Memorandum To: Directors of Education

From: George Zegarac
Deputy Minister

Date: June 9, 2015

Subject: Elementary Reporting Procedures – June 2015

The purpose of this memo is to provide information and direction around the reporting procedures to be followed by public school boards for their elementary schools in June 2015.

As you are aware, the labour disruption in your boards has required that adjustments be made for this school year in two related processes — the preparation and distribution of final report cards, and the OnSIS data submission. The final report card is an important tool for communicating with students and parents about their achievements during this school year and their placement in the coming year, and is guided by the Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools (2010) policy document. The OnSIS data submission process allows boards to communicate with the ministry about their student population in October, March, and June of each school year and provides important data that influences decisions for the following year.

There will be no change in Growing Success policy; however the flexibility detailed in this memo will support boards locally in determining solutions that will take into account the diversity in size and complexity of their elementary schools.

Boards will require a communication strategy to inform parents and students about the final report card and anticipated distribution that will apply to this year only. In view of local context, boards will produce letters of promotion/placement and/or report cards. This communication may include consideration of:

- A Letter of Promotion/Placement distributed at the end of June.
- Identification of differences in the final report card for 2014-15 (e.g., no comments), if your board is able to produce report cards.
- Anticipated distribution dates for report cards should your board be able to produce report cards (e.g., dates for distribution of all report cards, distribution of only Grade 8 report cards etc.).
- Opportunities for parents to contact their child’s teacher(s) during the remaining school days to discuss their progress and achievement.
For Boards Producing Report Cards: Preparation and Distribution

The ministry is aware that teachers will provide principals with class lists of letter grades or marks for students by subject, or by strand in some subjects, but will not provide comments or the evaluation of Learning Skills and Work Habits. The ministry recognizes that this will result in an enormous volume of data entry in order to generate final report cards. Dependent on school/board size, as well as other factors, this can present a very challenging task for schools/boards to complete.

The ministry has been in discussion with some school boards and their student management system vendors to discuss ways to support schools in managing these processes for this school year only, in light of the exceptional circumstances. Localized solutions can be investigated to support ease of entering and reviewing report card data. Boards will determine how to move forward based on the resources available to them.

OnSIS June 2015 Elementary Data Submission

The elementary data submission to OnSIS has a completion date of September 30, 2015.

Usually, as part of their June OnSIS elementary data submissions, boards upload report card data from Term 1 and Term 2 for all students. The data includes letter grades or marks by subject, or by strand in some subjects, and the evaluation of Learning Skills and Work Habits, in addition to Individual Education Plans (IEP) and English Language Learner (ELL) designations.

For boards not producing elementary report cards, only producing elementary report cards for some students (e.g., Grade 8 students), or producing report cards for all students, the ministry will work to find appropriate and efficient solutions which allow the boards to report Term 1 data, as well as some or no Term 2 grades or marks, and sign off on their data submissions.

If you have questions about these OnSIS data submissions please contact Rick Bent, OnSIS Manager, Education Statistics and Analysis Branch, at 416-325-4324.

For all other questions related to items in this memo, please contact Karen Gill, Director, Curriculum Assessment Policy Branch, at 416-325-2576.

Thank you for your ongoing support.

George Zegarac
Deputy Minister