MEMORANDUM TO: Principals of Inspected Private Schools  

FROM: Rick Bent       Tony Di Lena  
Manager, OnSIS       Private Schools and  
Education Statistics and Attendance Unit Coordinator  
Analysis Branch       Field Services Branch  

DATE: November 22, 2010  

SUBJECT: Ontario School Information System (OnSIS) 2010-2011 Data Collection Timelines and Related Forms  

This memo provides important information regarding the 2010-2011 data collection requirements.

In accordance with Section 16 (5) of the Education Act, private schools are required to provide statistical data to the Ministry of Education through the Ontario School Information System (OnSIS). Information provided by private schools is used to support a wide range of activities including research, policy analysis and planning initiatives. In addition, inspected private schools are reminded that they are required to use the Ontario Education Number (OEN) for all secondary level students enrolled in their school.

2010-2011 OnSIS Reporting Schedule  

<table>
<thead>
<tr>
<th>Data to be Collected</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</td>
<td>October 31, 2010</td>
<td>November 1, 2010</td>
<td>December 31, 2010</td>
</tr>
</tbody>
</table>

* only applies to schools offering a secondary summer program.

Schools with Internet Access  

If your school has internet access, the required data must be provided electronically by your school to the ministry through OnSIS.

In addition, if you are a new user, you will be required to submit a Form 1F - Request for a New User Account from a Private School to the ministry in order to access the OnSIS and OEN applications.

Detailed OnSIS user guides, training resources and reference materials are available under the What's New section in OnSIS. You are encouraged to view this section regularly for updates and announcements.
Schools without Internet Access
Attached you will find the 2010-2011 OnSIS data collection forms. You are also reminded that if you have not already done so, you are required to submit the data for previous school years.

If you require additional information, please contact the OnSIS Team by e-mail at onsis_sison@ontario.ca, or by phone at 416-212-6366 / Toll Free 1-888-275-5934.

Thank for your continued support, and we wish you and your students success for the 2010-2011 academic year.

Sincerely,

(original signed by Rick Bent)  (original signed by Tony Di Lena)

Rick Bent  Tony Di Lena
Manager, OnSIS  Private Schools and Attendance Unit Coordinator
Education Statistics and Analysis Branch  Field Services Branch