Special Education Funding Guidelines

Special Incidence Portion (SIP)

2019-20

Summer 2019
Ministry of Education
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NOTICE:

This Guideline will only take effect if the Lieutenant Governor in Council makes certain regulations under the Education Act. The content of this Guideline is subject to such regulations, if and when made.

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Special Incidence Portion (SIP) New for 2019-20

The Special Incidence Portion (SIP) benchmark for an eligible full time (1.0 ADE) student, where approved, will be increased to a maximum of $27,679 in 2019-20.

The statement below is for clarification purposes only, and is not a new requirement.

- SIP Health Claims or Health and Safety Claims may be eligible for three year renewals. SIP Safety only Claims are not eligible for three year renewals. Any SIP Safety only Claim must be submitted as a “New” claim each year.

If a claim meets the criteria for the Health Claims or Health and Safety Claims Checklist, it may be considered for approval in 2019-20 for a three-year period. For year 2 and year 3 the amount of funding will be determined by the re-submission of the timetable (Appendix D).

Boards will receive a summary from the Ministry through their Regional Office in the fall of 2020 outlining the students that have been approved for three year renewals and where in the three year renewal process they currently stand.

For students who have completed one three year cycle and are beginning another, boards will be asked to resubmit all applicable documentation as per these Guidelines.
Three Year Renewals for Students with Diagnosed Medical Conditions

Special Incidence Portion (SIP) Health Claims or Health and Safety Claims may be eligible for three year renewals. SIP Safety only Claims are not eligible for three year renewals. SIP Safety only Claims must be submitted as a new claim each year.

A Health Claim or a Health and Safety Claim may be submitted on behalf of a student who, as a consequence of their diagnosed medical condition, is dependent on more than two full-time board-paid staff to provide intensive support for activities of daily living including health and safety at an age when they would not otherwise be so dependent.

Appendix E should be filled out for all Health Claims or Health and Safety Claims. A claim should be considered a Health and Safety Claim where the required level of support is due, or partially due, to a condition diagnosed by a medical practitioner.

Applications for Health Claims or Health and Safety Claims must be accompanied by the Characteristics Checklist for Health Claims for Health or Health and Safety Needs (Appendix E). If the claim meets the criteria for the Characteristics Checklist for Health Claims it may be considered for approval in 2019-20 for a three-year period. For year 2 and year 3 the amount of funding will be determined by the re-submission of the timetable (Appendix D).

Boards will receive a summary from the Ministry through their Regional Office in the fall of 2020 outlining the students that have been approved for three year renewals and where in the three year renewal process they currently stand.

For students who have completed one three year cycle and are beginning another, boards will be asked to resubmit all applicable documentation as per these Guidelines.

Boards must record the status of a student’s three year renewal on Appendix C: Special Incidence Portion (SIP) Application Form as well as Appendix G: SIP Approval Summary in the 3 Year Renewal column while ensuring that this is aligned with the Board summary provided by the Ministry.

In the event a student moves during the three year renewal cycle to another Ontario school board, and qualifies for SIP funding as per these Guidelines, the claim will be considered a new claim, and all applicable documentation must be submitted to the Ministry with the board’s other SIP claims.
Continuing in 2019-20, school boards may apply for Special Incidence Portion (SIP) funding for staff support to ensure the health and/or safety of students who have extraordinarily high needs and of others at school.

Where approved, the Ministry will grant up to a maximum of $27,679 per full time (1.0 ADE) eligible student per year. A student in a modified day/half day program is eligible for a maximum of $13,840 in funding.

For all SIP claims, the Ministry requires that the identified additional supports be in place to respond to the student’s needs prior to submitting an application for additional funding for staff support. Submissions for 2019-20 SIP funding are due on December 13, 2019.

Boards will ensure that, in addition to any other obligations to give notice under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the board will ensure that it has informed the parent that a SIP claim has been submitted to the Ministry, in accordance with these Guidelines, to partially offset the cost of support and services provided by the board for their child.

The board’s SIP allocation for the 2019-20 fiscal year is the sum of all approved special incidence claims for pupils of the board, after any adjustment required under the GSN Regulation.

Eligibility Criteria for SIP

School boards may apply for SIP funding on behalf of students who require more than two full-time equivalent board-paid staff providing intensive support for the health and/or safety of the applicant student, other students and/or staff. This additional support may be provided by behavioural assistants, teachers’ assistants, educational assistants, child and youth workers, health/personal care assistants or any other equivalent assistants.

The student may be enrolled in a regular class with special education support or a special education class.

