May 21, 2008

MEMORANDUM TO: Directors of Education
                Secretaries of School Authorities

FROM:         Steve Marshall
                Deputy Minister

RE:           Policy/Program Memorandum – Applications for Letters of Permission

The enclosed Policy/Program Memorandum 147 provides direction to school boards and schools concerning the Letter of Permission (LOP) application process.

The PPM is intended to supplement the new regulation on Letters of Permission (Ontario Regulation 142/08) which is being put in place to clarify and enhance the LOP application process. Ontario Regulation 142/08 will replace Ontario Regulation 183/97 (Letters of Permission).

Ontario Regulation 142/08 and PPM 147 will come into effect on June 30, 2008. Until that date, school boards must continue to submit applications for Letters of Permission according to the requirements, and using the application form, set out in Ontario Regulation 183/97. School boards must also continue to complete the Letters of Permission Checklist and submit it with their application form.

As of June 30, 2008, school boards must submit applications for Letters of Permission according to the requirements set out in Ontario Regulation 142/08 and PPM 147. This includes completing and submitting the application form that is now provided in PPM 147. School boards will no longer be required to complete the Letters of Permission Checklist.

PPM 147 is posted on the ministry website at www.edu.gov.on.ca. Ontario Regulation 142/08 can be found on the e-laws website at www.e-laws.gov.on.ca.

If you have any questions, please contact the ministry office in your region. A list of Regional Offices is attached.

Steve Marshall

Attachments

- Regional Office Managers
- Council of Ontario Directors of Education
- Ontario Teachers’ Federation