MEMORANDUM TO:  Directors of Education  
Secretary - Treasurers of School Authorities  

FROM:  Eric Ward  
Director, Education Statistics and Analysis Branch  

DATE:  November 15, 2016  

SUBJECT:  Managing Information for Student Achievement (MISA) Update  

This memorandum provides information about the 2016-17 data collection schedule and upcoming changes to the Ontario School Information System (OnSIS).

OnSIS 2016-17 Academic Year Data Collection Schedule  

Attached, for your reference, is the 2016-17 OnSIS data collection schedule. School board sign-off of OnSIS data submissions on or before the completion dates for October, March and June is important — this will help the ministry to ensure that complete and accurate data are available for use earlier.

The ministry appreciates the hard work and willingness of boards to refine processes that has supported, and will continue to support, the submission of quality data through OnSIS. We continue to make assistance available to school boards through the OnSIS Help Desk. The OnSIS help desk can be reached by email at onsis_sison@ontario.ca, or by phone at 416-212-6366 or toll free 1-888-275-5934.

Data Collection Changes as of October 2016  

The ministry remains committed to working with school boards and school authorities to develop efficient means to collect education data. As such, we will continue to build on past support with improvements to the functionalities of OnSIS that will benefit all users. The October 2016 enhancements include the following areas:

Enrolment Reporting Initiative (ERI) – Reports and Extracts  
1. To mitigate rounding issues, all Independent Study Average Daily Enrolment (ADE) related fields will be expanded to four decimal places from two decimal places.
2. To allow for easier reconciliation, two new school verification extracts related to ADE, for both credit and non-credit continuing education programs, were created. These extracts will give boards the ability to sort and summarize their data according to their needs.

**Elementary Attendance**
Two new fields, ‘Total Days Absent (Year to Date)’ and ‘Total Times Late (Year to Date)’ will be added to the student “School Enrolment” form for elementary schools. Two new school verification reports will also be made available to support these changes.

**Board Summary Report Updates**
Existing French as a Second Language (FSL), Native Language, Native Studies and Language Allocation board summary reports will be updated to include FSL, Native Language, Native Studies credits earned by students that were reported with a Board Residence Status of ‘Shared Student’, if the student was also recorded as a ‘Pupil of the Board’ at their main school.

**Diploma Online Enhancements**
1. Under the “Other Diploma Quantity Request” form, school users will now be able to submit a request to return diplomas. Additionally, school users will now be able to submit requests for past diplomas.
2. Under the “June Diploma Quantity Request” form, school users can request additional diplomas over their OnSIS diploma projections. All requests will continue to be validated by ministry staff for approval.
3. The definitions of the data columns were updated to clarify the value of the columns in the “June Diploma Quantity Request” form.

**Aligning school address to Canada Post**
New functionality has been added to allow the OnSIS application to verify addresses with the Canada Post Lookup Table and align the address format to match the Canada Post format.

**Reminders:**

As part of our commitment to serve school boards and school authorities we strive to maintain communication with all users of OnSIS. As such, you are encouraged to update your administration data in a timely fashion as this information will assist in ensuring that communications are sent to the appropriate individual. Additionally, this information must be current, as some details are reported through the [Open Data Catalogue](#).
Administration Information in OnSIS: To Be Updated Regularly

- Review and update the position information in the ‘Administration’ menu and keep it current.
- Review other board personnel data, including trustee information and MISA Leader contact information to ensure its accuracy.
- Update the school level data, which includes address, principal name and school council information.

Thank you for your ongoing support.

Sincerely,

Eric Ward  
Director  
Education Statistics and Analysis Branch

Attachment: OnSIS 2016-17 Academic Year Data Collection Schedule

c. MISA Leaders  
   MISA Professional Network Centres Executive Leads  
   Supervisory Officers  
   Secretaries to the Directors of Education