



# **Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools 2009–10 School Year**

School

# 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 Registers

### Maintenance of the Registers

Subsection 265(1)(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.”

### Retention of Pupil Enrolment Records

The Ministry of Education requires that, for audit purposes, the printed-out copies of the current year’s full-time, part-time, and half-time year-end registers and the previous year’s year-end registers 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.

These retention provisions also apply to the Daily Attendance Records for pupils, the Daily Absence Report (Daily Telephone Contact List), the report on pupil absences of fifteen or more consecutive days, and the school bell schedule for both elementary and secondary schools. In addition, secondary schools are required to retain, for audit purposes, all pupil course timetables that were in effect on the last school day of October and March and, where applicable, the *Independent Study Register for Day School Pupils*. The following records may be stored electronically:

- Daily Attendance Records for pupils
- course timetables for secondary school pupils that were in effect on the last day of October and March
- the Daily Absence Report (Daily Telephone Contact List)
- the report on pupil absences of fifteen or more consecutive days

Schools are also 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)
- in secondary schools, signed and dated forms authorizing pupils to add or withdraw from courses (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
- in secondary schools, school course calendars
- 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 registers 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 ensure that school staff have all the appropriate information about each pupil that will be required in keeping enrolment and attendance records. The principal shall ensure that enrolment and attendance records are accurate.

The principal shall ensure that a Daily Attendance Record is kept for each pupil in a format similar to the one given on page 11. This record must be kept up to date.

The principal shall ensure that a Daily Absence Report (Daily Telephone Contact List) for the school is established and maintained. This report shall include information on the contacts that school staff have made or attempted to make with absent pupils or their parents. Such information shall include the explanations obtained for the pupils’ absence.

At the secondary school level, the principal shall ensure that a school bell schedule is prepared and that it is retained for audit purposes. This schedule must indicate the duration of all periods of instruction and lunch periods, and must also clearly show standard travel time between classes. The configuration of the software program that is used to determine pupils’ status as full-time or part-time must match the configuration of the school bell schedule in number of periods and period length.

The principal of a secondary school shall ensure that a system for checking attendance is in place and that the attendance secretary maintains a period-by-period attendance check for all the pupils in the school.

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).

## Determination of Pupils' Enrolment Status

In the definitions given below, a pupil "registered for classroom instruction" means a pupil who is enrolled for classroom instruction and who is attending classes regularly. The amount of time specified for classroom instruction in each case is the amount of time in the school cycle that is allocated in the pupil's timetable to the classes that the pupil is expected to attend. In secondary schools, time spent by pupils participating in the Prior Learning Assessment and Recognition (PLAR) process will not be recognized as classroom instructional time. Time spent by pupils in dual credit courses, multi-subject instructional periods, non-credit courses with alternative expectations (that is, courses with a course code beginning with "K"), and credit recovery courses will be recognized as classroom instructional time.

### Elementary Pupils

The principal shall ensure that a system is in place to determine whether a pupil is to be enrolled as a full-time pupil, a half-time pupil, or a part-time pupil.

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 classroom instruction 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.

### Secondary Pupils

The principal shall ensure that a system is in place to determine whether a pupil is to be enrolled as a full-time pupil, a part-time pupil, or a pupil engaged in independent study.

The term "full-time pupil" refers to:

- a pupil who is registered for classroom instruction for

an average of 210 minutes or more per school day in the school cycle;

- a pupil who is enrolled in a day school that has, in accordance with a calendar that has been approved by the Minister under Regulation 304 ("School Year Calendar"), a designated school year of twelve months and instructional days in each of those months, and in which the pupil is eligible to earn at least seven credits upon successfully completing the courses in which the pupil is enrolled in the school year;
- a pupil 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 "part-time pupil" refers to a pupil who is registered for classroom instruction for an average of less than 210 minutes per school day in the school cycle.

A pupil doing "independent study" is not registered for classroom instruction, but takes credit courses that fulfil the ministry's program and diploma requirements and meets with qualified teachers for scheduled times during the school day. It should be noted that a course for which a pupil is enrolled cannot be considered an independent study course if any portion of it consists of classroom instruction time that is also used to classify the pupil as either "full-time" or "part-time". (See under "Use of Computerized Registers" on page 8 for instructions on recording enrolment of pupils taking courses through independent study.)

The pupil's timetable must be used to determine the number of minutes of classroom instruction. (The timetable in effect on the last school day in October is to be used to determine whether a pupil is full-time or part-time for the October enrolment-count date, and the timetable in effect on the last school day in March is to be used to determine whether a pupil is full-time or part-time for the March enrolment-count date.) Travel time between classes must not be included in the calculation of the amount of classroom instruction.

