

**Notification of change to the Private Schools:
Policy and Procedures Manual, page 20**

March 9, 2017

Please be advised that the Ontario School Information System (OnSIS) submission schedule listed on page 20 of the [Private Schools Policy and Procedures Manual, 2013](#) has been replaced by the submission schedule set out below, effective immediately.

OnSIS Data Submission	Period Covered	Request Date (OnSIS Start Date)	Due Date (OnSIS Completion Date)
October	July 1 – October 31*	November 1	December 31
March	November 1 – March 31	April 1	May 31
June	April 1 – June 30	July 1	August 31

*Private schools offering credit courses year round have the option to submit the required statistical information for July 1 to October 31 as follows:

OnSIS Data Submission	Period Covered	Request Date (OnSIS Start Date)	Due Date (OnSIS Completion Date)
Summer	July 1 - August 31	September 1	September 30
October	September 1 – October 31	November 1	December 31

Private schools offering credit courses only in the summer must submit the required statistical information as follows:

OnSIS Data Submission	Period Covered	Request Date (OnSIS Start Date)	Due Date (OnSIS Completion Date)
Summer	July 1 - August 31	September 1	September 30

The Education Statistics and Analysis Branch of the Ministry of Education (OnSIS Team) will provide annual notice to private schools confirming the submission schedule.

If you have any questions regarding the submission of the required statistical information or OnSIS account(s), please contact the OnSIS Team by email at onsis_sison@ontario.ca or by phone at 416-212-6366 or 1-888-275-5934.