



Register of Daily Attendance for Elementary Schools

2009–10 School Year

School

Grade

Teacher

"Other pupils" (OP)	Names of pupils (surname first)	Gender	Grade
			1
			2
			3
			4
			5
			6
			7
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			10
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			45

Instructions

Changes for 2009–10

All changes in policy or procedure that appear in the Instructions section are highlighted in boldface type.

Regulations Pertaining to the Register

Maintenance of the Register

Subsection 265(c) of the Education Act states that it is the duty of a principal of a school, in addition to his or her duties as a teacher, “to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister.”

Subsection 213(2) of the Education Act states that “... every teacher who keeps a false school register or makes a false return is guilty of an offence and on conviction is liable to a fine of not more than \$200.”

Retention of Pupil Enrolment Records

The Ministry of Education requires that, for audit purposes, the current year’s register and the previous year’s register be retained. Retention beyond that minimum period is to be carried out in accordance with the board’s record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

In addition, schools are required to retain, for audit purposes, the following documents *on paper* for the current school year and the previous school year:

- signed and dated forms authorizing pupil admission, transfer, and retirement (these forms should be signed by the school principal or by a school staff member designated by the principal)
- date-stamped letters or e-mails from other schools requesting Ontario Student Records
- for pupils with prolonged absences (i.e., of fifteen or more consecutive days), attendance counsellors’ reports or medical documentation
- written requests from a parent or legal guardian, or from the pupil where the pupil is an adult, to temporarily excuse a pupil from school (e.g., for an extended vacation)

Collection of Data

Authorization for the collection of the information required in the register is found in subsection 8(1)(8) of the Education Act. This information is required for administrative purposes.

Anyone needing additional information regarding the collection of this information should contact the Freedom of Information and Privacy Office of the Ministry of Education.

Responsibilities of the Principal

Basic Requirements

The principal shall provide the classroom teachers with the necessary registers for recording pupil enrolment and attendance (further information is given on page 4 under “Use of the Register”). The principal shall also provide the teachers with all the information about each pupil that they will require in keeping their records.

The principal shall ensure that enrolment and attendance records are accurate.

The principal shall ensure that all teachers of pupils whose enrolment is recorded in the full-time, half-time, and part-time day school registers are regular day school teachers employed by the board or occasional teachers employed by the board to teach as

substitutes for teachers who are members of the board’s regular day school teaching staff.

Ontario School Information System (OnSIS)

The full-time equivalents (FTEs) reported for each pupil on the OnSIS School Enrolment screens for the ministry’s enrolment-count dates of October 31 and March 31 shall equal the FTEs recorded for these pupils on these dates in the applicable ministry enrolment register(s).

Admission

The principal shall ensure that a pupil’s name is not entered in the register until the day on which the pupil actually begins to attend classes for the current school year. Accordingly, the names of pupils in Kindergarten and Junior Kindergarten classes with staggered admission dates must not be entered in the register until the first day each pupil begins to attend classes. If, however, a pupil is continuing on home instruction or in a Supervised Alternative Learning for Excused Pupils (SALEP) program from the previous school year, or if a pupil was referred to an attendance counsellor in the previous school year and the file is still active, the principal shall ensure that the pupil’s name is entered in the register on the first day of school for the current school year. **The name of a pupil who is provided with academic assessment services by the board immediately prior to entering school may be entered in the register on the date that the assessment services began.**

The principal shall give the classroom teacher the names, grades, and admission dates of all pupils enrolled in a class. The principal must also indicate whether individual pupils are “full-time”, “half-time”, or “part-time”, and whether they are to be recorded as “internal admissions” or “external admissions”. For internal and external admissions, the principal should also provide any relevant information. For pupils who are admitted after the first day of school, the principal should provide the reason for late admission.

The term “full-time pupil” refers to:

- a pupil, other than Kindergarten and Junior Kindergarten pupils, who is registered for classroom instruction for an average of 210 minutes or more per school day;
- a pupil who is six years of age or over as of December 31, 2009, and who receives an average of 210 minutes or more of classroom instruction per school day, but who has not been placed in Grade 1 and is enrolled instead in a Kindergarten or Junior Kindergarten class;
- a pupil, **other than a pupil enrolled in Kindergarten or Junior Kindergarten**, who is participating in an Intensive Behavioural Intervention program, regardless of the amount of classroom instructional time he or she is registered for.

The term “half-time pupil” refers to:

- Kindergarten and Junior Kindergarten pupils, other than those enrolled in a “combined” program (see next paragraph), who are registered for classroom instruction for an average of 150 minutes or more per school day;
- **Kindergarten and Junior Kindergarten pupils participating in an Intensive Behavioural Intervention program.**

The term “part-time pupil” refers to:

- Kindergarten and Junior Kindergarten pupils who are registered for less than half-time;
- Kindergarten and Junior Kindergarten pupils who are enrolled in a “combined” program, which is a program operated on a five-day cycle that provides 900 minutes of classroom instruction for pupils enrolled in Kindergarten and 600 minutes of classroom instruction for pupils enrolled in Junior Kindergarten;
- all other pupils who are registered for classroom instruction for an average of less than 210 minutes per school day.