Safety Claims

A safety claim may be submitted on behalf of a student who requires more than two full-time board paid staff to provide intensive support for the safety of the student and/or others from behaviour that is injurious to self and/or others. SIP Safety only Claims must be submitted as a new claim every year. Safety only Claims are not eligible for three year renewals.
Health Claims

A health claim may be submitted on behalf of a student who, as a consequence of their diagnosed medical condition, is dependent on more than two full-time board paid staff to provide intensive support for activities of daily living including health and/or safety at an age when they would not otherwise be so dependent.

Applications for Health Claims must be accompanied by the Characteristics Checklist for Health Claims for Health or Health & Safety Needs (Appendix E). If the application meets these criteria it may be considered for approval in 2019-20 for a three-year period. For year 2 and year 3 the amount of funding will be determined by the re-submission of the timetable (Appendix D).

Health and Safety

Health and safety claims are those combining aspects of both health and safety claims.

Applications for Health and Safety Claims must be accompanied by the Characteristics Checklist for Health Claims for Health or Health & Safety Needs (Appendix E). If the application meets these criteria it may be considered for approval in 2019-20 for a three-year period. For year 2 and year 3 the amount of funding will be determined by the re-submission of the timetable (Appendix D).

Staff Support Level Timetable

SIP is intended to offset the additional staff costs for a student who needs more than two full-time equivalent staff providing intensive support according to the formula in the SIP Staff Support Level Timetable (Appendix D). Funding approval will be based on the current school year timetable at the time of submission.

The SIP Staff Support Level Timetable submitted on or before December 13, 2019 in support of a claim for 2019-20 SIP funding (new or renewal) must demonstrate staff support in place in the 2019-20 school year.

Eligible Board-Paid Staff Support

Staff counted in the Staff Support Level Timetable must be supporting the student for at least 10% of the student's hours during a week on a regularly scheduled basis, for the entire school year.

Time spent by behavioural assistants, teachers' assistants, child and youth workers, health/personal care assistants or any other equivalent assistants may be included on the timetable, provided that these staff are spending regularly scheduled time with the student and the support is documented in the student’s current Individual Education Plan (IEP).
Classroom teacher time can be counted as intensive support where the teacher is a special education teacher in a special education class. A special education teacher providing support to the student enrolled in a regular class can also be counted. The total number of students in the class must be shown in the appropriate column(s) in the timetable.

**Only staff with a special education assignment can be included in the calculation of intensive support.** Teacher time in a regular classroom is not included in the calculation of intensive support. These teachers’ salaries are funded through the Pupil Foundation Grant.

The time that the student spends with other students can be counted as part of the claimed level of support as long as the assigned support person(s) are in attendance and small group interaction is part of the student’s program.

The Staff Support Level Timetable should not include time spent by board-paid professional staff (e.g. psychologist, social worker, etc.) except in exceptional circumstances where the board documents that a student’s program includes a significant level of regularly scheduled interactions with the student by board-paid professional staff. This support must total at least 10% of the student’s hours during a week on a regularly scheduled basis and continue over the school year. The scheduled time must be shown on the timetable in column C and must be documented in the student’s current IEP.

<table>
<thead>
<tr>
<th>Start/Finish Times</th>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Assistants</td>
<td>Teachers</td>
<td>Other Staff</td>
<td></td>
</tr>
</tbody>
</table>

**Staff Support Calculation**

It should be noted that "more than two full-time equivalent board-paid staff" does not necessarily mean that the same two or more people are assigned exclusively to one student. Rather, the total of all eligible board staff interacting with the student will be added up to arrive at the number of full-time staff supporting the student.

The Staff Support Level timetable will be used to report all staff supporting the student.

For all SIP applications the calculation formula uses a 300 minute student day to determine the amount of SIP funding to be provided for an eligible student up to a maximum of $27,679 per student for full-time students (1.0 ADE), where approved. A student in a modified day/half day program is eligible for a maximum of $13,840 in funding.
Calculation of Staff Support Level per Activity (refer to Appendix D)

<table>
<thead>
<tr>
<th># of staff</th>
<th># of minutes (activity)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# of students $\times$ 300 minutes (day)

**Total Staff Support Level**

(as determined at time of application found in Appendix D: SIP Staff Support Level Timetable Box "D")

$\left( \frac{\text{total staff support} - 2.0}{2.0} \right) \times 27,679 = \_\_\_\_\_\_\_\_\_\_

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**Documentation Required for SIP Claims**

All documents submitted to support SIP claims must reflect the student’s programs and services for the current school year (2019-20).

