops participating in their SAL program activities and there is no successful two-way communication between the pupil and the primary contact (at least once per month), follow the procedures under "Prolonged Absence." The principal must refer the case to the attendance counselor in writing 16 days after the missed appointment with the primary contact. The principal's referral must be retained in the pupil's file for audit purposes.

If the principal or vice-principal indicates that a pupil in a SAL program is to be retired from the register, follow the instructions for recording retirements that are given under "Transfer and Retirement."

⁹ This also applies to SAL pupils enrolled in a non-credit "K" course that is timetabled and appropriately staffed.

¹⁰ Pupils in SAL can earn credits through: day school courses (with a regular or modified schedule); e-Learning; and Cooperative Education. Please record pupil enrolment in these courses in the *Day School Register*. Pupils in SAL can earn a credit through Independent Study and would be funded accordingly. Please record this enrolment in *The Independent Study and e-Learning Register for Day School Pupils*.

For audit purposes, a list must be retained of all pupils participating in a SAL program. The list must include the date each pupil began to take part in the program, a signed copy of each pupil's SALP, and documentation of the SAL Committee's approval.

Pupils in Educational Exchange Programs

The criteria for reciprocal educational exchange programs are outlined in the Ministry's memorandum "Educational Exchange Programs" (Memorandum No. 2004:SB7, April 23, 2004).

For audit purposes, retain copies of the pupil exchange agreements and documents that support reciprocity.

Tuition fees are waived for pupils participating in educational exchange programs.

Record the enrolment of pupils participating in educational exchange programs between school boards or other educational authorities, in accordance with clause 49(7)(a) of the *Education Act*, as described below.

Long-Term Exchange (5 Months or More)

Where the duration of an educational exchange program is five months or more, record pupil enrolment as follows:

- The pupil leaving to go on an exchange must be shown as a "retirement." The date of the retirement is the day after 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.

There must be pupil reciprocity – that is, an actual exchange of pupils. An exchange can occur in two separate school years.

Short-Term Exchange (Less Than 5 Months)

Where the duration of an educational exchange program is less than 5 months 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 on the register for the duration of the exchange. The pupil's attendance would be recorded with "G" on the register.
- The pupil admitted to the school is *not* entered into the register for the duration of the exchange.

Programs for Expelled Pupils

Record the enrolment of a pupil who is participating in a program for expelled pupils as "full-time" in the enrolment register. Record the attendance of the pupil in the same way as the attendance of pupils in regular classroom programs.

If a pupil does not complete the program requirements and is to be retired from the register, follow the instructions for recording retirements that are given under "Transfer and Retirement." Participation in these programs is voluntary. Referral to an attendance counsellor is not required.

Pupils in Care and/or Treatment, Custody, or Correctional Programs, Hospital Board Schools, or Provincial or Demonstration Schools

Pupils enrolled in care and/or treatment, custody, or correctional programs, in schools operated by hospital boards (section 68 school authorities), in Provincial Schools for the deaf, blind, and deaf-blind, or in Demonstration Schools must not be included on 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 need for the services provided by these programs/schools.

Dual Credit Courses

The FTE for a pupil taking dual credit courses that are based on advanced standing agreements or delivered through team teaching must be calculated on the same basis as the FTE for a pupil taking regular classroom credit courses.

Where dual credits are based on a college course delivered by a college professor or instructor, the FTE for a pupil will be determined on the basis of the number of secondary school credits that the pupil has the potential to earn through the college course, as shown in the chart below.

School on a Semestered System	School on a Non-semestered System
<ul style="list-style-type: none">• 1 credit equals 0.25 FTE• 2 credits equal 0.50 FTE• 3 or more credits equal 1.00 FTE	<ul style="list-style-type: none">• 1 credit equals 0.13 FTE• 2 credits equal 0.25 FTE• 3 credits equal 0.38 FTE• 4 credits equal 0.50 FTE• 5 credits equal 0.63 FTE• 6 or more credits equal 1.00 FTE

Record pupil enrolment and FTEs on the register in the appropriate Enrolment Details Records and Enrolment Summaries.

Record the attendance of pupils who are taking a dual credit course in the same way as the attendance of pupils who are taking a regular classroom course.

THE INDEPENDENT STUDY AND E-LEARNING REGISTER FOR DAY SCHOOL PUPILS

General Requirements

The principal must sign the completed Independent Study and e-Learning Register for Day School Pupils, certifying that the information given in the “Course Data” and “Pupil Data” sections are correct. The signature can be in electronic form. This register is no longer printed and no longer available on the Ministry’s website.

As stated in the section “Reporting in the Ontario School Information System (OnSIS),” boards will report pupil enrolment data only through OnSIS.

The principal must ensure that all teachers of pupils whose enrolment is recorded in the Independent Study and e-Learning Register for Day School Pupils 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.

All pupils who are adults must be indicated with “A” in the “Adult” column on the register – that is, pupils who are already 21 years of age or over or who will turn 21 on or before December 31, 2016.

Pupil Eligibility

A pupil taking an independent study course must meet the following criteria:

- The pupil is a day school pupil.
- The pupil may be enrolled as a Full-Time day school pupil on the October and/or March enrolment-count dates. However, *these pupils are not eligible for funding* and their lessons/work units marked *must not* be included in the total number of lessons/work units submitted to OnSIS for funding purposes.
 - For pupils enrolled as FT on the October enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period September 1, 2016, to January 31, 2017. Likewise, for pupils enrolled as FT on the March enrolment-count date, the number of lessons/work units marked must be subtracted from the total number of lessons/work units marked during the period February 1, 2017, to June 30, 2017.
- The provisions regarding the OSR apply to the pupil.

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

Course Eligibility

An independent study course must meet 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 2016 to June 2017.
- 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 as a Part-Time pupil.

Teacher Contact

The following requirements must be met:

- For a course with a credit value of 1, there must be a minimum of 10 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 10 hours. These sessions must be scheduled to occur during the regular school day.
- For a course with a credit value greater than 1, 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 (see “Transfer and Retirement”).

Pupils with Over 34 Credits

The work units completed must be prorated between “regular” and “high-credit” on the basis of the high-credit factor, and the totals must be indicated for pupils of the board. These data must be transferred to “Pupil Data” in the “Data Summary” section of the register.

Funding Considerations

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 day school enrolment register in the same way as enrolment in courses delivered in the classroom.

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 must be recorded in the Independent Study and e-Learning Register for Day School Pupils by the (out-of-district) school that is offering the e-learning course. See also the section “E-learning Courses.”

COMPLETING THE SUMMARIES

Attendance Summaries

For each month, ensure that the computerized system has entered the following in the Daily Attendance Record for each pupil:

- The number of times the pupil was late
- The number of days the pupil was absent (“A”)
- The cumulative times late and days absent

At the end of the year, ensure that the system has entered the total number of times late and days absent under “Year Totals.”

