MEMORANDUM TO: School Board Directors of Education

FROM: Pauline McNaughton
      Director
      Student Success/Learning to 18 Strategic Policy Branch

      Denys Giguère
      Director
      French-Language Education Policy and Programs Branch

      Joshua Paul
      Director
      Education Finance Branch

      Taddesse Haile
      Director
      Education Statistics and Analysis Branch

DATE: November 13, 2014

SUBJECT: Supporting the Enrolment Reporting Initiative

Further to the ministry’s memo 2014 B10: 2014-15 School Year Education Programs – Other (EPO) Funding (Second Memo) and its Appendix, I am pleased to confirm that funding has been allocated to your school board to support Enrolment Reporting Initiative (ERI) eligible activities from May 1, 2014 through to August 31, 2015. The ERI replaces paper-based enrolment registers and manual enrolment reporting practices with electronic student information system and OnSIS data collection for Continuing Education and independent study programs. The funding allocation is based on a standard amount for each school board, supplemented with a proportional amount based on Continuing Education and Independent Study enrolment.

ERI funding is being made available to help school boards build capacity in at least one of the following three areas in order to meet the requirement for electronic submission of this data to OnSIS:

1. **Training** school board personnel on the business processes and the tools used by the Board to complete electronic enrolment registers and submit ADE data to OnSIS.
2. Implementing the **technology** required to enable the completion of electronic enrolment registers and submission of ADE to OnSIS.
3. Developing processes, tools and/or services to enhance the **timeliness, accuracy** and...
The Ministry asks that the Director of Education (or designate) complete the white sections of the attached *Enrolment Reporting Initiative Planning and Reporting Template*. Please sign and return these documents via email to angelika.kerr@ontario.ca by Monday, December 15, 2014.

In the *Planning and Reporting Template*, the school board is to set out the details of their ERI activities to show how the funds will be used. Please ensure that a board level contact is identified who will be responsible for overseeing the activities and expenditure of the funds and who will be the primary contact with the Ministry for this Project.

Should your staff have any questions please have them contact Angelika Kerr, Senior Policy Advisor, Adult Education Policy Unit, at 416-326-5996 or angelika.kerr@ontario.ca.

Sincerely,

Pauline McNaughton, Director  
Student Success/Learning to 18 Strategic Policy Branch

Denys Giguère, Director  
French-Language Education Policy and Programs Branch

Joshua Paul, Director  
Education Finance Branch

Taddesse Haile, Director  
Education Statistics and Analysis Branch

Attachment  
- Enrolment Reporting Initiative Planning and Reporting Template
  
c. Senior Business Officials