December 13, 2019 is the submission deadline for the documentation in support of SIP applications. Only claims received on or before the December 13, 2019 submission deadline will be considered for funding in the 2019-20 school year.

A checklist of required documents for all claims, Special Incidence Portion (SIP) Checklist of Documentation for All Claims (Appendix A), has been provided. This checklist is to assist staff in claim preparation. Please note:

All SIP claims for the 2019-20 school year require a **current IEP** for the student, signed by the principal, documenting the student’s need for staff support such that the IEP:

1. connects to program and report card,
2. reflects a logical thread from assessment data to the student's areas of strength and need, accommodation and program section,
3. provides, in the program section, measurable learning expectations related to Ontario curriculum for modified subjects/courses, and/or alternative skills areas as appropriate,
4. when the student has SEA equipment, documents the student is using the equipment and, where appropriate, that the student is using the SEA equipment for provincial testing, and
5. documents, in the human resource section, the board-paid staff and support that are identified and shown in the staff support timetable.
When determining if the SIP claim is a health, a safety or a health and safety claim, please determine the primary need for the staff support the student requires.

For SIP claims on behalf of students with a health claim or a health and safety claim, the Characteristics Checklist for Health Claims for Health or Health & Safety Needs (Appendix E) must be completed (with all applicable boxes checked). The form must be signed by the Supervisory Officer of Special Education.

For previously approved health claims or health and safety claims that are on a three-year renewal cycle, boards are to submit the application form (Appendix C) and a revised timetable for the current academic year (Appendix D). No further documentation will be required.

**Claims Process**

For each SIP claim the Board will submit to the Ministry by December 13, 2019:

- **one paper copy** of the relevant documents listed in Appendix A (signed, where appropriate); and
- electronic submissions of Appendices B, C and D, and as appropriate, Appendix E.

**SIP Approval Summary for All Claims**

The board will submit by December 13, 2019, to the Ministry the following SIP Approval Summary (Appendix G):

- a paper copy that shows all new and renewal claims, signed by the Supervisory Officer certifying that the claims submitted are in compliance with this Guideline; and
- an electronic copy of the same.

**Business Cycle/Application Process**

**Business Cycle**

The application process for SIP will continue to be connected to the Ministry’s financial reporting cycle.

**Connection to Financial Reporting**

In order for school boards to receive SIP funding as part of their regular payments from the Ministry, it is important that board staff provide appropriate information on the expected number of claims and financial allocations within the board’s standard financial reports to the Ministry.

In June of each year, boards should include estimated funding for all SIP claims for the following school year in their Estimates submission for education funding.
In December of each year, boards need to include estimated funding for all SIP claims in their Revised Estimates. This financial information should be provided to each board’s finance department in a timely manner and should be based on the expected number of approved claims and the anticipated amount of funding for these claims.

In the winter of the next year, boards need to include in financial statements their final SIP funding allocation.

**Ministry Review**

During the school year, the Ministry will conduct a review of a sample of SIP claim documentation which may include classroom, school and/or board visits. It is expected, at a minimum, that school boards will retain a copy of all documentation to support the claim.

At any time, the Ministry may review any documentation in support of the SIP claim and may conduct classroom, school and/or board visits which may include reviewing:

- safety and/or behaviour logs (updated where appropriate after application has been submitted);
- other relevant documentation maintained by the board documenting the student’s academic program and progress; and
- board training and/or professional development to ensure staff are aware of and trained in appropriate health and/or safety intervention approaches.

**SIP Application Process for School Boards for the 2019-20 school year**

The business cycle for the SIP application process is the following:

**June 28, 2019**

- Boards will submit in their Estimates financial report to the Ministry their projected SIP funding for the next school year.

**December 13, 2019**

- Boards will submit to the Regional Office:
  - the SIP Approval Summary (see Appendix G) of their SIP new and renewal claims; and
  - all documentation required for each individual claim as per checklist (Appendix A).

- Boards will submit in their Revised Estimates financial report to the Ministry their revised SIP funding projection for new and renewal claims, for the current school year.
May 22, 2020

- The Ministry will have reviewed, approved and finalized all new and renewal SIP claims.
- The Ministry will notify boards of the decisions made.

