Continuing Education: Register of Enrolment in the International Languages Elementary (ILE) Program, 2017–18

Instructions for Administrators

See the document entitled Enrolment Register Instructions for Continuing Education Programs, 2017–18 School Year for policies and procedures governing the use of this register.

School

Location of course (if different from school)

Campus number

Course Data

International language

Dates

Start

Finish

Time of day

September to June

Summer

Days

Min

Tues

Wed

Thurs

Fri

Sat

Delivery code

1

2

3

4

5

6

OEN

– Enter the pupil's OEN.

• For ILE programs a pupil's OEN is not required, however, if available enter it on the register (see #11 Chong, Yal Xeung).

• For a parent/guardian enrolled in the Literacy and Numeracy for Parents and Guardians Program enter the child's OEN.

The parent/guardian is not required to have an OEN (see #9 Blake, Toni).

Gender

– Enter for each pupil.

Day school pupil – Enter each pupil's enrolment status in day school as FT or PT using the information provided by the principal. If the pupil is not enrolled in day school, leave blank.

Pupil's day school address – Enter for each pupil, day school pupil, if required.

Pupil’s board resident status – Enter each pupil's Board Resident Status as POB or OP.

• POBs have the right to attend continuing education programs without payment of a tuition fee and may receive funding.

• OPs are required to pay a tuition fee to attend continuing education programs, and do not receive funding. Enter "0" for the number of sessions recognized for funding (see #5 Green, Leslie).

Pupil’s home address/telephone number – Enter for each pupil.

Name of parent/guardian – Enter for a parent/guardian enrolled in the Literacy and Numeracy for Parents and Guardians Program (see #8 Burke, Marian).

Recording pupil attendance – Indicate each pupil's attendance at sessions by leaving the appropriate spaces blank.

Recording pupil absences – Indicate each pupil's absence from sessions by entering an "A". When a pupil is absent for three or more consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #5 Green, Leslie).

Late enrolment – When a pupil is admitted after the course begins, draw a horizontal line ("---") through all sessions up to the date on which the pupil begins to attend the course. Subtract the number of consecutive sessions missed at the beginning of the course from the total number of sessions recognized for funding (see #8 Burke, Marian).

Pupil withdrawal – When a pupil withdraws from a course, draw a horizontal line ("---") through the remaining sessions following the date of withdrawal. Only when a pupil misses three or more consecutive scheduled sessions as a result of the early withdrawal, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #11 Chong, Yal Xeung).

Pupil absences combined with withdrawal – When a pupil is absent and subsequently withdraws from the course, and misses three or more consecutive scheduled sessions, subtract the number of consecutive sessions missed from the total number of sessions recognized for funding (see #11 Chong, Yal Xeung).

Funded cancelled sessions – Where a session has been cancelled owing to exceptional circumstances (such as bad weather or an emergency), and the session is recognized for funding, enter a "C" for that session for the first and last pupils, join the "C"s with a vertical line and record the reason for the cancellation on the register (see February 2 and line 34). Indicate on the register if the cancelled session is rescheduled.

Unfunded cancelled sessions – Where a session has been cancelled (i.e. the teacher is unavailable) and the session is not recognized for funding, enter a "D" for that session for the first and last pupils, join the "D"s with a vertical line and record the reason for the cancellation on the register (see November 5 and line 33). Indicate on the register if the cancelled session is rescheduled.

A cancelled session ("C" or "D") does not break or add to a series of pupil absences (see #7 Gallivan, Claire and #2 Deeth, Kelly).

The end of the calendar year does not break or add to a series of pupil absences (see #7 Gallivan, Claire and #2 Deeth, Kelly).
## Continuing Education: Register of Enrolment

<table>
<thead>
<tr>
<th>Name of pupil (given name)</th>
<th>Class name</th>
<th>Common course code</th>
<th>OSEN</th>
<th>School</th>
<th>Day school pupil</th>
<th>Pupil’s day school address</th>
<th>Pupil’s board status</th>
<th>Pupil’s home address / telephone number</th>
<th>Name of parent/guardian (Mr./Ms.)</th>
<th>September to June</th>
<th>Summary</th>
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|                               | Month and day |                               |                               |                               |                               |                               |                               |                               |                               |                 |         |
|                               |               |                               |                               |                               |                               |                               |                               |                               |                               |                 |         |

Number of sessions recognized for funding (not required for ILE)