“G” days, “PA” days, and “N” days must not also be counted as days of absence.

Enrolment Summaries

This section outlines the requirements related to all of the components of the enrolment summaries:

- Enrolment Details Records (for Full-Time and Part-Time pupils)
- Monthly Enrolment Summaries (for Full-Time pupils)
- Enrolment Summaries (for Full-Time pupils who are under 21 years of age and for Part-Time pupils)

The principal must ensure that all enrolment summaries are reviewed for accuracy at the end of each month and retained for audit purposes for the current school year and the previous school year.

All three enrolment summaries must be retained separately for *each* of the groups of pupils indicated in the chart below.

	Elementary	Secondary
Full-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten* • Kindergarten* • Grades 1 to 3* • Grades 4 to 8* 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2016 • Grades 9 to 12, age 21 or over on December 31, 2016
Part-Time Pupils	<ul style="list-style-type: none"> • Junior Kindergarten <i>and</i> Kindergarten (together) • Grades 1 to 3 • Grades 4 to 8 	<ul style="list-style-type: none"> • Grades 9 to 12, under age 21 on December 31, 2016 • Grades 9 to 12, age 21 or over on December 31, 2016

*Note that internal transfers during the school year between Junior Kindergarten and Kindergarten and between Grades 3 and 4 must be indicated in the Enrolment Details Records and the Monthly Enrolment Summaries.

See the chart “Data and Information Required for Audit Purposes” below for the content of all summaries. Samples are provided in Appendix A.

Calculating Net Enrolment for Monthly Enrolment Summaries

Begin with a “nil” enrolment in September. 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.

Data and Information Required for Audit Purposes

The required data and the requirements for the summaries are listed in the chart that follows.

Enrolment Records and Summaries	Retention Rules
<p>Enrolment Details Records for Full-Time and Part-Time Pupils – must show the data and information listed below:</p> <ul style="list-style-type: none"> • Ontario Education Number (OEN) • Pupil name • Gender • Grade • Dates of admission, transfer, and retirement to date • “OP” for pupils who are not pupils of the board, and name of person or organization responsible for payment of fees • “A” in the “Adult” column for adult pupils • Internal transfers during the school year between JK and K and between Grades 3 and 4 	<p>Print out at the end of the school year in June and retain with principal’s certification if the board does not have the capacity to store electronically.</p> <p>If stored electronically, show the enrolment-count dates and retain with the principal’s certification (paper or electronic).</p>
<p>Monthly Enrolment Summaries for Full-Time Pupils Only – must show the data and information listed below:</p> <ul style="list-style-type: none"> • All changes in enrolment during each month, including total number of admissions, transfers, and retirements • Internal transfers during the school year between JK and K and between Grades 3 and 4 <p><i>For October and March, enter at the bottom of the summary:</i></p> <ul style="list-style-type: none"> • Net enrolment on the last school day of the month • Total number of pupils of the board • Total number of other pupils 	<p>Print out for October and March count dates and at the end of school year in June and retain with principal’s certification.</p>
<p>Enrolment Summaries (for Full-Time and Part-Time secondary pupils who are under 21 years of age and for Part-Time elementary pupils) – must show the data and information listed below:</p> <ul style="list-style-type: none"> • Pupil name • “OP” for pupils who are not pupils of the board • Total number of minutes in cycle • Total number of pupils of the board and other pupils, separately • School Full-Time equivalency (FTE) data for <i>Part-Time pupils</i> of the board and separately for other pupils for the months of October and March • “Regular” and “high-credit” minutes of instruction and Full-Time equivalency for <i>secondary pupils</i> (FTE) data on the October and March enrolment-count dates 	<p>Print out at the end of school year in June and retain with principal’s certification.</p>

APPENDICES

Appendix A: Samples of Enrolment Details Records and Enrolment Summaries

Samples for both elementary schools and secondary schools are provided on the following pages. They show the enrolment information that must be recorded and reported in accordance with the requirements outlined in this document. Note that the samples are not related to a particular school year.

Elementary Schools

- Elementary School: Enrolment Details Records for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Details Records for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Details Records for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8
- Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten
- Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Secondary Schools

- Secondary School: Enrolment Details Record for Full-Time Pupils
- Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age
- Secondary School: Monthly Enrolment Summaries for Full-Time Pupils
- Secondary School: Enrolment Details Record for Part-Time Pupils
- Secondary School: Enrolment Summaries for Part-Time Pupils

Elementary School: Enrolment Details Records for Full-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Junior Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07				
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07			
	021-533-062	Caruso, Mary	F	JK		Sep 13			
	036-992-472	Christie, Dave	M	JK		Oct 13			
	036-221-497	Ennis, Dawn	F	JK		Mar 04			
	021-533-005	Figueroa, Roberta	F	JK		Sep 09			
	021-533-096	Goiree, Atheel	M	JK		Sep 22			
	079-341-222	Javed, Asim	M	JK	Sep 07				
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		Sep 29	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07				
	021-453-245	Upton, Marie	F	JK	Oct 06				
	021-533-344	Vezina, Philip	M	JK	Sep 07				
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 24		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 04

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Kindergarten

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 07				May 06
	021-533-617	Baker, Catherine	F	K	Sep 23				Sep 29
	021-533-039	Burtnyk, Wayne	M	K	Sep 07		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 17			
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22				
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Sep 07				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Sep 07	Jan 12			Sep 15
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 22		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	K		Oct 12			
OP	091-423-132	Xenos, Paul	M	K	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07			
	032-534-925	Zeppa, Roy	M	K	Sep 23				

*OEN = Ontario Education Number

Elementary School: Enrolment Details Records for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Grades 1 to 3									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 12
	021-533-286	Bibi, Zainab	F	03	Sep 07				
	021-533-858	Burtnyk, Wayne	M	02		Sep 07			
	021-533-104	Ellis, Geoff	M	02	Sep 07				
	021-533-096	Goiree, Atheel	M	03		Sep 21			
	021-533-328	Hare, Diane	F	03	Sep 22				
	021-533-419	McCormick, Peggy	F	02	Sep 27				
	021-533-427	Morris, Paul	M	01	Sep 07				
OP	005-005-005	Nichols, Paul	M	03		Sep 16		Sep 22	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Oct 18	
	062-555-121	Wood, Susan	F	03	Sep 07		Sep 29		
	032-534-925	Zeppa, Roy	M	02	Sep 20				

