Thank you for your ongoing support of the MISA initiative. We are continuing to see evidence that the MISA Local Capacity Building (LCB) initiative is having a positive impact on the ability of the education sector to work with data and information.

It is now time for school boards, authorities and consortia to report on the progress they’ve made relative to their Year Two LCB plans.

**Progress Reports**

In order to facilitate reporting, the ministry has revised its templates and guidelines for Year Two reporting. The templates have been merged into three documents and Appendix One is now pre-populated with information from your amended financial forecast (and revised amended financial forecast). These customized documents are attached to this memo as appendices.

**Appendix One:** Reporting Template: 2006-07 Financial Reporting Template (unique tool, pre-populated for each school board, authority or consortium)

**Appendix Two:** Reporting Template: Outcomes & Measurement Methods by Core Capacity (generic tool)

**Appendix Three:** Reporting Template: MISA Common Core Capacities Continuum (generic tool)
Submission Instructions

Financial & Progress Reports (including Appendices One-Three) are due to the ministry by April 30, 2007. All reports must be endorsed by the Director of Education (or the Secretary-Treasurer in the case of school authorities). Please send an electronic copy of Appendix One to Charlotte.Ward@ontario.ca and then send the signed hard copy of all three reporting templates to:

Vera Xhabija
Standards & Liaison Unit
Ministry of Education
Information Management Branch
777 Bay Street, Suite 422
Toronto, ON    M5G 2E5

Once again, thank you for your ongoing commitment to the MISA initiative. We expect to share the 2007-08 planning templates shortly and look forward to working with you to make Year Three Local Capacity Building activities successful.

Sincerely,

Original signed by

Don Young
Director
Information Management Branch

Attachments

cc.    MISA Leader
      Senior Business Official

Master copy: Director, Communications Branch
Director, Field Services Branch
Regional Managers, Field Services Branch
MISA Advisory Committee members
Assistant Deputy Ministers
Chief Student Achievement Officer & CEO, Literacy & Numeracy Secretariat
CIO, Community Services I&IT Cluster
Executive Assistant, Deputy Minister’s Office