The collection of this information is authorized under paragraph 27.1 of subsection 8(1) of the Education Act, R.S.O., 1990, C.E.2. The relevant privacy legislation, the Freedom of Information and Protection of Privacy Act, the Municipal Freedom of Information and Protection of Privacy Act and the federal Personal Information Protection and Electronic Documents Act provide for the protection of personal privacy.

The report on course/class enrolment is to be completed by Care, Treatment, and Correctional Facilities that are offering courses at the secondary level.

Course/class enrolment as of a count date for the purposes of this report is based upon pupil enrolment as described in the instructions of the ministry day school enrolment registers or in the ministry document entitled “Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools”.

This report will collect detailed information on courses taught at the school on October 31, 2010 to full-time students, part-time students and students registered in Independent Study. Self-contained Special Education classes are to be reported in Section D of this report. Courses that begin November 1 and end at the end of the first semester are to be reported as well.

The completed report must be returned to the board office. The board will forward all completed reports by December 31, 2010 to:

Rick Bent
Manager, OnSIS
Education Statistics and Analysis Branch
Ministry of Education
777 Bay Street, 4th Floor, Suite 422
Toronto, ON M5G 2E5

Retention of the Report
The Ministry of Education requires that, for audit purposes, the current year’s report and the report for the previous school year 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.

Closed School(s) as of September 1, 2010
No report is required.

This report consists of four sections.

Section A: Courses for Grades 9-12
Section B: Combined Classes for Grades 9-12
Section C: Cooperative Education Courses
Section D: Classes for Exceptional Students
Schools with semestered programs
Data on courses are to be reported as of October 31, 2010, by all schools as follows:

**Non-semestered Schools:** Report course/class enrolment on October 31.

**Semestered Schools:** Report course/class enrolment on October 31 only. Do not provide projected enrolment for the second semester.

**Credit Value:** The credit value reported should be that earned by a student upon completion of the course. Do not report the sum of the credits for students taking a course. For instance, if five students are taking a course with the credit value of 1.00, the credit value reported should be 1.00 not 5.00.
Section A. Courses for Grades 9 to 12

Ensure that course code, number of classes, credit value, and male and female enrolment are included for every course.

Language of Instruction

It is important to ensure that courses are reported under the correct language of instruction.

- If a course is taught in English, report it only under the columns marked "English/Anglais".
- If a course is taught in French, report it only under the columns marked "French/Français". This applies to schools with a French Immersion Program.
- If a course is offered in both languages to separate classes, indicate enrolments in each language. This only applies to mixed private schools.

Language courses, other than courses in the official languages of English and French, are to be reported according to the language of the school (e.g., German taught in an English school is reported in the English column).

Exclude all combined classes and classes for exceptional students from this section. Report all combined classes only in Section B and all classes for exceptional students in Section D.

Section B. Combined Classes for Grades 9 to 12

In this section, report classes that are organized to serve two or more different groups of students. Each segment of a combined class must be unique in at least one of the following respects: subject, language of instruction, level of difficulty or course type, grade level, and/or credit value.

All of the following information must be provided for all segments: course code, including K courses (if applicable), language of instruction, credit value, and male and/or female enrolment.

Space for recording data is provided only for three segments. If a class has more than three segments, more than one line will be required for reporting the data for it. In such cases, place an ampersand (&) in the column "Cont." on each subsequent line that contains data on the different segments of the class.

A maximum of nine segments are allowed for each combined class.
Section C. Cooperative Education Courses

Cooperative education courses include a classroom component (comprising of preplacement and integration activities) and a placement component.

All of the following information must be provided for all segments: course code, including K courses (if applicable), language of instruction, credit value, and male and/or female enrolment.

If students are taking the same course (that is, the same course type or level of difficulty and grade) but for different credit values and hours, report the information as two separate courses.

Space for recording data is provided only for three segments. If a class has more than three segments, more than one line will be required for reporting the data for it. In such cases, place an ampersand (&) in the column "Cont." on each subsequent line that contains data on the different segments of the class.

A maximum of thirty segments are allowed for each cooperative education class.

Section D. Classes for Exceptional Students

Only self-contained classes for exceptional students are to be reported in this section. Use the appropriate codes, including courses starting with "K", for reporting the courses in which students are enrolled.

All of the following information must be provided for all segments: course code, language of instruction, credit value, and male and/or female enrolment.

If students are taking the same course (that is, the same course type or level of difficulty and grade) but for different credit values and hours, report the information as two separate courses.

Space for recording data is provided only for three segments. If a class has more than three segments, more than one line will be required for reporting the data for it. In such cases, place an ampersand (&) in the column "Cont." on each subsequent line that contains data on the different segments of the class.

A maximum of thirty segments are allowed for each special education class.