The term “internal admission” refers to:

- a pupil whose name was on the roll of the same school on the last day of the previous school year.

The term “external admission” refers to:

- a pupil who enrolls for the first time at a school;
- a pupil who re-enrolls at a school after having transferred or retired from that school.

In addition, the principal must find out from the board which pupils are not pupils of the board (i.e., those who are “other pupils”, previously called “non-resident pupils”) and who is responsible for paying their tuition fees, and must give this and any other relevant information on these pupils to the teacher.

Excused Pupils

The principal shall inform the classroom teacher if a pupil has been excused temporarily from attending school. In addition, in accordance with subsection 23(3) of Regulation 298, “Operation of Schools – General”, the principal shall retain the letter in which the parents request that the pupil be excused.

Transfer and Retirement

The principal shall ensure that pupil transfers and retirements are recorded immediately. The principal shall provide the classroom teacher with the date of transfer or retirement and the destination of the pupil, and shall indicate whether the pupil is an “internal transfer”, an “external transfer”, or a “retirement”.

Where a pupil transfers or retires from the school, the transfer or retirement date shall be the day immediately following the last day of attendance. **The only exception occurs when a pupil transfers from one school of a board just before an enrolment-count date (the last school day of October or March) but is not admitted to another school of the same board until just after the enrolment-count date, and, as a result, the pupil is not enrolled in either school on the count date. Provided that the transfer and the admission each occur within fifteen school days of the enrolment-count date and that appropriate supporting documentation is kept, the external transfer date for the pupil for the sending school will be deemed to be the day immediately following the enrolment-count date.**

Where the principal becomes aware that a pupil has transferred or retired from the school prior to an absence of fifteen consecutive school days, the transfer or retirement date shall be the day immediately following the last day of attendance.

The term “internal transfer” refers to:

- a pupil whose name is taken off the roll of one class and who becomes an internal admission in another class at the same school during the school year;
- a pupil who was previously a full-time pupil but who has become a part-time pupil.

The term “external transfer” refers to:

- a pupil who withdraws from a publicly funded school in Ontario and enrolls in another publicly funded school in Ontario;
- a pupil who is transferred to an educational program in a care and treatment or correctional facility.

The term “retirement” refers to:

- a pupil who withdraws from a publicly funded school in Ontario and does not enrol in another publicly funded school in Ontario;
- a pupil who has been expelled from school and who is not participating in a program for expelled pupils.

General Absence Days

The principal shall inform the classroom teacher when a day of absence is to be recorded as a “general absence”, or “G”, day. The principal shall also provide the teacher with the reason for assigning a “G” day in the register.

Absence of the whole class. The following are examples of reasons for assigning a “G” day:

- The school is closed under the Health Protection and Promotion Act.
- The day is a legally proclaimed municipal holiday.
- The day is a holy day.
- Inclement weather has caused a breakdown in transportation arrangements or otherwise prevents the pupils from going to school, including pupils who are driven or who walk to school.
- The school heating plant breaks down or a similar emergency occurs.
- The school is closed for the day by the Lieutenant-Governor or the Minister.
- The school is closed because of a withdrawal of services by board employees.

Absence of an individual pupil. The following are examples of reasons for assigning a “G” day:

- The day is a holy day for that pupil.
- The pupil is participating in a Supervised Alternative Learning for Excused Pupils (SALEP) program in accordance with Regulation 308.
- Inclement weather has caused a breakdown in transportation arrangements or otherwise prevents the pupil from going to school, including a pupil who is driven or who walks to school.
- The pupil is receiving private instruction in music for up to a half day in any week.
- The pupil is under suspension.
- The pupil is serving in the Ontario Legislature as a legislative page.
- The pupil is absent or excused as authorized under the Education Act and/or regulations made under the act.
- The pupil is a Kindergarten or Junior Kindergarten pupil who is excused from class during a period of staggered admission.
- The pupil is absent for reasons of safety during a period when services have been withdrawn by board employees.
- The pupil is participating in a short-term educational exchange program.
- **The pupil is unable to attend school because of a public transit strike.**

Non-instructional Days

Non-instructional, or “N”, days are days in the school calendar for which individual pupils are not scheduled for instruction. For the purpose of keeping cumulative attendance records, they are not regular days of absence, which are indicated with “A”, nor are they “G” days. “N” days shall be recorded for such pupils as the following:

- pupils enrolled in Kindergarten or Junior Kindergarten programs who are scheduled to attend school only on alternate days
- part-time pupils who are not scheduled for classes on certain days in their school cycle
- pupils enrolled in Intensive Behavioural Intervention programs

The principal shall inform the classroom teacher when “N” days are to be recorded.