Enrolment Details, [School Year] XYZ Elementary School Full-Time Pupils – Grades 4 to 8									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				May 06
	021-533-617	Baker, Catherine	F	04	Sep 20				Sep 29
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	05		Sep 17			
	021-533-104	Ennis, Dawn	F	08	Sep 07				
	021-533-328	Figueroa, Roberta	F	07	Sep 22				
	087-453-695	Jordan, Paul	M	05	Sep 07				
	021-533-419	McCormick, Peggy	F	06	Sep 17				
	777-777-772	Lei, Man Ying	F	04	Sep 07				
	021-533-575	Morin, Robert	M	08	Sep 07				
	021-533-427	Scott, Kelly	F	07	Sep 07				
	021-533-591	Trent, Nellie	F	06	Sep 07	Jan 12			Sep 15
	021-533-435	Tumminieri, Rosa	F	05	Sep 07		Oct 22		
	089-762-494	Vezina, Philip	M	04	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	06		Oct 12			
OP	091-423-132	Xenos, Paul	M	08	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			
	032-534-925	Young, Malcolm	M	06	Sep 23				

*OEN = Ontario Education Number

Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Junior Kindergarten and Kindergarten

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Junior Kindergarten

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	8	5	1	1	0	11
October	11	1	1	0	0	0	13
November	13	0	0	0	0	0	13
December	13	0	0	0	0	0	13
January	13	0	0	0	0	0	13
February	13	0	0	0	0	1	12
March	12	0	1	0	0	0	13
April	13	0	0	0	0	0	13
May	13	0	0	0	0	0	13
June	13	0	0	0	0	0	13
Totals		9	7	1	1	1	

Principal's certification

Principal's certification

Principal's certification

	October	March
Net last day	13	13
Pupils of the board	13	13
Other pupils	0	0

Monthly Enrolment Summary, [School Year] XYZ Elementary School Full-Time Pupils – Kindergarten

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	15	2	1	0	2	14
October	14	1	1	1	1	0	13
November	13	0	0	0	0	0	13
December	13	0	0	0	0	0	13
January	13	1	0	0	0	0	14
February	14	0	0	0	0	1	14
March	14	0	1	0	0	0	14
April	14	0	0	0	0	0	14
May	14	0	0	0	0	1	13
June	13	0	0	0	0	0	13
Totals		17	2	2	1	3	

Principal's certification

Principal's certification

Principal's certification

	October	March
Net last day	13	14
Pupils of the board	12	13
Other pupils	1	1

Elementary School: Monthly Enrolment Summaries for Full-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Monthly Enrolment Summary, [School Year]							
XYZ Elementary School							
Full-Time Pupils – Grades 1 to 3							
Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	10	3	1	1	0	11
October	11	1	0	1	1	0	10
November	10	0	0	0	0	0	10
December	10	0	0	0	0	0	10
January	10	0	0	0	0	0	10
February	10	0	0	0	0	0	10
March	10	0	0	0	0	0	10
April	10	0	0	0	0	0	10
May	10	0	0	0	0	1	9
June	9	0	0	0	0	0	9
Totals		11	3	2	2	1	
							Principal's certification
							Principal's certification
							Principal's certification

	October	March
Net last day	10	10
Pupils of the board	10	10
Other pupils	0	0

Monthly Enrolment Summary, [School Year]							
XYZ Elementary School							
Full-Time Pupils – Grades 4 to 8							
Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day
September	Nil	13	4	1	0	2	14
October	14	0	2	0	0	0	16
November	16	0	0	0	0	0	16
December	16	0	0	0	0	0	16
January	16	0	1	0	0	0	17
February	17	0	0	0	0	1	16
March	16	0	1	0	0	0	17
April	17	0	0	0	0	0	17
May	17	0	0	0	0	0	17
June	17	0	0	0	0	0	17
Totals		13	8	1	0	3	
							Principal's certification
							Principal's certification
							Principal's certification

	October	March
Net last day	16	17
Pupils of the board	15	16
Other pupils	1	1

Elementary School: Enrolment Details Records for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Details, [School Year]									
XYZ Elementary School									
Part-Time Pupils – Junior Kindergarten									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 07			Oct 13	
	021-533-286	Bibi, Zainab	F	JK	Sep 07				
	021-533-858	Blackwell, John	M	JK		Sep 07		Mar 08	
	021-533-062	Caruso, Mary	F	JK		Feb 16			
	036-992-472	Christie, Dave	M	JK		Oct 14			May 18
	036-221-497	Ennis, Dawn	F	JK		Mar 07			
	021-533-005	Figuroa, Roberta	F	JK		Sep 20			Apr 14
	021-533-096	Goiree, Atheel	M	JK		Sep 21			
	079-341-222	Javed, Asim	M	JK	Sep 07				Jun 08
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		May 11	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 07				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 07			Mar 02	
	021-453-245	Upton, Marie	F	JK	Oct 05				
	021-533-344	Vezina, Philip	M	JK	Sep 07		Oct 07		
	062-555-121	Wood, Susan	F	JK	Sep 07		Sep 29		
	072-413-521	Young, Malcolm	M	JK	Sep 07				Feb 10

Enrolment Details, [School Year]									
XYZ Elementary School									
Part-Time Pupils – Kindergarten									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Akoodie, Mohammed	M	K	Sep 07				May 05
	021-533-617	Baker, Catherine	F	K	Sep 23				May 27
	021-533-039	Burtnyk, Wayne	M	K	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	K		Sep 09		Feb 16	
	021-533-104	Ellis, Geoff	M	K	Sep 07				
	021-533-328	Hare, Diane	F	K	Sep 22		Nov 12		
	087-453-695	Jordan, Paul	M	K	Sep 07				
	021-533-419	McCormick, Peggy	F	K	Sep 17				Oct 29
	777-777-772	Lei, Man Ying	F	K	Sep 07				
	021-533-575	Morin, Robert	M	K	Feb 08				
	021-533-427	Morris, Paul	M	K	Sep 07				
	021-533-591	Trent, Nellie	F	K	Apr 08				
	021-533-435	Urman, Mildred	F	K	Sep 07		Oct 21		
	089-762-494	Vokey, Stanley	M	K	Sep 07			Dec 09	
	032-517-339	Weller, Marlene	F	K		Oct 08			
OP	091-423-132	Xenos, Paul	M	K	Sep 16				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 07		Jan 13	
	032-534-925	Young, Malcolm	M	K	Sep 21		Dec 15		

*OEN = Ontario Education Number

Elementary School: Enrolment Details Records for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 1 to 3									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	01	Sep 07				May 04
	021-533-286	Bibi, Zainab	F	03	Sep 07				
	021-533-858	Burtnyk, Wayne	M	02		Sep 07		Nov 17	
	021-533-104	Ellis, Geoff	M	02	Sep 07		Feb 02		
	021-533-096	Goiree, Atheel	M	03		Sep 23			
	021-533-328	Hare, Diane	F	03	Sep 22				Oct 28
	021-533-419	McCormick, Peggy	F	02	Sep 17				
	021-533-427	Morris, Paul	M	01	Sep 07		Mar 25		
OP	005-005-005	Nichols, Paul	M	03		Sep 11		Apr 21	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 07		Oct 27		
	089-762-494	Vokey, Stanley	M	01	Sep 07			Dec 16	
	062-555-121	Wood, Susan	F	03	Sep 07		Feb 03		
	032-534-925	Zeppa, Roy	M	02	Feb 22				