Fall/Winter 2020

- Financial statements of boards will identify the final SIP funding allocation.
Appendix A: Special Incidence Portion (SIP) Checklist of Documentation for All Claims

Note: An electronic version will be available through the Ministry's Regional Offices

<table>
<thead>
<tr>
<th>Please fill out the Student's Information on the Application Form (Appendix C) first</th>
<th>Previously Approved For a 3 Year Renewal</th>
</tr>
</thead>
</table>
| Student Name :  
School Number :  
School Name :  
School Board :  
Application Type :  
Claim Type : | |
| 1. SIP Checklist of Documentation For All Claims (Appendix A) | |
| 2. Summary of student's need for intensive staff support or other relevant information (Appendix B) - signed by the Principal | |
| 3. SIP Application Form (Appendix C) - signed by the Supervisory Officer | |
| 4. SIP Staff Support Level Timetable (Appendix D) - signed by the Principal | |
| 5. Characteristics Checklist for Health Claims (Appendix E), for Health or Health & Safety needs - signed by the Supervisory Officer | |
| 6. Individual Education Plan (IEP) (Current Year) | |
| 7. Behaviour Support Plan (Updated for Renewals) and/or Health/Medical Management Plan (Updated for Renewals) | |
| 8. Safety Plan, where applicable (Updated for Renewals) | |
| 9. Assessments (Updated for Renewals) if available | |
| 10. Documentation of Inter-Agency Involvement (Updated for Renewals) | |

Please Note:

**Behaviour Support Plan (BSP)**  
A behaviour support plan is a written plan that is designed to target the underlying reason for behaviour, replace the inappropriate behaviour with an appropriate behaviour that serves the same function, and reduce or eliminate the challenging behaviour. In school boards, behaviour support plans are sometimes referred to as behaviour management plans.

**Safety Plan**  
A safety plan is a plan developed for a student whose behaviour is known to pose an ongoing risk to him or herself, other students, staff, or other people in general. It can serve as a crisis-response plan that outlines the roles and responsibilities of the staff in dealing with specific problem behaviours. The development of a safety plan involves all staff who work on an ongoing basis with a student, as well as parents and the representatives from any community agencies working with the student/family.
Appendix B: Summary of student’s needs for intensive staff supports or other relevant information

Note: An electronic Excel version will be available through the Ministry’s Regional Offices (part of 2019-20 Appendices A to E SIP forms)

<table>
<thead>
<tr>
<th>Please fill out the Student’s Information on the Application Form (Appendix C) first</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name :</td>
</tr>
<tr>
<td>School Name :</td>
</tr>
<tr>
<td>School Board :</td>
</tr>
<tr>
<td>Application Type :</td>
</tr>
<tr>
<td>Claim Type :</td>
</tr>
</tbody>
</table>

Please provide a brief description of the health and/or safety needs of the student.

How does the assigned staff work with this student to support the student’s health and/or safety needs during a typical school day?

Certification:

I certify that the information contained in this document is to the best of my knowledge a reflection of the student’s needs for intensive staff support.

<table>
<thead>
<tr>
<th>SCHOOL PRINCIPAL</th>
<th>DATE</th>
<th>SIGNATURE OF SCHOOL PRINCIPAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print)</td>
<td>(Year, Month, Day)</td>
<td></td>
</tr>
</tbody>
</table>
**Appendix C: Special Incidence Portion (SIP) Application Form**

Note: An electronic version will be available through the Ministry's Regional Offices

<table>
<thead>
<tr>
<th>DSB INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Number:</td>
<td></td>
</tr>
<tr>
<td>Board Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Person (name, job title, phone):</td>
<td>Last Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Birth Date:</td>
<td>Year</td>
</tr>
<tr>
<td>OEN (No dashes or spaces):</td>
<td></td>
</tr>
<tr>
<td>IPRC (Y/N):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exceptionalities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If multiple or non-identified, provide additional details</td>
<td></td>
</tr>
</tbody>
</table>

| Modified Schedule (Full-Day): |   |
| If Applicable, Enter the number Days in Attendance / Week |   |

| Modified Schedule (Part-Day): |   |
| If Applicable, Enter the Number of Minutes / Days in Attendance |   |

| Additional Details Pertaining to Multiple Exceptionality or Non-Identified Students | 1 | 2 | 3 |

| SIP funding calculation based on Staff Support Level Timetable (Appendix D) | $ |