Absenteeism

When regular attendance taking shows that a pupil is absent and that his or her parent(s) have not informed the school of the absence, the principal, in accordance with policies established by the board on safe arrivals, should ensure that the school immediately contacts the parent(s) to find out if they are aware of the child’s absence.

If a pupil has been absent for fifteen consecutive school days without appropriate supporting medical documentation, the principal shall have the classroom teacher indicate in the register that the pupil is a retirement on the day immediately following the last day

of attendance. (Note that, for the purposes of this requirement, a school day is defined as the entire instructional program for elementary school pupils.)

However, a pupil of compulsory school age may remain in the register for sixteen to thirty consecutive days of absence, if the principal has referred the case in writing to the attendance counsellor **on the pupil's sixteenth consecutive day of absence**. If the pupil remains in the register for one or more subsequent fifteen-day periods, the principal must receive at the beginning of each subsequent fifteen-day period a report from the attendance counsellor indicating that the pupil's file is still active. Where, for any reason, the attendance counsellor does not submit a report or indicates that the pupil's file has become inactive, the pupil shall be shown as a retirement on the day following the last fifteen-day period (e.g., the thirty-first day, the forty-sixth day).

In the case of a pupil who is seriously ill, the pupil's name shall be retained in the register and appropriate medical documentation kept on file. A referral to an attendance counsellor is not required in this case.

A pupil who has been excused from school for fifteen or more consecutive school days in accordance with subsection 23(3) of Regulation 298 shall be retired from the register on the day immediately following the last day of attendance if the school does not provide a program of study for the pupil.

A "G" day, a "PA" (professional activity) day, or an "N" (non-instructional) day occurring within an otherwise unbroken series of fifteen days of absence does not break or add to the series.

It is the principal's responsibility to contact the parent(s) of the pupil to find out why the pupil has not been in attendance. The school must retain a record of the contacts between the parent(s) and the school, including the written communication to and from the attendance counsellor, as well as medical documentation **in cases of prolonged absences (fifteen or more consecutive school days)**.

The removal of a pupil's name from the register for absenteeism does not mean that the pupil need not attend school. Attendance for pupils of compulsory school age is required under the Education Act, and the principal must advise the attendance counsellor of the removal of the names of all such pupils from the register.

Home Instruction

If a pupil is unable to attend school for medical reasons, the principal may make a teacher available to provide the pupil with instruction at home or in hospital. Home instruction must be carried out in accordance with subsection 11(11) of Regulation 298.

The principal shall give the classroom teacher the name of any pupil who is receiving home instruction, and ensure that the pupil's attendance is recorded as if he or she were attending classes at school.

It should be noted, however, that if only homework is provided by the school to help the pupil keep up with school work, this assistance is not home instruction, and the pupil must be recorded as absent for the days he or she is not in attendance.

Pupils enrolled in Grades 1 through 8 who are on home instruction shall be reported as "full-time" in the OnSIS reporting system. Junior Kindergarten and Kindergarten pupils shall be reported as "half-time".

Home Schooling

A child is receiving home schooling if he or she is excused from compulsory attendance because the parents are providing satisfactory instruction at home. Normally, pupils receiving home schooling must not be included in the *Register of Daily Attendance for Elementary Schools*. If, however, a child is receiving some

instruction provided by the school, the principal shall ensure that the child's enrolment and attendance for this instruction are recorded in the appropriate register in accordance with the amount of instruction provided.

Supervised Alternative Learning for Excused Pupils (SALEP)

The principal shall maintain a list of all pupils participating in a SALEP program. The list must include the pupils' names and the date each pupil began to take part in the program.

The principal shall let the classroom teachers know which pupils in their classes are participating in a SALEP program and whether they are to be excused from class on a full-time or part-time basis. In addition, where a pupil is participating in a SALEP program in accordance with Regulation 308, the principal must indicate that the pupil is to be recorded as "full-time" in the register.

When a pupil participating in a SALEP program is no longer of compulsory school age, the principal shall inform the teacher that the pupil is to be retired from the register, if the pupil is not returning to regular classes.

Suspension

The principal shall give the teacher the names of all pupils who have been suspended.

The principal shall retain appropriate documentation of the suspension.

Pupils in Educational Exchange Programs

The principal shall ensure that pupils participating in educational exchange programs between school boards or other educational authorities, in accordance with clause 49(7) (a) of the Education Act, are recorded in the register as follows:

- The pupil leaving to go on an exchange must be shown as a "retirement". The date of the retirement is the day following the last day on which the pupil attended his or her home school.
- The pupil admitted to the school must be enrolled as a regular "external admission", and is considered to be a pupil of the board for the duration of his or her stay at the Ontario school.

However, where the duration of an educational exchange program is a period of five months or less and each side of the exchange occurs within the same school year, the school principal, at his or her discretion, may record the pupils as follows:

- The pupil leaving the school to go on the exchange remains in the register for the duration of the exchange.
- The pupil admitted to the school is *not* entered into the register for the duration of the exchange. This pupil must not be charged a tuition fee.