Enrolment Details, [School Year] XYZ Elementary School Part-Time Pupils – Grades 4 to 8									
OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	07	Sep 07				May 06
	021-533-617	Baker, Catherine	F	04	Sep 20				Sep 29
	021-533-039	Bulmer, Timothy	M	06	Sep 07		Sep 22		
	021-533-062	Dimson, Nicole	F	05		Sep 17			
	021-533-104	Ennis, Dawn	F	08	Sep 07				
	021-533-328	Figueroa, Roberta	F	07	Sep 22				
	087-453-695	Jordan, Paul	M	05	Sep 07				
	021-533-419	McCormick, Peggy	F	06	Sep 17				
	777-777-772	Lei, Man Ying	F	04	Sep 07				
	021-533-575	Morin, Robert	M	08	Sep 07				
	021-533-427	Scott, Kelly	F	07	Sep 07				
	021-533-591	Trent, Nellie	F	06	Sep 07	Jan 12			Sep 15
	021-533-435	Tumminieri, Rosa	F	05	Sep 07		Oct 22		
	089-762-494	Vezina, Philip	M	04	Sep 07			Oct 19	
	032-517-339	Weller, Marlene	F	06		Oct 12			
OP	091-423-132	Xenos, Paul	M	08	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 07			
	032-534-925	Young, Malcolm	M	06	Sep 23				

*OEN = Ontario Education Number

Elementary School: Enrolment Summaries for Part-Time Pupils in Junior Kindergarten and Kindergarten

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Junior Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	0	0	0	0	1. Total number of minutes		
	Bibi, Zainab	140	0.47	140	0.47	in cycle (1 x 300)	300	300
	Blackwell, John	70	0.23	0	0	2. Total number of pupils		
	Caruso, Mary	0	0	140	0.47	Pupils of the board	8	9
	Christie, Dave	0	0	70	0.23	Other pupils	1	1
	Ennis, Dawn	0	0	140	0.47	3. Pupil FTEs		
	Figuroa, Roberta	0	0	70	0.23	Pupils of the board	3.28	3.51
	Goiree, Atheel	140	0.47	140	0.47	Other pupils	0.23	0.47
	Javed, Asim	140	0.47	140	0.47			
	Nichols, Paul	70	0.23	140	0.47			
	Scott, Kelly	140	0.47	140	0.47			
	Tumminieri, Rosa	140	0.47	0	0			
	Upton, Marie	70	0.23	70	0.23			
	Vezina, Philip	0	0	0	0			
	Wood, Susan	0	0	0	0			
	Young, Malcolm	140	0.47	0	0			

Principal's certification _____ Date _____

Enrolment Summary, [School Year] XYZ Elementary School Part-Time Pupils – Kindergarten

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	140	0.47	140	0.47	1. Total number of minutes		
	Baker, Catherine	70	0.23	70	0.23	in cycle (1 x 300)	300	300
	Burtnyk, Wayne	0	0	0	0	2. Total number of pupils		
	Dimson, Nicole	140	0.47	0	0	Pupils of the board	12	8
	Ellis, Geoff	140	0.47	140	0.47	Other pupils	1	1
	Hare, Diane	70	0.23	0	0	3. Pupil FTEs		
	Jordan, Paul	140	0.47	70	0.23	Pupils of the board	4.20	2.80
	McCormick, Peggy	0	0	0	0	Other pupils	0.47	0.47
	Lei, Man Ying	70	0.23	70	0.23			
	Morin, Robert	0	0	70	0.23			
	Morris, Paul	140	0.47	140	0.47			
	Trent, Nellie	0	0	0	0			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	70	0.23	0	0			
	Weller, Marlene	140	0.47	140	0.47			
OP	Xenos, Paul	140	0.47	140	0.47			
	Yee, Cho Chip	70	0.23	0	0			
	Zeppa, Roy	70	0.23	0	0			

Principal's certification _____ Date _____

Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

**Enrolment Summary, [School Year]
XYZ Elementary School
Part-Time Pupils – Grades 1 to 3**

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	150	0.50	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Bibi, Zainab	200	0.67	200	0.67			
	Burtnyk, Wayne	150	0.50	0	0	2. Total number of pupils Pupils of the board	10	6
	Ellis, Geoff	75	0.25	0	0			
	Goiree, Atheel	150	0.50	200	0.67	Other pupils	1	1
	Hare, Diane	0	0	0	0			
	McCormick, Peggy	150	0.50	150	0.50	3. Pupil FTEs Pupils of the board	5.01	3.51
	Morris, Paul	200	0.67	0	0			
OP	Nichols, Paul	150	0.50	150	0.50	Other pupils	0.50	0.50
	Upton, Marie	75	0.25	200	0.67			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	150	0.50	0	0			
	Wood, Susan	200	0.67	0	0			
	Zeppa, Roy	0	0	150	0.50			

Principal's certification _____ Date _____

**Enrolment Summary, [School Year]
XYZ Elementary School
Part-Time Pupils – Grades 4 to 8**

Minutes of instruction in cycle on last school day
in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Baker, Catherine	150	0.50	150	0.50			
	Bulmer, Timothy	0	0	0	0	2. Total number of pupils Pupils of the board	16	11
	Caruso, Mary	200	0.67	200	0.67			
	Christie, Dave	150	0.50	0	0	Other pupils	1	0
	Dimson, Nicole	0	0	200	0.67			
	Ennis, Dawn	0	0	150	0.50	3. Pupil FTEs Pupils of the board	7.93	6.18
	Figueroa, Roberta	200	0.67	200	0.67			
	Javed, Asim	150	0.50	0	0	Other pupils	0.50	0
	Jordan, Paul	150	0.50	150	0.50			
	Lei, Man Ying	200	0.67	0	0			
	Morin, Robert	150	0.50	150	0.50			
	Scott, Kelly	150	0.50	0	0			
	Trent, Nellie	75	0.25	0	0			
	Tumminieri, Rosa	200	0.67	200	0.67			
	Vezina, Philip	150	0.50	150	0.50			
	Weller, Marlene	75	0.25	0	0			
OP	Xenos, Paul	150	0.50	0	0			
	Yee, Cho Chip	150	0.50	0	0			
	Young, Malcolm	150	0.50	150	0.50			