The following are the only two instances in which minutes of classroom instruction are not used in determining full-time or part-time enrolment status:

- a) The pupil is taking the placement component of a cooperative education course. For details, see "Cooperative Education Courses" on page 6.
- b) The pupil is taking an individualized study program that satisfies the following criteria:
  - Instructional activity in each subject is directed and guided by a qualified teacher of that subject.
  - Pupils are in regular attendance and have a timetable that specifies when they are to be in school. The full- or part-time status of the pupils is based on the number of minutes in their individual timetables.
  - The school has a system for taking attendance that accurately records and monitors the pupils' attendance.
  - Courses are developed and offered in accordance with ministry curriculum policy documents.

The ministry no longer requires schools to seek approval to enrol pupils in individualized programs. However, the use of this option is subject to audit by the ministry.

## Admission

Although pupils' names from the previous school year may be stored in a school's computerized system for administrative purposes, the principal shall ensure that a pupil's name is not entered in the 2009–10 register until the day on which the pupil actually begins to attend classes for the 2009–10 school year. 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. In elementary schools, 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. **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 ensure that a system is in place to record the date of admission of each pupil and to indicate whether each pupil is an "internal admission" or an "external admission". 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 "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.

If a pupil is admitted to a classroom-delivered day school course or program after an enrolment-count date, his or her enrolment in that course or program cannot be recorded in the *Independent Study Register for Day School Pupils* or a continuing education register.

The principal shall direct adult pupils – that is, pupils who are already twenty-one years of age or over or who will turn twenty-one on or before December 31, 2009 – either to the appropriate day school courses or to continuing education courses in accordance with the school board's policy on admission of adult pupils. The principal shall ensure that the only adult pupils who are included in the secondary school register are those who are enrolled in day school courses that are taught by teachers who are members of the board's regular staff and who are not continuing education teachers. The principal shall also ensure that adult pupils are identified with "A" in the register or are recorded in a separate register.

The principal must ensure that the person maintaining the enrolment register knows 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 ensure that this and any other relevant information on these pupils is recorded.

## Excused Pupils

The principal shall inform the appropriate school staff 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 or, if the pupil is an adult, the letter in which the pupil asks to be excused.

## Transfer and Retirement

The principal shall ensure that pupil transfers and retirements are recorded immediately. The principal shall also ensure that a system is in place to record the date of transfer or retirement and the destination of a pupil, and to 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 this 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 organizational unit in a school and who becomes an internal admission in another organizational unit 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, or vice versa.

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 secondary school pupil who leaves the school to take part in an approved educational exchange;
- 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 attendance secretary when a day of absence is to be recorded as a “general absence”, or “G”, day, and shall also provide the reason.

**Absence of all pupils.** 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 attendance secretary when “N” days are to be recorded.

## Absenteeism

When regular attendance taking in an elementary school 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 is absent from a scheduled examination, the principal shall ensure that the pupil’s absence is recorded with an “A” indicating “absent in morning”, “absent in afternoon”, or “absent all day”, as appropriate, and that the reason for missing the examination is recorded in the Daily Absence Report.

If an elementary or a secondary school pupil has been absent for fifteen consecutive school days without appropriate supporting medical documentation, the principal shall ensure that the pupil is shown as a retirement in the register 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 and all scheduled classes for secondary 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 a pupil is to remain 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.

**An elementary or a secondary school 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 – or the pupil, if the pupil is an adult – to find out why the pupil has not been in attendance. The school must retain a record of the contacts between the parent(s) or pupil

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 ensure that the attendance counsellor is advised of the removal of the names of all such pupils from the register.

## Cooperative Education Courses

These courses will be delivered in accordance with the ministry document entitled *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*. The principal shall ensure that the attendance of pupils taking the placement component is recorded in the same way as classroom attendance. The principal must also ensure that the employer complies with the ministry's requirements for recording attendance.

The time spent in the placement component will be considered as minutes of classroom instruction and used for purposes of determining a pupil's full-time or part-time enrolment status. However, the maximum number of minutes per day in the school cycle that may be claimed for funding purposes for each cooperative education course (pre-placement, integration, and placement components) is limited to 110 hours times the credit value of the course.

## E-Learning Courses

Enrolment in day school e-learning courses will be recorded in either the full-time or the part-time day school enrolment register in the same way as enrolment in courses delivered in the classroom.

Where a pupil is taking an e-learning course, the board in which the pupil attends classroom-delivered courses (the home board) shall report the enrolment of the pupil in the e-learning course. Where a school of a board other than the home board is providing the instruction in the e-learning course, the home board shall pay a fee that is established by the ministry to the board that is providing the instruction.