The criteria for reciprocal educational exchange programs are outlined in the ministry's memorandum "Educational Exchange Programs" (No. SB7, April 23, 2004). It is recommended that the principal consult with board staff regarding the requirements outlined in this memorandum.

Programs for Expelled Pupils

The principal shall ensure that the enrolment of a pupil who is participating in a program for expelled pupils is recorded in the full-time enrolment register. If a pupil drops out of the program before completing the program requirements, the principal shall ensure that the pupil is indicated as a retirement in the register in accordance with the requirements under "Transfer and Retirement". Since participation in these programs is voluntary, referral of absenteeism to a school attendance counsellor is not required.

Pupils Enrolled in More Than One School

The principal shall ensure that the full-time equivalents (FTEs) of a pupil enrolled in more than one school within the same board

are reported in the OnSIS reporting system by the school where the pupil's Ontario Student Record is kept.

If a pupil is enrolled in schools operated by two different boards, each school shall report the pupil's enrolment in the OnSIS reporting system. The FTEs reported by each school must be based on the number of minutes of classroom instruction that the pupil receives at that school. In some instances, the combined FTEs of the pupil may exceed 1.00.

Kindergarten and Junior Kindergarten pupils may not be enrolled in schools operated by different boards. They may not, for example, attend a half-day program offered by one board in the morning and another half-day program offered by a different board in the afternoon. It is recommended that they be enrolled in the program offered at a school of the board whose school(s) they have the right to attend.

Pupils in Care and Treatment or Correctional Programs or in Hospital Board Schools

The principal shall ensure that pupils enrolled in care and treatment or correctional programs or in schools operated by hospital boards (section 68 school authorities) are not included in the register for the period of time, including transition periods, that they are attending these programs/schools. Pupils admitted to these programs/schools, in accordance with ministry guidelines, are those who cannot attend the local school of the board on a regular basis because of their severe need for the services provided by these programs/schools.

Use of the Register

General Information

School boards are no longer required to seek ministry approval to use computerized enrolment-recording systems instead of the ministry's registers. When board staff are satisfied that their computerized enrolment-recording system meets ministry requirements, their schools are no longer required to use the enrolment registers issued by the ministry. Ministry staff are available to provide advice during the board's implementation of a computerized system.

However, school boards remain responsible for ensuring that their computerized enrolment-recording systems provide accurate data and satisfy all ministry requirements. These records must also be retained for the required length of time for ministry audit purposes (see "Retention of Pupil Enrolment Records" on page 1).

It is required that each home-room teacher maintain a *Register of Daily Attendance for Elementary Schools* for his or her home-room class.

The *Register of Daily Attendance for Elementary Schools* shall be used for pupils from Junior Kindergarten to Grade 8, as described below. The enrolment of full-time, half-time, and part-time pupils must be recorded in separate registers. Where it is necessary for a classroom teacher to keep more than one register, he or she must clearly indicate on the cover of each register the type of pupils to whom it applies (e.g., "part-time pupils").

Definitions of various terms used below are provided in the section entitled "Responsibilities of the Principal".

Full-time enrolment. The elementary register must be used to record the attendance of all full-time elementary pupils.

Half-time enrolment. The elementary register must be used to record the attendance of all half-time Kindergarten and Junior Kindergarten pupils enrolled in a regular half-day or full-day program. The enrolment of Kindergarten pupils who are taking a full-day program every day must be kept in a register that is separate from the enrolment of other half-time pupils.

Part-time enrolment. The enrolment of part-time pupils in Grades 1 to 8 must be recorded in a separate *Register of Daily Attendance for Elementary Schools*, one for Grades 1 to 3 and one for Grades 4 to 8. The enrolment of part-time Kindergarten and/or Junior Kindergarten pupils must also be recorded in a separate *Register of Daily Attendance for Elementary Schools*. Such registers must be clearly marked "part-time pupils". The pupils recorded in these registers must be reported as part-time pupils in the OnSIS reporting system. The full-time equivalent (FTE) for each pupil must also be included. The FTEs for Kindergarten and Junior Kindergarten pupils enrolled in a combined program are 0.60 and 0.40, respectively.

Some pupils may be excused from compulsory attendance because they are receiving satisfactory instruction at home (i.e., through home schooling) or elsewhere (e.g., at a private school). These pupils will normally not be recorded in the elementary register. If, however, they are receiving some instruction provided by the school, this instruction time will be recognized for grant purposes. For such pupils, a separate elementary register must be kept. The full-time equivalency (FTE) of the pupils is based on the amount of instruction provided.