Principal's certification _____ Date _____

Secondary School: Enrolment Details Record for Full-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Full-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion		F	10	Sep 07				
	021-533-583	Akoodie, Mohammed		M	12	Sep 07				May 12
	021-533-617	Baker, Catherine		F	11	Sep 20				Sep 23
	021-533-286	Bibi, Zainab		F	10	Sep 07				
	021-533-858	Blackwell, John		M	09		Sep 07			
	021-533-039	Burtnyk, Wayne		M	11	Sep 07		Sep 22		
	021-533-062	Caruso, Mary	A	F	11		Sep 10			
	036-992-472	Christie, Dave		M	12		Oct 07			
	989-898-987	Dimson, Nicole		F	09		Sep 16			
	021-533-104	Ellis, Geoff		M	12	Sep 07				
	036-221-497	Ennis, Dawn	A	F	12		Mar 03			
	021-533-005	Figueroa, Roberta		F	12		Sep 16			
	021-533-096	Goiree, Atheel		M	10		Sep 22			
	021-533-328	Hare, Diane		F	09	Sep 22				
	079-341-222	Javed, Asim		M	11	Sep 07				
	087-453-695	Jordan, Paul		M	10	Sep 07				
	021-533-419	McCormick, Peggy	A	F	12	Sep 16				
	777-777-772	Lei, Man Ying		F	11	Sep 07				
	021-533-575	Morin, Robert		M	10	Sep 07				
	021-533-427	Morris, Paul		M	10	Sep 07				
OP	005-005-005	Nichols, Paul		M	10		Sep 15		Sep 23	
		Paid by Mnjikaning First Nation Education Authority								
	021-533-336	Scott, Kelly	A	F	12	Sep 07				
	021-533-591	Trent, Nellie		F	10	Sep 07	Jan 13			Sep 23
	444-444-444	Tumminieri, Rosa		F	09	Sep 07				
	021-453-245	Upton, Marie		F	10	Oct 01				
	021-533-435	Urman, Mildred	A	F	11	Sep 07		Oct 23		
	021-533-344	Vezina, Philip		M	12	Sep 07				
	089-762-494	Vokey, Stanley		M	12	Sep 07			Oct 07	
	032-517-339	Weller, Marlene		F	12		Oct 01			
	062-555-121	Wood, Susan		F	11	Sep 07		Sep 24		
OP	091-423-132	Xenos, Paul		M	12	Sep 20				
		Paid by parent living outside Ontario								
	083-364-972	Yee, Cho Chip		M	09		Sep 07			
	072-413-521	Young, Malcolm	A	M	11	Sep 07				Feb 10
	032-534-925	Zeppa, Roy		M	10	Sep 23				

Principal's certification:*

*OEN = Ontario Education Number

Secondary School: Enrolment Summary with Regular and High-Credit Data for Full-Time Pupils Under 21 Years of Age

Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs.

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
	Acton, Marion	300	0	1.00	0	300	0	1.00	0
	Akoodie, Mohammed	150	150	0.50	0.50	0	225	0	1.00
	Baker, Catherine	0	0	0	0	0	0	0	0
	Bibi, Zainab	300	0	1.00	0	300	0	1.00	0
	Blackwell, John	300	0	1.00	0	300	0	1.00	0
	Burtnyk, Wayne	0	0	0	0	0	0	0	0
	Christie, Dave	300	0	1.00	0	225	0	1.00	0
	Dimson, Nicole	300	0	1.00	0	300	0	1.00	0
	Ellis, Geoff	225	0	1.00	0	150	75	0.50	0.50
	Figueroa, Roberta	300	0	1.00	0	75	150	0.25	0.75
	Goiree, Atheel	300	0	1.00	0	300	0	1.00	0
	Hare, Diane	300	0	1.00	0	300	0	1.00	0
	Javed, Asim	300	0	1.00	0	300	0	1.00	0
	Jordan, Paul	300	0	1.00	0	300	0	1.00	0
	Lei, Man Ying	300	0	1.00	0	300	0	1.00	0
	Morin, Robert	300	0	1.00	0	300	0	1.00	0
	Morris, Paul	300	0	1.00	0	300	0	1.00	0
	Nichols, Paul	0	0	0	0	0	0	0	0
	Trent, Nellie	0	0	0	0	300	0	1.00	0
	Tumminieri, Rosa	300	0	1.00	0	300	0	1.00	0
	Upton, Marie	300	0	1.00	0	300	0	1.00	0
	Vezina, Philip	300	0	1.00	0	300	0	1.00	0
	Vokey, Stanley	0	0	0	0	0	0	0	0
	Weller, Marlene	225	75	1.00	0	0	225	0	1.00
	Wood, Susan	0	0	0	0	0	0	0	0
	Xenos, Paul	300	0	1.00	0	225	0	1.00	0
	Yee, Cho Chip	300	0	1.00	0	300	0	1.00	0
	Zeppa, Roy	300	0	1.00	0	300	0	1.00	0

Enrolment Summary	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	21	22
Other pupils	1	1
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	20.5	18.75
High-credit	0.50	3.25
<i>Other pupils</i>		
Regular	1.00	1.00

Principal's certification _____ Date _____

Secondary School: Monthly Enrolment Summaries for Full-Time Pupils

Monthly Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	18	7	2	1	2	20	
October	20	1	2	0	1	0	22	
November	22	0	0	0	0	0	22	Principal's certification
December	22	0	0	0	0	0	22	
January	22	0	1	0	0	0	23	
February	23	0	0	0	0	0	23	
March	23	0	0	0	0	0	23	
April	23	0	0	0	0	0	23	Principal's certification
May	23	0	0	0	0	1	22	
June	22	0	0	0	0	0	22	
Totals		19	10	2	2	3		Principal's certification
		October	March					
Net last day		22	23					
Pupils of the board		21	22					
Other pupils		1	1					

Monthly Enrolment Summary, [School Year] XYZ Secondary School Full-Time Pupils 21 Years of Age or Over

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	4	1	0	0	0	5	
October	5	0	0	1	0	0	4	
November	4	0	0	0	0	0	4	Principal's certification
December	4	0	0	0	0	0	4	
January	4	0	0	0	0	0	4	
February	4	0	0	0	0	1	3	
March	3	0	1	0	0	0	4	
April	4	0	0	0	0	0	4	Principal's certification
May	4	0	0	0	0	0	4	
June	4	0	0	0	0	0	4	
Totals		4	2	1	0	1		Principal's certification
		October	March					
Net last day		4	4					
Pupils of the board		4	4					
Other pupils		0	0					