Where a pupil declines to enrol in a school of the local district school board – usually a pupil receiving home schooling or attending a private school – the enrolment of that pupil in an e-learning course shall be recorded in the Independent Study Register by the (out-of-district) school that is offering the e-learning course.

## 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 ensure that the attendance of any pupil who is receiving home instruction is recorded as if he or she were attending classes at school. However, 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. Kindergarten and Junior Kindergarten pupils shall be reported as "half-time".

Full-time equivalents (FTEs) for a secondary school pupil will be determined on the basis of the number of courses the student is taking through home instruction on the October and March enrolment-count dates. For a school on a semester system, one course equals 0.25 FTE, two courses equal 0.50 FTE, and three or more courses equal 1.00 FTE. For a school on a non-semestered system, one course equals 0.13 FTE, two courses equal 0.25 FTE, three courses equal 0.38 FTE, four courses equal 0.50 FTE, five courses equal 0.63 FTE, and six or more courses equal 1.00 FTE.

Where all of the conditions for independent study apply, the pupil's instruction may instead be recorded in the register for pupils enrolled in independent study.

## Home Schooling

A pupil is receiving home schooling if he or she is excused from compulsory attendance because the parents are providing satisfactory instruction at home. Pupils receiving home schooling exclusively must not be included in the register(s) for full-time, half-time, or part-time pupils. If, however, a pupil is receiving some instruction provided by the school, the principal shall ensure that the pupil's enrolment for this instruction is recorded in the appropriate register in accordance with the amount of instruction provided.

## Supervised Alternative Learning for Excused Pupils (SALEP)

The principal shall ensure that a list is maintained 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 ensure that the appropriate school staff know which pupils 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 ensure that the pupil is 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 ensure that the pupil is retired from the register, if the pupil is not returning to regular classes.

## Suspension

The principal shall ensure that the appropriate school staff are given the names of all pupils who have been suspended.

The principal shall ensure that appropriate documentation of the suspension is retained.

## 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. The FTEs of the pupil at each school are combined but may not exceed one FTE.

If a pupil (other than a pupil taking e-learning courses) is enrolled in schools operated by two different boards, each school shall report the pupil’s enrolment in the OnSIS reporting system. The FTE 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.

## Dual Credit Courses

The principal shall ensure that the full-time equivalent (FTE) for a pupil taking dual credit courses that are based on advanced standing agreements or delivered through team teaching is calculated on the same basis as the FTE for a pupil taking regular classroom credit courses.

Where dual credits are based on a college course delivered by a college professor or instructor, the FTE for a pupil will be determined on the basis of the number of secondary school credits that the pupil has the potential to earn through the college course. See under “Home Instruction” on page 6 for details regarding the calculation of FTEs for pupils taking these dual credit courses.

The principal shall ensure that pupil attendance for dual credit courses is recorded in the register in the same way as attendance for regular classroom courses, and shall also ensure that pupil enrolment and FTEs are recorded in the appropriate Enrolment Details records/reports and Enrolment Summaries.

## Enrolment Summaries

An enrolment register is composed of two sections: an Enrolment Details record/report and a Monthly Enrolment Summary. Both of these sections must be printed out at the end of the school year and retained for audit purposes.

The principal shall ensure that the Enrolment Details records and Monthly Enrolment Summaries for full-time, half-time, and part-time pupils are reviewed for accuracy at the end of each month.

### Secondary Schools

For secondary schools, the principal shall ensure that the Enrolment Details and Monthly Enrolment Summary reports for full-time and part-time pupils are printed out at the end of the school year and retained for audit purposes. The principal shall also certify that the Monthly Enrolment Summaries are accurate for the October and March enrolment-count dates.

Separate summaries are required for pupils under twenty-one years of age and for pupils who are twenty-one years of age or over as of December 31, 2009 (see pages 13 and 15).

Enrolment Summaries for full-time pupils must show the total number of admissions, transfers, and retirements for each month (see page 13). Enrolment Summaries for part-time

pupils must show full-time equivalency data for pupils for the months of October and March (see page 15).

Enrolment Details records for full-time and part-time pupils must show the name, gender, Ontario Education Number, and grade of the pupils and the dates of admission, transfer, and retirement to date (see pages 12 and 14). Pupils who are not pupils of the board must be indicated with “OP” in the “Other pupils” column, and the person or organization responsible for payment of fees must be identified. Adult pupils will be identified with an “A”.

### **Elementary Schools**

For elementary schools, the principal shall ensure that the Enrolment Details and Monthly Enrolment Summary reports for full-time, half-time, and part-time pupils are printed out at the end of the school year and retained for audit purposes. The principal shall also certify that the Monthly Enrolment Summaries are accurate for the October and March enrolment-count dates.