Instructions for the Teacher

Use of Symbols

Indicate attendance for each pupil in the following ways:

- | | |
|-----------------------------|---|
| <input type="checkbox"/> | present all day (leave blank) |
| <input type="checkbox"/> A | absent all day |
| <input type="checkbox"/> A | absent in morning |
| <input type="checkbox"/> A | absent in afternoon |
| <input type="checkbox"/> L | late in morning |
| <input type="checkbox"/> L | late in afternoon |
| <input type="checkbox"/> G | absent for a general absence, or "G", day |
| <input type="checkbox"/> G | absent for 1/2 "G" day in morning |
| <input type="checkbox"/> G | absent for 1/2 "G" day in afternoon |
| <input type="checkbox"/> PA | professional activity day |
| <input type="checkbox"/> N | absent for a non-instructional, or "N", day |
| <input type="checkbox"/> B | holiday designated by board |

Admission

Do not enter a pupil's name in the register until the day on which the pupil actually begins to attend classes for the current school year. It is advisable to enter the names alphabetically when the pupils enrol on the first day of school (see page 6, pupils 1–22). Enter the date of the first day of school for the current school year for (a) a pupil who is continuing in a Supervised Alternative Learning for Excused Pupils (SALEP) program from the previous school year, (b) a pupil who is continuing to receive home instruction, or (c) a pupil who was referred to an attendance counsellor in the previous school year and whose file is still active.

Using information provided by the principal, enter the pupils' names on the underside of the flap attached to the cover of the register. Indicate gender with "M" or "F" and enter the grade. On page 10, enter the date of admission of "internal admissions" in column B and of "external admissions" in column C. Enter any relevant details in the column called Explanatory Notes for the appropriate month. (For examples, see pages 6 and 9, pupils 6 and 21.)

On the cover flap, enter "OP" in the "Other pupils" column beside the names of pupils who have been identified by the principal as pupils who are not pupils of the board (for an example, see page 6, pupil 12). Indicate in column A on page 10 who is responsible for the payment of each pupil's fee, and enter any additional information supplied by the principal under Explanatory Notes (see page 9, pupils 12 and 17).

It should be noted that the names of pupils who re-enrol after having transferred or retired must be entered again at the end of the class list (see page 6, pupil 20/pupil 35).

Late Admission

Enter the names of pupils admitted after the first day of school chronologically without regard to alphabetical order (see page 6, pupils 23–35).

If a pupil is admitted in September after the first school day, draw a horizontal line up to the date on which the pupil was admitted (see page 8, pupils 23–30). Enter the date of admission and the reason for the late admission under Explanatory Notes (see page 9).

If a pupil is admitted after September, draw a line through all the columns for each month up to the date on which the pupil was admitted. Add the note "admitted in later month" under Explanatory Notes (see pages 8 and 9, pupils 31–35).

Excused Pupils

If the principal indicates that a pupil has been excused temporarily from attending school, enter "G" for each day of absence.

Transfer and Retirement

Using information provided by the principal, record the details on pupils who have transferred or retired, as follows:

- Enter the date of a pupil's transfer or retirement on page 10 in column D, E, or F, as appropriate (for "internal transfer", see pupil 16 on page 6; for "external transfer", see pupils 7 and 22; for "retirement", see pupil 20).
- Under Explanatory Notes for the appropriate month, enter the date of transfer or retirement, as well as the destination of the pupil (see pages 8 and 9, pupils 7, 16, 20, and 22).

For each pupil who transfers or retires, draw a horizontal line through the remaining columns for that month, beginning with the day of the transfer or retirement (see page 8, pupils 7, 16, 20, and 22). For subsequent months, draw a line through all columns on the left page.

General Absence, or "G", Days

Absence of the whole class. When the principal has indicated that a general absence, or "G", day should be recorded, enter a "G" beside the name of the first and last pupils and join the "Gs" by a line (see example on page 8). Enter the reason for the "G" day, which the principal will also provide, under Explanatory Notes (see page 9, line 40).

Absence of an individual pupil. When the principal has indicated that a general absence day should be recorded, enter "G" for that day. In addition, enter the reason for the "G" day, which the principal will also provide, under Explanatory Notes (see pages 8 and 9, pupil 8).

Non-instructional, or "N", Days

When the principal has indicated that an "N" day should be recorded, enter "N" for the appropriate day(s).

Absenteeism

If the principal indicates that a pupil with poor attendance is to be retired from the register, follow the instructions for recording retirements that are given under "Transfer and Retirement".

Home Instruction

Using information provided by the principal, record the attendance of a pupil who is receiving home instruction as if the pupil were

attending classes at the school. Enter "Home Instruction from [starting date] to [ending date]" under Explanatory Notes (see page 9, pupil 4).

Home Schooling

If the principal indicates that pupils who are receiving home schooling are taking some instruction at the school, record the enrolment and attendance of these pupils in a separate elementary register.

Supervised Alternative Learning for Excused Pupils (SALEP)

For pupils who have been identified by the principal as participants in a SALEP program, record their attendance with a "G" for the period when they are participating in the program. Indicate whether they are excused from class on a full-time or part-time basis. Enter "SALEP" under Explanatory Notes.

If the principal indicates that a pupil in a SALEP program is to be retired from the enrolment of the school when he or she is no longer of compulsory school age, follow the instructions for recording retirements that are given under "Transfer and Retirement".