Secondary School: Enrolment Details Record for Part-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils										
OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
OP	021-533-260	Ahmed, Aziz Paid by parent, Aftab Ahmed		M	10	Sep 07		Oct 19		
OP	005-005-005	Austin, Richard Paid by Mnjikaning First Nation Education Authority		M	10	Oct 07				
	021-533-583	Brant, Kelley	A	F	10	Sep 07				
OP	021-533-617	Chan, Rita Paid by parent, Joseph Chan		F	11	Sep 07				
	021-533-286	Doran, Gayle		F	09	Sep 07				Jan 13
	021-533-858	Engel, Marion	A	M	10	Sep 07				
	021-533-039	Fiske, Beverly		F	11	Sep 07				Jun 16
	021-453-145	Forbes, Lloyd		M	09	Oct 18				
	021-533-062	Garry, Dale	A	M	11	Sep 07				
	021-533-344	Tripathi, Raj		M	12				Jan 12	
	032-517-339	Wilson, Susan		F	12				Feb 23	
Principal's certification:*										

*OEN = Ontario Education Number

Secondary School: Enrolment Summaries for Part-Time Pupils

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils Under 21 Years of Age

Regular and high-credit minutes of instruction in cycle on last school day in October and March, with regular and high-credit pupil FTEs

OP	Name of Pupil	October				March			
		Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs	Regular Minutes	High-Credit Minutes	Regular Pupil FTEs	High-Credit Pupil FTEs
OP	Ahmed, Aziz	0	0	0	0	0	0	0	0
OP	Austin, Richard	150	0	0.50	0	75	0	0.25	0
OP	Chan, Rita	75	0	0.25	0	150	0	0.50	0
	Doran, Gayle	150	0	0.50	0	0	0	0	0
	Fiske, Beverly	150	0	0.50	0	150	0	0.50	0
	Forbes, Lloyd	75	0	0.25	0	75	0	0.25	0
	Tripathi, Raj	0	0	0	0	75	75	0.25	0.25
	Wilson, Susan	0	0	0	0	0	75	0	0.25

Enrolment Summary

	October	March
1. Total number of minutes in cycle (1 x 300)	300	300
2. Total number of pupils		
Pupils of the board	3	4
Other pupils	2	2
3. Pupil FTEs		
<i>Pupils of the board</i>		
Regular	1.25	1.00
High-credit	0	0.50
<i>Other pupils</i>		
Regular	0.75	0.75

Principal's certification _____ Date _____

Enrolment Details, [School Year] XYZ Secondary School Part-Time Pupils Under 21 Years of Age

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Brant, Kelley	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Engel, Marion	150	0.50	150	0.50			
	Garry, Dale	75	0.25	75	0.25			
						2. Total number of pupils		
						Pupils of the board	3	3
						Other pupils	0	0
						3. Pupil FTEs		
						Pupils of the board	1.00	1.25
						Other pupils	0	0

Principal's certification _____ Date _____

Appendix B: Model of a Daily Attendance Record, with Samples

The model provided below shows all required elements for a Daily Attendance Record for a pupil. It is set up in a format that resembles a computer screen or printout. Note that the model is not related to a particular school year.

In the samples that follow, the calendar only shows the months under discussion.

Sample of a Daily Attendance Record

Daily Attendance Record, [School Year] XYZ School																															
Pupil's OEN*		Pupil's name and address					Form/Grade		Gender	Birth date					Home phone			Board pupil/OP													
Parent/guardian names					Bus. Phone					Home-room teacher																					
		1 st week			2 nd week				3 rd week				4 th week				5 th week				Days absent	Cumulative days absent	Times late	Cumulative times late							
		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		am		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30						
		pm					H	H																							
October		am				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
		pm										H	H																		
November		am	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30							
		pm																													
December		am		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31					
		pm															B	B	B	B	B	B	B	B	B	B					
January		am	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31								
		pm																													
February		am		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28								
		pm															H	H													
March		am		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31					
		pm										B	B	B	B	B	B	B	B	B	B										
April		am				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
		pm																			H	H	H								
May		am	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31							
		pm															H	H													
June		am		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30						
		pm																													
																Year Totals															
Blank		Present all day			L	Late	H	Statutory holiday				PA	Professional activity day			C	Contact with pupil (absentee or in a SAL program) and principal referral to attendance counsellor**														
A		Absent			G	G day	B	Holiday designated by board				N	Non-instructional day																		

*OEN = Ontario Education Number
 **See "Prolonged Absence" for details.

Sample 1: Prolonged Absence – Pupil Absent for 60 Days, with an Active File and Consistent Contact with the Attendance Counsellor

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 A ¹	18 A ²	19 A ³	22 A ⁴	23 A ⁵	24 A ⁶	25 A ⁷	26 A ⁸	29 A ⁹	30 A ¹⁰			
October			01 A ¹¹	02 A ¹²	03 A ¹³	06 A ¹⁴	07 A ¹⁵	08 C ¹⁶	09 A ¹⁷	10 A ¹⁸	13 H	14 A ¹⁹	15 A ²⁰	16 A ²¹	17 C ²²	20 A ²³	21 A ²⁴	22 A ²⁵	23 A ²⁶	24 A ²⁷	27 A ²⁸	28 A ²⁹	29 A ³⁰	30 A ³¹	31 A ³²
November	03 A ³³	04 A ³⁴	05 A ³⁵	06 A ³⁶	07 A ³⁷	10 A ³⁸	11 A ³⁹	12 C ⁴⁰	13 A ⁴¹	14 A ⁴²	17 A ⁴³	18 A ⁴⁴	19 A ⁴⁵	20 A ⁴⁶	21 PA	24 A ⁴⁷	25 A ⁴⁸	26 A ⁴⁹	27 A ⁵⁰	28 A ⁵¹					
December	01 A ⁵²	02 A ⁵³	03 A ⁵⁴	04 C ⁵⁵	05 A ⁵⁶	08 A ⁵⁷	09 A ⁵⁸	10 A ⁵⁹	11 A ⁶⁰	12 X ⁶¹	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

1. Nick is 17 years of age and has been absent for fifteen (15) consecutive school days from September 17 to October 7 without appropriate supporting documentation. Enter “A” for each day of absence in Nick’s Daily Attendance Record. (Note that the superscript numbers above are provided only for purposes of reference to the instructions below. They are not entered in the pupil’s attendance record.)
2. The principal referred the case in writing to the attendance counsellor on Nick’s 16th consecutive day of absence. This referral allows Nick to remain on the register for the first 15-day period of absence (see September 17 = A¹ to October 7 = A¹⁵). To indicate this referral, enter “C” in Nick’s Daily Attendance Record on the 16th day of absence (see October 8 = C¹⁶).
3. Nick remains on the register from day 16 to day 30, because both of the following two conditions have been met:
 - a. The attendance counsellor acknowledged to the principal that he or she would take the case (acceptance document must be retained in Nick’s file).
 - b. There was successful two-way contact between the attendance counsellor and Nick or Nick’s parent or guardian. (To indicate this contact, enter “C” in Nick’s Daily Attendance Record on the actual day contact is made with Nick – see October 17 = C²².)
4. Nick remains on the register from day 31 to day 45 and day 46 to day 60 because both of the following two conditions have been met within both 15-day periods:
 - a. The principal received a report from the attendance counsellor, at some point within each 15-day period, indicating that Nick’s file was still active (the reports must be retained in Nick’s file).
 - b. There was successful two-way contact between the attendance counsellor and Nick or Nick’s parent or guardian. (To indicate this contact, enter “C” in Nick’s Daily Attendance Record on the actual day contact was made with Nick, within each of these 15-day periods (see November 12 = C⁴⁰ for days 31-45 and December 4 = C⁵⁵ for days 46-60).
5. Although Nick has an active file, he is 17 and is only eligible to remain on the register for a maximum of 60 consecutive school days of absence. Nick must be removed from the register on the 61st day of absence (see Dec 12 = X⁶¹). (Note that the “X” is used in this sample only to indicate the date that Nick must be removed from the register. “X” is not entered in Nick’s Daily Attendance Record.)