Separate Monthly Enrolment Summaries and Enrolment Details records/reports are required for pupils in Junior Kindergarten, Kindergarten, Grades 1 to 3, and Grades 4 to 8, **and for pupils who are age-appropriate Grade 1 pupils but who are enrolled in either Junior Kindergarten or Kindergarten.**

Enrolment Summaries for full-time and half-time pupils must show the total number of admissions, transfers, and retirements for each month (see pages 17, 21, **and 25**). Enrolment Summaries for part-time pupils must show full-time equivalency data for pupils for the months of October and March (see pages 19 and 23).

Enrolment Details records for full-time, part-time, and half-time pupils must show the name, gender, Ontario Education Number, and grade of the pupils and the dates of admission, transfer, and retirement to date (see pages 16, 18, 20, 22, **and 24**). Pupils who are not pupils of the board must be indicated with “OP” in the “Other pupils” column, and the person or organization responsible for payments of fees must be identified.

## **Use of Computerized Registers**

### **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 2).

Attendance must be recorded either manually or in a computerized Daily Attendance Record. See page 11 for a sample

Daily Attendance Record showing the content and format of a computerized record. In addition, the same information on pupils as that required in the *Register of Daily Attendance for Elementary Schools* or on the secondary school Daily Attendance Cards (e.g., explanations for absences) must be recorded to support the attendance data.

### **Full-Time Enrolment**

Each elementary and secondary school must maintain and retain its own register of enrolment of full-time pupils.

### **Half-Time Enrolment**

A separate register must be kept for all Kindergarten and Junior Kindergarten pupils, other than those enrolled in a “combined” program (see next paragraph).

### **Part-Time Enrolment**

In elementary schools, the enrolment of part-time pupils in Grades 1 to 8 must be recorded in a separate register. The enrolment of part-time Kindergarten and/or Junior Kindergarten pupils, including those enrolled in a “combined” program, must also be recorded in a separate register.

In secondary schools, a separate register must be kept for part-time pupils in Grades 9 to 12/OACs.

The attendance of each part-time pupil must be recorded in a Daily Attendance Record.

Pupils recorded as part-time must be reported as part-time pupils in the OnSIS reporting system. The full-time equivalent (FTE) for each pupil must be included. The FTEs for Kindergarten and Junior Kindergarten pupils enrolled in a combined program are 0.60 and 0.40, respectively.

### **Independent Study**

Enrolment in non-classroom instruction offered through an independent study program must not be included in the full-time or part-time register. The *Independent Study Register for Day School Pupils*, or an appropriate computerized equivalent, must be used to record this enrolment.

The *Independent Study Register for Day School Pupils* must not include any pupil whose enrolment is recorded in the full-time register of any publicly funded school.

The *Independent Study Register for Day School Pupils* is available on request from the ministry, or may be downloaded from the ministry’s website.

### **Home Schooling**

Pupils who are excused from compulsory attendance because they are receiving satisfactory instruction exclusively at home (i.e., through home schooling) or elsewhere (e.g., at a private school) must not be recorded in the full-time, half-time, or part-time register(s). If, however, they are receiving some instruction provided by the school, this instruction time will be recognized for grant purposes. These pupils must be recorded in the appropriate register in accordance with the amount of instruction provided.

## Instructions for Staff Recording Enrolment and Attendance

### Use of Symbols

Use the following symbols to indicate attendance on each pupil's Daily Attendance Record:

present all day (leave blank)

A absent

L late

G general absence day

PA professional activity day

N non-instructional day

H statutory holiday

B holiday designated by board

Indicate whether "A", "L", "G", or "N" applies to the whole day or only to morning or afternoon (see sample record on page 11).

### Attendance Check in Secondary Schools

It is the responsibility of the attendance secretary to maintain a period-by-period attendance check for all the pupils in the school. In doing so, he or she should encourage teachers to keep accurate records of attendance.

The Daily Absence Report (Daily Telephone Contact List) for the school should be kept up to date and must be accurate.

### 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 list pupil names alphabetically (see page 12; in this sample, enrolment is recorded for the school as a whole).

Enter the pupils' names and Ontario Education Number (OEN) in the Enrolment Details record (see page 12). Indicate gender with "M" or "F", and enter the grade. Enter the date of admission of "internal admissions" and of "external admissions" (for examples, see page 12, Acton and Blackwell). 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.

Enter "OP" in the "Other pupils" column beside the names of the appropriate pupils (see page 12, Nichols). Indicate who is responsible for the payment of each pupil's fee under the pupil's name.

