Ontario
Ministry of Education

Continuing Education: Register of Enrolment in the Literacy and Numeracy Program, 2009–10

School

Instructor

Location of course (if different from school)

Course Data

Check (✓) one: ☐ Grade 7 or 8 Remedial Literacy and Numeracy ☐ Non-credit Grade 9 or 10 Remedial Literacy and Numeracy ☐ Literacy and Numeracy for Parents and Guardians

Dates

Start (Y M D) Finish (Y M D)

Days

Sun. ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thur. ☐ Fri. ☐ Sat. ☐

Time of day

Start ☐ a.m. ☐ p.m. Finish ☐ a.m. ☐ p.m.

September 2009 to June 2010				*Summer 2010*			
Hours of classroom instruction			Total enrolment	Hours of classroom instruction			Total enrolment
Number of sessions	Hours per session	Total number of hours		Number of sessions	Hours per session	Total number of hours	
	X =				X =		

Pupil Data

Number of pupils as of the end of October 2009 ☐ M ☐ F

Number of pupils September 2009 to June 2010 ☐ M ☐ F

Number of pupils Summer 2010 ☐ M ☐ F

Hours recognized for funding

September 2009 to June 2010			*Summer 2010*		
Sessions recognized (from register)	Hours per session	Total number of pupil hours	Sessions recognized (from register)	Hours per session	Total number of pupil hours
X =			X =		

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

Signature of principal

Date

Instructions

Regulations Pertaining to the Registers

The Ministry of Education requires that, for audit purposes, the current year's register and the previous year's register be retained. Retention beyond that minimum period is to be carried out in accordance with the board's record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

Authorization for the collection of the information required in the registers is found in subsection 8(1)(8) of the Education Act. This information is required for administrative purposes. Anyone needing additional information regarding the collection of this information should contact the principal of the literacy and numeracy program.

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

Under section 8 of Ontario Regulation 156/09, boards are entitled or required to charge certain pupils tuition fees for courses. These pupils must not be included in this register.

Responsibilities of the Principal of the Program

Administration of the Program

It is not required that the instructors for the courses in the literacy and numeracy program be qualified teachers. However, the principal shall ensure that the instructors are directly employed and paid by the board since these are conditions for receiving ministry funding for the program.

The principal shall ensure that pupils are not charged any registration fees and/or other fees pertaining to administration. Pupils may, however, be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

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

Use of the Register

The principal shall ensure that this register contains data on enrolment and attendance *only* on pupils enrolled in the following courses:

- **Grade 7 or 8 Remedial Literacy and Numeracy.** This course may be offered to pupils in Grade 7 or 8 for whom a remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled, if it is not provided as part of the school's day school program.
- **Non-credit Grade 9 or 10 Remedial Literacy and Numeracy.** This course may be offered to pupils in Grade 9 or a higher grade for whom a non-credit Grade 9 or 10 remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled, if it is not provided as part of the school's day school program.
- **Literacy and Numeracy for Parents and Guardians.** This course may be offered to adults who are parents or guardians of pupils enrolled in a day school program for whom a remedial program in literacy and numeracy has been recommended by the principal of the day school in which the pupil is enrolled.

The principal shall ensure that this register is used to record the attendance of all pupils enrolled in any of the above courses both during the school year and during the summer.

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

The principal shall ensure that page 1 of the register is completed accurately. It should be noted that the "total enrolment" in a course must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

Instructions for Staff Recording Enrolment and Attendance

Use a separate register for each class. Do not enter a pupil's name in the register until the day on which the pupil actually begins classes.

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

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

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

Sample Register

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(See reverse for instructions.)

Attendance at sessions

Month and day: Sept. 9, Sept. 11, Sept. 16, Sept. 18, Sept. 23, Sept. 25, Sept. 30, Oct. 2, Oct. 7, Oct. 9, Oct. 14, Oct. 16, Oct. 21, Oct. 23, Oct. 28, Oct. 30, Nov. 4, Nov. 6, Nov. 11, Nov. 13, Nov. 18, Nov. 20, Nov. 25, Nov. 27, Dec. 2, Dec. 4, Dec. 9, Dec. 11, Dec. 16, Jan. 6, Jan. 8, Jan. 13, Jan. 15, Jan. 20, Jan. 22, Jan. 27, Jan. 29, Feb. 3, Feb. 5, Feb. 10, Feb. 12, Feb. 17, Feb. 19

	Name of pupil (surname, given name)	Gender	Day school pupil	Home address	Telephone	Number of sessions recognized for funding: Sept. 2009–June 2010	Summer 2010
1	Croft, Robin	F		1 Apple Cres.	282-1234	26	
2	Death, Kelly	F		27 Ash Court	281-2341	36	
3	Gallo, Dale	M		55 Birch St.	281-3412	37	
4	Green, Lalie	M		15 Birch Lane	281-4382	35	
5	Moran, Gale	F		44 Cedar Drive	281-2314	37	
6	White, Beverly	F		2 Dogwood Cr.	281-2413	35	
7	Burke, Marian	F		99 Cherry Rd.	281-4312	33	
8							
9							
10							
34	Feb. 3 – Session cancelled because of inclement weather						
35							
					Total number of sessions recognized for funding	239	0

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(See reverse for instructions.)

	Name of pupil (surname, given name)	Gender	Home address	Telephone	Attendance at sessions: Month and day	Number of sessions recognized for funding: Sept. 2009–June 2010	Number of sessions recognized for funding: Summer 2010
1							
2							
3							
4							
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31							
32							
33							
34							
35							
						Total number of sessions recognized for funding	