6. Since Nick is 17 years of age, his name should be added to the board’s list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of its schools.
7. The school or the board is expected to contact Nick, at a minimum, before the start of every semester to encourage him to return to school.

Sample 2: Prolonged Absence – Pupil whose File Becomes Inactive

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 A ¹	18 A ²	19 A ³	22 A ⁴	23 A ⁵	24 A ⁶	25 A ⁷	26 A ⁸	29 A ⁹	30 A ¹⁰			
October			01 A ¹¹	02 A ¹²	03 A ¹³	06 A ¹⁴	07 A ¹⁵	08 C ¹⁶	09 A ¹⁷	10 A ¹⁸	13 H	14 A ¹⁹	15 A ²⁰	16 A ²¹	17 C ²²	20 A ²³	21 A ²⁴	22 A ²⁵	23 A ²⁶	24 A ²⁷	27 A ²⁸	28 A ²⁹	29 A ³⁰	30 C ³¹	31 X ³²
November	03 A ³³	04 A ³⁴	05 A ³⁵	06 A ³⁶	07 A ³⁷	10 A ³⁸	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
December	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

1. Lloyd is 16 years of age and has been absent for 15 consecutive school days from September 17 to October 7 without appropriate supporting documentation. Enter “A” for each day of absence in Lloyd’s Daily Attendance Record. (Note that the superscript numbers above are provided only for purposes of reference to the instructions below. They are not entered in the pupil’s attendance record.)
2. The principal referred the case in writing to the attendance counsellor on Lloyd’s 16th consecutive day of absence. This referral allows Lloyd to remain on the register for the first 15-day period of absence (see September 17 = A¹ to October 7 = A¹⁵). (To indicate this referral, enter “C” in Lloyd’s Daily Attendance Record on the 16th day of absence – see October 8 = C¹⁶.)
3. Lloyd remains on the register from day 16 to 30, because both of the following two conditions have been met:
 - a. The attendance counsellor acknowledged to the principal that he or she would take the case (acceptance document must be retained in Lloyd’s file).
 - b. There was successful two-way contact between the attendance counsellor and Lloyd or Lloyd’s parent or guardian. (To indicate this contact, enter “C” in Lloyd’s Daily Attendance Record on the actual day contact is made with Lloyd – see October = C²².)
4. Lloyd *may* remain on the register from day 31 to day 45 because both of the following two conditions have been met within this 15-day period:
 - a. The principal received a report from the attendance counsellor, at some point within this 15-day period, indicating that Lloyd’s file was still active (the report must be retained in Lloyd’s file).

- b. There was successful two-way contact between the attendance counsellor and Lloyd or Lloyd’s parent or guardian. (To indicate this contact, enter “C” in Lloyd’s Daily Attendance Record on the actual day contact was made with Lloyd, within this 15-day period. See October 30 = C³¹ for days 31-45.)
- However, on November 10 = A³⁸, the attendance counsellor informed the principal that Lloyd’s file became inactive (the document must be retained in Lloyd’s file). Lloyd therefore must be removed from the register on the day after the last day on which successful contact occurred (see October 31 = X³²). (Note that the “X” is used in this sample only to indicate the date that Lloyd must be removed from the register. “X” is not entered in Lloyd’s Daily Attendance Record.)
 - Since Lloyd is 16 years of age, his name should be added to the board’s list of non-attending pupils who are 14-17 years old and who have been removed from the register of any of its schools.
 - The school or the board is expected to contact Lloyd, at a minimum, before the start of every semester to encourage him to return to school.

Sample 3: Medical Absence

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September	01 H	02	03	04	05	08	09	10	11	12	15	16	17 A ¹	18 A ²	19 A ³	22 A ⁴	23 A ⁵	24 A ⁶	25 A ⁷	26 A ⁸	29 A ⁹	30 A ¹⁰			
October			01 A ¹¹	02 A ¹²	03 A ¹³	06 A ¹⁴	07 A ¹⁵	08 A ¹⁶	09 A ¹⁷	10 A ¹⁸	13 H	14 A ¹⁹	15 A ²⁰	16 A ²¹	17	20	21	22	23	24	27	28	29	30	31
November	03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
December	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
January				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
February	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
March	02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
April			01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
May				01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28		
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

- Alice is 14 years of age and is unable to attend school on a regular basis for medical reasons.
- There is appropriate supporting medical documentation on file that states that Alice will be unable to attend school from September 17th until October 16th. She is absent for 21 consecutive school days.
- Since the school has not provided a study program for Alice, record her absence with “A” in her Daily Attendance Record for the period of medical absence.
- Although Alice has exceeded 15 days of absence, her appropriate supporting medical documentation allows her name to remain on the register for the period of time specified in the documentation. If the date was no specified in her documentation, her name could remain on the register *only* up to the end of the current school year.
- Alice’s case does not need to be referred to the attendance counsellor.

6. Alice returned to school on October 17th and began to attend regularly. Record her subsequent attendance in the usual way.