Suspension

Using information provided by the principal, enter a "G" for each day for which a pupil is under suspension. Indicate under Explanatory Notes that the pupil is under suspension.

Pupils in Educational Exchange Programs

Record the enrolment of exchange pupils in Enrolment Details as follows (or as instructed by the principal):

- Enter the date of retirement of the pupil leaving to go on an exchange under "retirements". Under Explanatory Notes, enter "on exchange".
- Enter the date of admission of the incoming pupil under "external admissions". Under Explanatory Notes, enter "on exchange".

Programs for Expelled Pupils

Record the attendance of pupils who are participating in a program for expelled pupils in the same way as the attendance of pupils in regular classroom programs. If the principal indicates that a pupil has dropped out of the program and is to be indicated as a retirement in the register, follow the instructions for recording retirements that are given under "Transfer and Retirement".

Attendance Summaries

For each month, enter the number of times each pupil is late and the days he or she is absent in columns 2 and 4, respectively (see page 9). Enter also the cumulative times late and days absent in columns 3 and 5.

"G" days, "PA" days, and "N" days must not be included as days of absence in columns 4 and 5 (see pupils 3, 8, and 9).

Enrolment Summary

On page 11, enter for each month the total number of admissions, transfers, and retirements in the appropriate columns. In column N, enter the net enrolment for the last school day of the current month (see page 7 for examples).

For September, begin with a "nil" enrolment. To calculate the net enrolment for September, take the sum of the admissions and subtract the sum of the transfers and retirements. To calculate the net enrolment for all subsequent months, take the enrolment for the last school day of the previous month, add the sum of the admissions for the current month, and subtract the sum of the transfers and retirements for the current month.

Sign in column O, certifying that the enrolment figures for October and March are correct.

At the end of the school year, indicate the total number of admissions, transfers, and retirements in columns I, J, K, L, and M at the bottom of the page.

Sample Pages

Enrolment Details

"Other pupils" (OP)	Names of pupils (surname first)	Gender	Grade	Individuals or organizations responsible for payment of fees for "other pupils"	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)
					Internal (within school)	External (outside school)	Internal (within school)	External (outside school)	
					A	B	C	D	E
	<i>Acion, Marion</i>	<i>F</i>	<i>1</i>		<i>Sept. 8</i>				
	<i>Baker, Catherine</i>	<i>F</i>	<i>2</i>		<i>Sept. 8</i>				
	<i>Bibi, Zainab</i>	<i>F</i>	<i>3</i>		<i>Sept. 8</i>				<i>May 6</i>
	<i>Blackwell, Jonathan</i>	<i>M</i>	<i>4</i>		<i>Sept. 8</i>				
	<i>Caruse, Mary</i>	<i>F</i>	<i>5</i>		<i>Sept. 8</i>				
	<i>Dillen, Paul</i>	<i>M</i>	<i>6</i>			<i>Sept. 8</i>			
	<i>Ellis, Geoff</i>	<i>M</i>	<i>7</i>		<i>Sept. 8</i>			<i>Sept. 17</i>	
	<i>Ennis, Dawn</i>	<i>F</i>	<i>8</i>		<i>Sept. 8</i>				
	<i>Figueroa, Roberta</i>	<i>F</i>	<i>9</i>		<i>Sept. 8</i>				
	<i>Goiree, Athel</i>	<i>M</i>	<i>10</i>			<i>Sept. 8</i>	<i>Oct. 19</i>		
	<i>Javed, Asim</i>	<i>M</i>	<i>11</i>		<i>Sept. 8</i>				
<i>OP</i>	<i>Lei, Man Ying</i>	<i>F</i>	<i>12</i>	<i>V. Lei (parent outside Ontario)</i>		<i>Sept. 8</i>			
	<i>Mayer, Nicolay</i>	<i>M</i>	<i>13</i>		<i>Sept. 8</i>				
	<i>Mullen, Jedi A.</i>	<i>F</i>	<i>14</i>		<i>Sept. 8</i>				
	<i>Ng, Kenneth</i>	<i>M</i>	<i>15</i>		<i>Sept. 8</i>			<i>May 5</i>	
	<i>O'Reilly, Robert</i>	<i>M</i>	<i>16</i>		<i>Sept. 8</i>		<i>Sept. 14</i>		
<i>OP</i>	<i>Owen, Christy</i>	<i>F</i>	<i>17</i>	<i>Mnjikaning First Nation Education Authority</i>		<i>Sept. 8</i>			
	<i>Park, Jehn</i>	<i>M</i>	<i>18</i>		<i>Sept. 8</i>				
	<i>Raz, Leah</i>	<i>F</i>	<i>19</i>		<i>Sept. 8</i>				
	<i>Tripathi, Raj</i>	<i>M</i>	<i>20</i>		<i>Sept. 8</i>				<i>Sept. 14</i>
	<i>Vinieski, Syllis</i>	<i>M</i>	<i>21</i>		<i>Sept. 8</i>				
	<i>Watson, Scott</i>	<i>M</i>	<i>22</i>		<i>Sept. 8</i>			<i>Sept. 15</i>	
	<i>Peterson, David</i>	<i>M</i>	<i>23</i>		<i>Sept. 9</i>				
	<i>Bulmer, Timothy</i>	<i>M</i>	<i>24</i>		<i>Sept. 9</i>				
	<i>Jordan, Paul</i>	<i>M</i>	<i>25</i>		<i>Sept. 10</i>		<i>Oct. 9</i>		
	<i>Akoodie, Mohammad</i>	<i>M</i>	<i>26</i>		<i>Sept. 10</i>				
	<i>Salvosa, Omar</i>	<i>M</i>	<i>27</i>			<i>Sept. 11</i>			<i>Feb. 9</i>
	<i>Morin, Gilles</i>	<i>M</i>	<i>28</i>		<i>Sept. 15</i>				
	<i>Vipond, Patti</i>	<i>F</i>	<i>29</i>			<i>Sept. 17</i>			
	<i>Dimson, Nicole</i>	<i>F</i>	<i>30</i>		<i>Sept. 18</i>				
	<i>Laplante, Françoise</i>	<i>F</i>	<i>31</i>			<i>Oct. 15</i>			
	<i>Hare, Diane</i>	<i>F</i>	<i>32</i>		<i>Nov. 9</i>				
<i>OP</i>	<i>Scovil, Valerie</i>	<i>F</i>	<i>33</i>	<i>Henry Scovil (parent outside Ontario)</i>		<i>Jan. 6</i>			
	<i>Morris, Paul</i>	<i>M</i>	<i>34</i>		<i>Jan. 12</i>				
	<i>Tripathi, Raj</i>	<i>M</i>	<i>35</i>			<i>Mar. 23</i>			
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Enrolment Summary