Enter "A" in the "Adult" column beside the names of pupils who have been identified as pupils who are twenty-one years of age or over as of December 31, 2009 (see page 12, Ennis). Alternatively, record the enrolment of adult pupils in a separate register.

It should be noted that the date of readmission of pupils who re-enrol after having transferred or retired must be entered under "external admissions" (see page 12, Trent).

### Late Admission

If a pupil is admitted in September after the first day of school, enter a horizontal line in all the spaces up to the date on which the pupil was admitted. (Another appropriate symbol may be used instead of the horizontal line.)

If a pupil is admitted after September, enter a horizontal line in all the spaces in each month up to the date on which the pupil was admitted.

For all late admissions, enter the date of admission in Enrolment Details under "internal admissions" or "external admissions", as appropriate (see page 12, Hare and Dillon).

### 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

Enter the date of a pupil's transfer or retirement in Enrolment Details (for "internal transfer", see page 12, Bulmer; for "external transfer", see Nichols; for "retirement", see Akoodie).

In the Daily Attendance Record of a pupil who retires or who transfers to another publicly funded school, enter a horizontal line in the spaces for the remaining days for that month, beginning with the day of the transfer or retirement. For each subsequent month, enter a line in the spaces for all days of the month.

### General Absence, or "G", Days

**Absence of all pupils.** When the principal has indicated that a "G" day should be recorded, enter the date and the reason in the record of "G" days for the school.

**Absence of an individual pupil.** When the principal has indicated that a "G" day should be recorded, enter "G" for that day in the pupil's Daily Attendance Record, and enter the reason in the Daily Absence Report (Daily Telephone Contact List).

### Non-instructional, or "N", Days

When the principal has indicated that an "N" day should be recorded, enter "N" for the appropriate day(s) in the pupil's Daily Attendance Record.

### Absenteeism

If the principal indicates that a pupil was absent from a scheduled examination, enter an "A" indicating "absent in morning", "absent in afternoon", or "absent all day", as appropriate, and enter "absent from an examination" and the reason for the absence in the Daily Absence Report (Daily Telephone Contact List).

Where a secondary school pupil has been absent for several consecutive school days without an acceptable explanation, it is recommended that this absence be reported to the vice-principal or principal.

If the principal or vice-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".

### **Cooperative Education Courses**

Record the attendance of secondary school pupils taking a cooperative education course in the same way as the attendance of pupils taking a regular classroom-delivered course.

### **E-Learning Courses**

Record the enrolment of pupils who are taking one or more e-learning courses as instructed by the principal.

Where a pupil participates in an e-learning course at any time during a week (Monday to Friday), the pupil shall be marked present in the course for the entire week. Where a pupil does not participate in the course during a week (Monday to Friday), the pupil shall be marked absent in the course for the entire week.

### **Home Instruction**

Record the attendance of a pupil who is receiving home instruction as if the pupil were attending classes at the school.

### **Home Schooling**

If the principal indicates that pupils who are receiving home schooling are taking some instruction at the school, record the enrolment of these pupils in the register and record each pupil's attendance in a Daily Attendance Record.

### **Supervised Alternative Learning for Excused Pupils (SALEP)**

For pupils who are participants in a SALEP program, record their attendance in the Daily Attendance Record with a "G" for the period when they are participating in a SALEP program. Indicate whether they are excused from class on a full-time or part-time basis.

If the principal or vice-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**

Enter a "G" in the pupil's Daily Attendance Record for each day for which 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".
- Enter the date of admission of the incoming pupil under "external admissions".

### **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".

### **Dual Credit Courses**

Record the attendance of pupils who are taking a dual credit course in the same way as the attendance for pupils taking a regular course.

### **Attendance Summaries**

For each month, ensure that the computerized system has entered the number of times each pupil was late and the days he or she was absent, as well as the cumulative times late and days absent, in the Daily Attendance Record. At the end of the year, ensure that the system has entered the total number of times late and days absent under "Year Totals".

"G" days, "PA" days, and "N" days must not also be counted as days of absence.

### **Enrolment Summaries**

#### ***Full-time pupils***

For secondary schools, separate Monthly Enrolment Summaries are required for pupils who are under twenty-one years of age as of December 31, 2009, and for pupils who are twenty-one years of age or over as of December 31, 2009 (see page 13).