Sample 4: Pupil of Non-compulsory School Age with Modified Schedule (“N” Days)

	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
September					01 H	04	05	06	07	08 N N	11	12	13	14	15 N N	18	19	20	21	22 N N	25	26	27	28	29 N N
October	02	03	04	05 N	06 N	09	10	11	12 N	13 H	16	17	18	19 N	20 N	23	24	25	26 N	27 N	28	29	30	31 N	
November	03	04	05	06 N	07 N	10	11	12	13 N	14 N	17	18	19	20 N	21 PA	24	25	26	27 N	28 N					
December	01	02	03	04 N	05 N	08	09	10	11 N	12 N	15	16	17	18 N	19 N	22	23	24	25 B	26 B	29	30	31 B		
January				01 H	02 B	05	06	07	08 N	09 N	12	13	14	15 N	16 N	19	20	21	22 N	23 N	26	27	28	29 N	30 PA
February	02	03	04	05 N	06 N	09	10	11	12 N	13 N	16	17	18	19 PA	20 N	23	24	25	26 N	27 N					
March	02	03	04	05 N	06 N	09	10	11	12 N	13 N	16	17	18	19 B	20 B	23	24	25	26 N	27 N	30	31 X			
April				01 N		04 A ¹	05 A ²	06 A ³	07 N	08 H	11 H	12 A ⁴	13 A ⁵	14 N	15 N	18 A ⁶	19 A ⁷	20 A ⁸	21 N	22 N	25 A ⁹	26 A ¹⁰	27 A ¹¹	28 N	29 N
May	02 A ¹²	03 A ¹³	04 A ¹⁴	05 N	06 N	09 A ¹⁵	10	11	12	13	16	17	18	19	20	23	24	25	26	27	28	29	30	31	
June	01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		

- Mary is in Junior Kindergarten and is attending her local public school 3 days a week on Monday, Tuesday, and Wednesday and is attending a private Montessori school on Thursday and Friday.
- Indicate that Mary is not scheduled for instruction on Thursday and Friday with “N” in her Daily Attendance Record.
- Mary is absent for 15 consecutive days (see April 4 = A¹ to May 9 = A¹⁵). Record these days of absence with “A” in her Daily Attendance Record (the 15th consecutive day of absence from scheduled instructional time is May 9th = A¹⁵).
- Since Mary is not of compulsory age, she must be removed from the register on the day following her last day of attendance (see March 31 = X). (Note that the “X” is used in this sample only to indicate the date that Mary must be removed from the register. “X” is not entered in Mary’s Daily Attendance Record.)
- Mary’s case does not need to be referred to the attendance counsellor.

Appendix C: Sample of a Pupil Eligibility Attestation Form

Pupil's Legal Names

Surname _____ First Name _____ Middle Name _____

Birth Date (Year, Month, Day): _____ Pupil's Country of Birth: _____

Date of First Entry into Canada (Year, Month, Day): _____ Gender: Male Female

Type of Citizenship & Immigration Canada Documentation Examined to Verify Eligibility

Type	Details	Expiry Date (if applicable)	Examined to Verify Eligibility
Canadian Citizen	Date Pupil Became a Citizen:	N/A	<input type="checkbox"/>
Confirmation of Permanent Residence (P.R.)	Date Pupil Became a Permanent Resident:		<input type="checkbox"/>
Permanent Residence Card	Date (see back of card):		<input type="checkbox"/>
Pending Permanent Residence Card	Date Stamped:	N/A	<input type="checkbox"/>
Study Permit	Date Signed:		<input type="checkbox"/>
Visitor Record	Date Signed:		<input type="checkbox"/>
Consideration of Eligibility (Convention Refugee)	Date Stamped:		<input type="checkbox"/>
Passport	Date Stamped:		<input type="checkbox"/>
Other (please specify)	Date Signed/Stamped:		<input type="checkbox"/>

I certify that the information contained on this form is accurate and that I have examined the applicable documentation as indicated.

Parent or Guardian

Name (please print):	
Signature:	
Date:	

School Board/ School Official

Name (Please Print):	
Signature:	
Position:	

Appendix D: Procedures for Excused Pupils

Procedures for recording an Excused Absence. See “Excused Pupils” for full details.

Excused absence – pupil absent 15 consecutive school days with supporting documentation.

Excused absence

Pupil attendance is excused by the principal, in accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General.” The parent or guardian of the pupil or the pupil (if the pupil is an adult) has submitted a letter to the principal, requesting that the pupil be excused (i.e. vacation.). For the pupil to remain on the register the school must provide a program of study for the pupil. Appropriate supporting documentation (i.e. the letter) and the certification by the Principal that a program of study was assigned must be retained on file for audit purposes. A referral to the attendance counsellor is not required.

The pupil should be marked with a “G” on the register for the excusal period.

Medical Absence

In the case of a pupil who is unable to attend school for medical reasons, the pupil’s name will be retained on the register for the period of time specified on appropriate supporting medical documentation or only up to the end of the current school year, whichever is applicable. Appropriate supporting medical documentation must be retained on file. A referral to an attendance counsellor is not required.

The pupil should be marked with an “A” on the register for the period of medical absence. (See Sample 3.)

When the pupil returns to school on the date specified in the supporting documentation (letter or medical note) and begins to attend school regularly, mark their attendance as per usual.

If the pupil does not return to school on the date specified in the supporting documentation, mark their absence with an “A.” If the pupil is absent for fifteen (15) consecutive school days, follow the procedures required for prolonged absence.

Unexcused absence

Retire

If the school does not provide a program of study and the pupil has been excused from school for 15 or more consecutive school days, the pupil should be retired from the enrolment register on the day immediately after the last day of attendance.

Appendix E: Procedures for Prolonged Absences

Procedures for recording an Extended Absence. See "Prolonged Absence" for full details.

Unexcused absence - Pupil absent 15 consecutive school days without supporting documentation. Enter an "A" for each day of absence.

Compulsory age pupil (6-17).

Non compulsory age pupil (under 6 or 18 and over).

15 consecutive days of absence

A referral is made to the attendance counsellor on the 16th day of absence which allows the pupil to remain on the register for the first 15 day period. Indicate the referral with a "C" on the 16th day. See Samples 1 or 2.

A referral is not made to the attendance counsellor.

Retire pupil from the register on the day after the last day of attendance.

16-30 consecutive days of absence

For the pupil to remain on the register for the 16 - 30 day period:
 1. Attendance counsellor must take on the case; and
 2. There must be successful two way contact between the attendance counsellor and the pupil/parent/ guardian. Enter "C" on actual day of contact. (See Samples 1 or 2.)

If either condition is not met, the pupil should be retired from the register on the 16th day of absence.

31-45 / 46-60 consecutive days of absence

For the pupil to remain on the register for the 31 - 45 / 46 - 60 day period:
 1. Principal must receive report from attendance counsellor indicating pupil's file is active some time within each 15 day period; and
 2. There must be successful two way contact between the attendance counsellor and the pupil /parent/guardian. Enter "C" on actual day of contact within each subsequent 15-day period. (See Sample 1.)

If the attendance counsellor indicates the file is inactive during a subsequent 15-day period, the pupil must be retired from the register on the day following the last day of successful contact. (See Sample 2.)

If either condition is not met, the pupil must be retired from the register on the day following the last 15-day period of non-attendance (the 31st, 46st, 61st day). (See Sample 1.)

Maximum period an absent pupil can remain on the register

Pupils with an active file may remain on the register if:
 1. They are 14-17 years of age for a maximum of 60 consecutive school days; after which the pupil must be removed from the register on the 61st day of absence.
 2. They are 6-13 years of age – remain on the register indefinitely provided the prolonged absence procedure is followed.