<table>
<thead>
<tr>
<th>OTHER SUPPORTS IN PLACE FOR THE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment:</td>
</tr>
<tr>
<td>SEA Equipment current year (Y/N):</td>
</tr>
<tr>
<td>School Allocation of Educational Assistants:</td>
</tr>
<tr>
<td>Board-Paid Professionals/Paraprofessionals providing support (Including contracted staff):</td>
</tr>
<tr>
<td>Services provided by other Ministries/other Agencies (specify):</td>
</tr>
<tr>
<td>Transportation Arrangements (dedicated to the applicant student):</td>
</tr>
<tr>
<td>To School</td>
</tr>
<tr>
<td>From School</td>
</tr>
</tbody>
</table>

| Certification: |
| I certify that the information contained in this document is a true reflection of the program provided to the student at the time of application. |

<table>
<thead>
<tr>
<th>SUPERVISOR OFFICER</th>
<th>DATE</th>
<th>SIGNATURE OF SUPERVISOR OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print)</td>
<td>(Year, Month, Day)</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix D: Special Incidence Portion (SIP) Staff Support Level Timetable

Note: An electronic version will be available through the Ministry's Regional Offices

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SIP Funding Calculation:

Total Staff Support Level "A" multiplied by $27,679 (minimum $27,679)

<table>
<thead>
<tr>
<th>Total Staff Support Level</th>
<th>&quot;A&quot;</th>
<th>&quot;A&quot;</th>
<th>&quot;A&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIP funded staff level support:

Staff Support Level = # Staff divided by # Students multiplied by # Minutes divided by 300

SIP funded staff support level multiplied by $27,679:

<table>
<thead>
<tr>
<th>Actual Student Day Minutes</th>
<th>Formula uses student day of 300 minutes</th>
</tr>
</thead>
</table>

Certification:

I certify that the information contained in this document is a true reflection of the program provided to the student at the time of application.

SCHOOL PRINCIPAL (Please Print)  
DATE (Year, Month, Day)  
SIGNATURE OF SCHOOL PRINCIPAL
Appendix E: Characteristics Checklist for Health Claims for Health or Health & Safety Needs

Note: An electronic version will be available through the Ministry's Regional Offices
## Appendix G: SIP Approval Summary

Note: An electronic version will be available through the Ministry's Regional Offices

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Project</th>
<th>Total Amount Requested</th>
<th>Total Amount Approved</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The table above summarizes the SIP approvals. For a detailed version, please see the Ministry's Regional Offices.
Ministry of Education Regional Offices

Barrie Regional Office
Regional Manager
20 Bell Farm Rd., Unit 9
Barrie, ON L4M 6E4
Tel: 705-725-7627
Toll free: 1-800-471-0713

London Regional Office
Regional Manager
217 York St., Suite 207
London, ON N6A 5P9
Tel: 519-667-1440
Toll free: 1-800-265-4221

Sudbury-North Bay Regional Office
Sudbury Site
Regional Manager
199 Larch St., Suite 1103
Sudbury, ON P3E 5P9
Tel: 705-564-7165
Toll free: 1-800-461-9570

Ottawa Regional Office
Regional Manager
1580 Merivale Rd, Suite 504
Nepean, ON K2G 4B5
Tel: 613-225-9210
Toll free: 1-800-267-1067

North Bay Site
Regional Manager
447 McKeown Ave., Suite 211
North Bay, ON P1B 9S9
Tel: 705-474-7210
Toll free: 1-800-461-9570

Toronto and Area Regional Office
Regional Manager
3300 Bloor St. West,
8th Flr Suite 800
Toronto, ON M8X 2X2
Tel: 416-212-0954
Toll free: 1-800-268-5755

Thunder Bay Regional Office
Regional Manager
615 James St. South, 1st Flr
Thunder Bay, ON P7E 6P6
Tel: 807-474-2980
Toll free: 1-800-465-5020 (only available for area code 807)
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADE</td>
<td>Average Daily Enrolment</td>
</tr>
<tr>
<td>EA</td>
<td>Educational Assistant</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-Time Equivalent</td>
</tr>
<tr>
<td>GSN</td>
<td>Grants for Student Needs - Legislative Grants for the 2019-20 School Board Fiscal Year</td>
</tr>
<tr>
<td>IEP</td>
<td>Individual Education Plans</td>
</tr>
<tr>
<td>MFIPPA</td>
<td>Municipal Freedom of Information and Protection of Privacy Act</td>
</tr>
<tr>
<td>OEN</td>
<td>Ontario Education Number</td>
</tr>
<tr>
<td>SEA</td>
<td>Special Equipment Amount</td>
</tr>
<tr>
<td>SIP</td>
<td>Special Incidence Portion</td>
</tr>
<tr>
<td>TA</td>
<td>Teacher Assistant</td>
</tr>
</tbody>
</table>