For elementary schools, separate Monthly Enrolment Summaries and Enrolment Details records/reports are required for pupils in Grades 1 to 3 and for pupils in Grades 4 to 8 (see pages 16 and 17). (Internal transfers during the school year between Grades 3 and 4 must be indicated on the Enrolment Details records/reports and the Enrolment Summaries.) **Separate Monthly Enrolment Summaries and Enrolment Details records/reports are also required for pupils who are age-appropriate Grade 1 pupils but who are enrolled in either Junior Kindergarten or Kindergarten (see pages 24–25).**

For each month, enter the total number of admissions, transfers, and retirements in the appropriate columns. In the last column, enter the net enrolment for the last school day of the current month (see pages 13 and 17).

Begin with a "nil" enrolment in September. 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. All changes in enrolment during the month shall be reflected in the Monthly Enrolment Summary.

For October and March, enter the net enrolment on the last school day of the month, the total number of pupils of the board, and the total number of other pupils at the bottom of the Monthly Enrolment Summary.

At the end of the school year, print out the final Monthly Enrolment Summaries and the final Enrolment Details reports. Forward these materials to the principal for certification.

#### ***Half-time pupils (elementary schools)***

Separate Monthly Enrolment Summaries and Enrolment Details records/reports are required for Junior Kindergarten pupils and for Kindergarten pupils (see pages 20 and 21). (Internal transfers during the school year between Junior Kindergarten and Kindergarten must be indicated on the Enrolment Details records/reports and the Enrolment Summaries.)

For each month, enter the total number of admissions, transfers, and retirements in the appropriate columns. In the last

column, enter the net enrolment for the last school day of the current month (see page 21).

Calculate the net enrolment in the same way as that described above for full-time pupils.

At the end of the school year, print out the final Monthly Enrolment Summaries and Enrolment Details reports. Forward these materials to the principal for certification.

**Part-time pupils**

For secondary schools, separate Enrolment Summaries are required for pupils who are under twenty-one years of age as of December 31, 2009, and for pupils who are twenty-one years of age or over as of December 31, 2009 (see page 15).

For elementary schools, separate Enrolment Summaries and Enrolment Details records/reports are required for pupils in Grades 1 to 3, Grades 4 to 8, Junior Kindergarten, and Kindergarten. (Internal transfers during the school year between Grades 3 and 4 and between Junior Kindergarten and Kindergarten must be indicated on the Enrolment Details records/reports and the Enrolment Summaries.)

See pages 14 and 15 for the data required for the Enrolment Details records/reports and Enrolment Summaries for a part-time register.

At the end of the school year, print out the final Enrolment Summaries and Enrolment Details reports. Forward these materials to the principal for certification.

## Sample of a Daily Attendance Record

Daily Attendance Record, 2009–10 XYZ School																																			
Pupil's OEN*		Pupil's name and address										Form/Grade		Gender		Birth date					Home phone			Board pupil/OP											
Parent/guardian names										Bus. phone					Home-room teacher																				
		1st week					2nd week					3rd week					4th week					5th week					Days	days absent	Cumulative Times absent	Cumulative times late					
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
September		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30												
	am					H																													
	pm					H																													
October				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30										
	am										H																								
	pm										H																								
November		02	03	04	05	06	09	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30													
	am																																		
	pm																																		
December		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31											
	am															B	B	B	B	H	B	B	B	B											
	pm															B	B	B	B	H	B	B	B	B											
January					01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29										
	am				H																														
	pm				H																														
February		01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26														
	am											H																							
	pm											H																							
March		01	02	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31											
	am											B	B	B	B	B																			
	pm											B	B	B	B	B																			
April				01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30										
	am			H	H																														
	pm			H	H																														
May		03	04	05	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31													
	am																H																		
	pm																H																		
June		01	02	03	04	07	08	09	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30												
	am																																		
	pm																																		
Year Totals																																			
Present all day	blank	Late				L	Statutory holiday					H	Professional activity day					PA																	
Absent	A	G day				G	Holiday designated by board					B	Non-instructional day					N																	

