MEMORANDUM TO: OnSIS Main Board Contacts  
FROM: Rick Bent  
Manager, OnSIS  
DATE: December 8, 2010  
SUBJECT: Reporting Data in 2010-2011  
For Care, Treatment and Correctional Facilities

As you are aware, we are currently in the process of migrating all Care, Treatment and Correctional Facilities data collection activities into the Ontario School Information System (OnSIS). The 2009-2010 school year saw many significant changes and we greatly appreciate the continuing support your board has provided.

As the OnSIS online application is not yet fully available for collecting data from these facilities, you will find attached the following paper form:

- **Course/Class Enrolment OnSIS Transition 2010-2011** – this form must be completed for every facility in your board that provides secondary panel instruction. Instructions for this form are included. Please note that the count date is October 31, 2010.

Furthermore, detailed OnSIS user guides, training resources and reference materials are available under the **What's New** section of the OnSIS application. You are encouraged to view this section regularly for updates and announcements.

### 2010-2011 OnSIS Reporting Schedule (For CTCF)

Reporting in OnSIS will consist of three distinct data submissions a year, as indicated in the following table:

<table>
<thead>
<tr>
<th>Data to be Collected</th>
<th>Submission Method</th>
<th>Count Date</th>
<th>Submission Start Date</th>
<th>Submission Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2010-2011 Data Submission (Aggregate Student Data and Elemental Educator Data)</td>
<td>OnSIS</td>
<td>October 31, 2010</td>
<td>November 1, 2010</td>
<td>December 31, 2010</td>
</tr>
<tr>
<td>Course/Class Enrolment OnSIS Transition 2010-2011</td>
<td>Paper Form</td>
<td>October 31, 2010</td>
<td>November 1, 2010</td>
<td>December 31, 2010</td>
</tr>
<tr>
<td>March 2010-2011 Data Submission (Educator Data Only)</td>
<td>OnSIS</td>
<td>March 31, 2011</td>
<td>April 1, 2011</td>
<td>May 31, 2011</td>
</tr>
</tbody>
</table>
Should you require assistance with the form, please contact us by e-mail at onsis_sison@ontario.ca or by telephone at 1-888-275-5934 or 416-212-6366.

Thank you in advance for your co-operation in the timely submission of this information.

Sincerely,

*(original signed by Rick Bent)*

**Rick Bent**  
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Education Statistics and Analysis Branch  
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416-325-4324

Enclosures