MEMORANDUM TO: Directors of Education

FROM: Andrew Davis
       Director
       Transfer Payments and Financial Reporting

DATE: October 11, 2007

SUBJECT: Reporting 2007-08 Primary Class Size Results

I am writing to provide you with further information about reporting actual 2007-08 Primary Class Size (PCS) results to the Ministry through the PCS website. I would like to thank everyone for the PCS Plans and all the work which went into them.

This request, similar to last year, is to collect actual the class organization for 2007-08 school year based on your reorganization date that you had indicated in the plans. This collection is to be submitted by October 19, 2007. The website is located at https://pcs.edu.gov.on.ca; the login and password remain the same as were used in the plan submitted in the spring.

The school year is now well underway and by now all class organizations that address actual enrolments for 2007-08 should be substantially complete. As noted in memorandum 2007:SB20, boards will be required to submit actual class organization for the 2007-08 school year to the Ministry through the PCS website. This information will be used to monitor compliance with the PCS targets as well as to populate the Class Size Tracker website. Please note that this information may differ from the OnSIS because this information is a collection of class organizations as per the reorganization date and not October 31.

I would also like to provide a point of clarification on entering a part time class that is combined with a full time class. For example, a class of 10 half time junior kindergarten (JK) and 10 full time senior kindergarten (SK) in the morning, that has a different group of 8 JK in the afternoon, should be entered as two classes, one of 10 JK and 10 SK, and one of 8 JK and 10 SK.
If you have any questions, please contact Peggy McCormick at peggy.mccormick@ontario.ca or your Ministry Finance Officer.

Andrew Davis

Encl.

cc: Superintendents of Business and Finance