\* OEN = Ontario Education Number

# Samples of Enrolment Details Records/Reports and Enrolment Summaries

## Secondary School: Enrolment Details Record/Report for Full-Time Pupils

### Enrolment Details, 2009–10 XYZ Secondary School Full-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion		F	10	Sep 08				
	021-533-583	Akoodie, Mohammed		M	13	Sep 08				May 12
	021-533-617	Baker, Catherine		F	11	Sep 18				Sep 23
	021-533-286	Bibi, Zainab		F	10	Sep 08				
	021-533-858	Blackwell, John		M	09		Sep 08			
	021-533-039	Bulmer, Timothy		M	11	Sep 08		Sep 22		
	021-533-062	Caruso, Mary	A	F	11		Sep 10			
	036-992-472	Dillon, Paul		M	13		Oct 07			
	989-898-987	Dimson, Nicole		F	09		Sep 16			
	021-533-104	Ellis, Geoff		M	12	Sep 08				
	036-221-497	Ennis, Dawn	A	F	13		Mar 03			
	021-533-005	Figueroa, Roberta		F	12		Sep 16			
	021-533-096	Goiree, Atheel		M	10		Sep 22			
	021-533-328	Hare, Diane		F	09	Sep 22				
	079-341-222	Javed, Asim		M	11	Sep 08				
	087-453-695	Jordan, Paul		M	10	Sep 08				
	021-533-419	Laplante, France	A	F	13	Sep 16				
	777-777-772	Lei, Man Ying		F	11	Sep 08				
	021-533-575	Morin, Robert		M	10	Sep 08				
	021-533-427	Morris, Paul		M	10	Sep 08				
OP	005-005-005	Nichols, Paul		M	10		Sep 15		Sep 23	
		Paid by Mnjikaning First Nation Education Authority								
	021-533-336	Scott, Kelly	A	F	12	Sep 08				
	021-533-591	Trent, Nellie		F	10	Sep 08	Jan 13			Sep 23
	444-444-444	Tumminieri, Rosa		F	09	Sep 08				
	021-453-245	Upton, Marie		F	10	Oct 01				
	021-533-435	Urman, Mildred	A	F	11	Sep 08		Oct 28		
	021-533-344	Vezina, Philip		M	12	Sep 08				
	089-762-494	Vokey, Stanley		M	12	Sep 08			Oct 07	
	032-517-339	Weller, Marlene		F	13		Oct 01			
	062-555-121	Wood, Susan		F	11	Sep 08		Sep 24		
OP	091-423-132	Xenos, Paul		M	12	Sep 19				
		Paid by parent living outside Ontario								
	083-364-972	Yee, Cho Chip		M	09		Sep 08			
	072-413-521	Young, Malcolm	A	M	11	Sep 08				Feb 10
	032-534-925	Zeppa, Roy		M	10	Sep 23				

\* OEN = Ontario Education Number

## Secondary School: Monthly Enrolment Summaries for Full-Time Pupils

### Monthly Enrolment Summary, 2009–10 XYZ Secondary School Full-Time Pupils Under 21 Years of Age

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	18	7	2	1	2	20	
October	20	1	2	0	1	0	22	
November	22	0	0	0	0	0	22	Principal's certification
December	22	0	0	0	0	0	22	
January	22	0	1	0	0	0	23	
February	23	0	0	0	0	0	23	
March	23	0	0	0	0	0	23	
April	23	0	0	0	0	0	23	Principal's certification
May	23	0	0	0	0	1	22	
June	22	0	0	0	0	0	22	
Totals		19	10	2	2	3		
			October	March				
Net last day			22	23				
Pupils of the board			21	22				
Other pupils			1	1				

### Monthly Enrolment Summary, 2009–10 XYZ Secondary School Full-Time Pupils 21 Years of Age or Over

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	4	1	0	0	0	5	
October	5	0	0	1	0	0	4	
November	4	0	0	0	0	0	4	Principal's certification
December	4	0	0	0	0	0	4	
January	4	0	0	0	0	0	4	
February	4	0	0	0	0	1	3	
March	3	0	1	0	0	0	4	
April	4	0	0	0	0	0	4	Principal's certification
May	4	0	0	0	0	0	4	
June	4	0	0	0	0	0	4	
Totals		4	2	1	0	1		
			October	March				
Net last day			4	4				
Pupils of the board			4	4				
Other pupils			0	0				

## Secondary School: Enrolment Details Record/Report for Part-Time Pupils

### Enrolment Details, 2009–10 XYZ Secondary School Part-Time Pupils

OP	Pupil OEN*	Pupil Name	Adult	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
OP	021-533-260	Ahmed, Aziz Paid by parent, Aftab Ahmed		M	10	Sep 08		Oct 16		
OP	005-005-005	Austin, Richard Paid by Mnjikaning First Nation Education Authority		M	10	Oct 08				
	021-533-583	Brant, Kelley	A	F	10	Sep 08				
OP	021-533-617	Chan, Rita Paid by parent, Joseph Chan		F	11	Sep 08				
	021-533-286	Doran, Gayle		F	09	Sep 08				Jan 13
	021-533-858	Engel, Marion	A	M	10	Sep 08				
	021-533-039	Fiske, Beverly		F	11	Sep 08				Jun 16
	021-453-245	Forbes, Lloyd		M	09	Oct 16				
	021-533-062	Garry, Dale	A	M	11	Sep 08				
	021-533-344	Tripathi, Raj		M	12			Jan 12		
	032-517-339	Wilson, Susan		F	12			Feb 23		