Month	Enrolment on last school day of previous month	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Net enrolment on last school day of current month	Certification by teacher
		Internal (within school)	External (outside school)	Internal (within school)	External (outside school)			
G	H	I	J	K	L	M	N	O
September	Nil	24	6	1	2	1	26	
October	26		1	2			25	<i>Ann Hobson</i> Signature
November	25	1					26	
December	26						26	
January	26	1	1				28	
February	28					1	27	
March	27		1				28	<i>Ann Hobson</i> Signature
April	28						28	
May	28				1	1	26	
June	26						26	
Totals		26	9	3	3	3		

	1	2	3	4	5
	September 2009 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
1					
2					
3				2	2
4	<i>Broken leg - on "Home Instruction" Sept. 8 to Sept. 25</i>				
5					
6	<i>External Admission Sept. 8 from Peel District School Board</i>	1	1		
7	<i>External Transfer to a Durham District School Board school, Sept. 17</i>				
8	<i>Serving in Ontario legislature as a legislative page Sept. 14 to 25</i>				
9	<i>Tonsillitis</i>			7	7
10	<i>External Admission Sept. 8 from Vancouver, B.C.</i>				
11				1 1/2	1 1/2
12	<i>External Admission Sept. 8 from Hong Kong (pupil on visa)</i>	1	1		
13					
14	<i>Absent in afternoon because of illness</i>			1/2	1/2
15					
16	<i>Internal Transfer to Room 201, Sept. 14</i>				
17	<i>External Admission Sept. 8 Native pupil living on reserve</i>				
18					
19					
20	<i>Retired - Sept. 14. Family moved to Montreal, Quebec</i>				
21	<i>Internal Admission Sept. 8 in the afternoon</i>				
22	<i>External Transfer to Algoma District School Bd., Sept. 15</i>				
23	<i>Internal Admission Sept. 9 - was ill on opening day</i>				
24	<i>Internal Admission from Room 203, Sept. 9</i>				
25	<i>Internal Admission Sept. 10 - was in hospital</i>				
26	<i>Internal Admission Sept. 10 - working on farm</i>				
27	<i>External Admission Sept. 11 - Section 23: Care and treatment facility - Kinark Child and Family Services</i>				
28	<i>Internal Admission Sept. 15 - extended vacation</i>				
29	<i>External Admission, Sept. 17 from Halifax, Nova Scotia</i>				
30	<i>Internal Admission Sept. 18 - extended vacation</i>				
31	<i>Admitted in later month</i>				
32	<i>Admitted in later month</i>				
33	<i>Admitted in later month</i>				
34	<i>Admitted in later month</i>				
35	<i>Readmitted in later month</i>				
36					
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39	<i>Wednesday, September 16 PA day</i>				
40	<i>Tuesday, September 29 G day - no transportation because of severe storm</i>				
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Enrolment Details

	Individuals or organizations responsible for payment of fees for "other pupils"	Admissions		Transfers (out of class)		Retirements <small>(pupils not enrolled in another publicly funded school in Ontario)</small>
		Internal (within school)	External (outside school)	Internal (within school)	External (outside school)	
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Enrolment Summary

Month	Enrolment on last school day of previous month	Admissions		Transfers (out of class)		Retirements (pupils not enrolled in another publicly funded school in Ontario)	Net enrolment on last school day of current month	Certification by teacher
		Internal (within school)	External (outside school)	Internal (within school)	External (outside school)			
G	H	I	J	K	L	M	N	O
September	Nil							
October								_____ Signature
November								
December								
January								
February								
March								_____ Signature
April								
May								
June								
Totals								

September 2009 – Daily Attendance

	1st Week				2nd Week					3rd Week					4th Week					5th Week		
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30
	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday
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	September 2009 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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October 2009 – Daily Attendance

	1st Week		2nd Week					3rd Week					4th Week					5th Week				
	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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	October 2009 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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November 2009 – Daily Attendance

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	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	
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December 2009 – Daily Attendance

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	December 2009 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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January 2010 – Daily Attendance

	1st Week					2nd Week					3rd Week					4th Week					5th Week				
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	January 2010 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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February 2010 – Daily Attendance

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March 2010 – Daily Attendance

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	March 2010 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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April 2010 – Daily Attendance

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	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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	April 2010 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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May 2010 – Daily Attendance

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	1	2	3	4	5
	May 2010 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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
June 2010 – Daily Attendance

	1st Week				2nd Week					3rd Week					4th Week					5th Week			
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	
	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	
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	1	2	3	4	5
	June 2010 Explanatory Notes	Times late this month	Times late year to date	Days absent this month	Days absent year to date
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Notes

School Year Calendar, 2009-10

Calendar dates  School days to date

 Statutory holidays

 Holidays designated by board

September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
		1	2	3	4	5
6	7	8	9	10	11	12
	H	5	6	7	8	
13	14	15	16	17	18	19
	9	10	11	12	13	
20	21	22	23	24	25	26
	14	15	16	17	18	
27	28	29	30			
	19	20	21			

Number of legal school days 21

October 2009

S	M	T	W	T	F	S
				1	2	3
				22	23	
4	5	6	7	8	9	10
	24	25	26	27	28	
11	12	13	14	15	16	17
	H	29	30	31	32	
18	19	20	21	22	23	24
	33	34	35	36	37	
25	26	27	28	29	30	31
	38	39	40	41	42	

Number of legal school days 21

November 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	43	44	45	46	47	
8	9	10	11	12	13	14
	48	49	50	51	52	
15	16	17	18	19	20	21
	53	54	55	56	57	
22	23	24	25	26	27	28
	58	59	60	61	62	
29	30					
	63					

Number of legal school days 21

December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
		64	65	66	67	
6	7	8	9	10	11	12
	68	69	70	71	72	
13	14	15	16	17	18	19
	73	74	75	76	77	
20	21	22	23	24	25	26
	B	B	B	B	H	
27	28	29	30	31		
	B	B	B	B		

Number of legal school days 14

January 2010

S	M	T	W	T	F	S
					1	2
					H	
3	4	5	6	7	8	9
	78	79	80	81	82	
10	11	12	13	14	15	16
	83	84	85	86	87	
17	18	19	20	21	22	23
	88	89	90	91	92	
24	25	26	27	28	29	30
	93	94	95	96	97	
31						

Number of legal school days 20

February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
	98	99	100	101	102	
7	8	9	10	11	12	13
	103	104	105	106	107	
14	15	16	17	18	19	20
	H	108	109	110	111	
21	22	23	24	25	26	27
	112	113	114	115	116	
28						

Number of legal school days 19

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
	117	118	119	120	121	
7	8	9	10	11	12	13
	122	123	124	125	126	
14	15	16	17	18	19	20
	B	B	B	B	B	
21	22	23	24	25	26	27
	127	128	129	130	131	
28	29	30	31			
	132	133	134			

Number of legal school days 18

April 2010

S	M	T	W	T	F	S
				1	2	3
				135	H	
4	5	6	7	8	9	10
	H	136	137	138	139	
11	12	13	14	15	16	17
	140	141	142	143	144	
18	19	20	21	22	23	24
	145	146	147	148	149	
25	26	27	28	29	30	
	150	151	152	153	154	

Number of legal school days 20

May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	155	156	157	158	159	
9	10	11	12	13	14	15
	160	161	162	163	164	
16	17	18	19	20	21	22
	165	166	167	168	169	
23	24	25	26	27	28	29
	H	170	171	172	173	
30	31					
	174					

Number of legal school days 20

June 2010

S	M	T	W	T	F	S
		1	2	3	4	5
		175	176	177	178	
6	7	8	9	10	11	12
	179	180	181	182	183	
13	14	15	16	17	18	19
	184	185	186	187	188	
20	21	22	23	24	25	26
	189	190	191	192	193	
27	28	29	30			
	194	195	196			

Number of legal school days 22

Total number of school days for the 2009-10 school year 196

Minimum number of school days for the 2009-10 school year 194