\* OEN = Ontario Education Number

## Secondary School: Enrolment Summaries for Part-Time Pupils

### Enrolment Summary, 2009–10 XYZ Secondary School Part-Time Pupils Under 21 Years of Age

Minutes of instruction in cycle on last school day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
OP	Ahmed, Aziz	0	0	0	0	1. Total number of minutes in cycle (1 x 300)	300	300
OP	Austin, Richard	150	0.50	75	0.25	2. Total number of pupils		
OP	Chan, Rita	75	0.25	150	0.50	Pupils of the board	3	4
	Doran, Gayle	150	0.50	0	0	Other pupils	2	2
	Fiske, Beverly	150	0.50	150	0.50	3. Pupil FTEs		
	Forbes, Lloyd	75	0.25	75	0.25	Pupils of the board	1.25	1.50
	Tripathi, Raj	0	0	150	0.50	Other pupils	0.75	0.75
	Wilson, Susan	0	0	75	0.25			

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

### Enrolment Summary, 2009–10 XYZ Secondary School Part-Time Pupils 21 Years of Age or Over

Minutes of instruction in cycle on last school day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Brant, Kelley	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Engel, Marion	150	0.50	150	0.50	2. Total number of pupils		
	Garry, Dale	75	0.25	75	0.25	Pupils of the board	3	3
						Other pupils	0	0
						3. Pupil FTEs		
						Pupils of the board	1.00	1.25
						Other pupils	0	0

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**Elementary School: Enrolment Details Records/Reports for Full-Time Pupils (Grades 1 to 3 and Grades 4 to 8)**

**Enrolment Details, 2009–10  
XYZ Elementary School  
Full-Time Pupils – Grades 1 to 3**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-583	Akoodie, Mohammed	M	01	Sep 08				May 12
	021-533-286	Bibi, Zainab	F	03	Sep 08				
	021-533-858	Blackwell, John	M	02		Sep 08			
	021-533-104	Ellis, Geoff	M	02	Sep 08				
	021-533-096	Goiree, Atheel	M	03		Sep 22			
	021-533-328	Hare, Diane	F	03	Sep 22				
	021-533-419	Laplante, France	F	02	Sep 25				
	021-533-427	Morris, Paul	M	01	Sep 08				
OP	005-005-005	Nichols, Paul	M	03		Sep 16		Sep 22	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 08		Oct 21		
	089-762-494	Vokey, Stanley	M	01	Sep 08			Oct 16	
	062-555-121	Wood, Susan	F	03	Sep 08		Sep 29		
	032-534-925	Zeppa, Roy	M	02	Sep 19				

**Enrolment Details, 2009–10  
XYZ Elementary School  
Full-Time Pupils – Grades 4 to 8**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-260	Acton, Marion	F	07	Sep 08				
	021-533-617	Baker, Catherine	F	04	Sep 18				Sep 24
	021-533-039	Bulmer, Timothy	M	06	Sep 08		Sep 23		
	021-533-062	Caruso, Mary	F	06		Sep 10			
	036-992-472	Dillon, Paul	M	05		Oct 08			
	989-898-987	Dimson, Nicole	F	08		Sep 10			
	036-221-497	Ennis, Dawn	F	07		Mar 04			
	021-533-005	Figueroa, Roberta	F	05		Sep 11			
	079-341-222	Javed, Asim	M	06	Sep 08				
	087-453-695	Jordan, Paul	M	04	Sep 08				
	777-777-772	Lei, Man Ying	F	08	Sep 08				
	021-533-575	Morin, Robert	M	07	Sep 08				
	021-533-336	Scott, Kelly	F	06	Sep 08				
	021-533-591	Trent, Nellie	F	05	Sep 08	Jan 08			Sep 18
	444-444-444	Tumminieri, Rosa	F	04	Sep 08				
	021-533-344	Vezina, Philip	M	06	Sep 08				
	032-517-339	Weller, Marlene	F	08		Oct 05			
OP	091-423-132	Xenos, Paul	M	05	Sep 17				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 08			
	072-413-521	Young, Malcolm	M	06	Sep 08				Feb 10

\* OEN = Ontario Education Number

**Elementary School: Monthly Enrolment Summaries for Full-Time Pupils (Grades 1 to 3 and Grades 4 to 8)**

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Full-Time Pupils – Grades 1 to 3**

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	10	3	1	1	0	11	
October	11	1	0	1	1	0	10	
November	10	0	0	0	0	0	10	Principal's certification
December	10	0	0	0	0	0	10	
January	10	0	0	0	0	0	10	
February	10	0	0	0	0	0	10	
March	10	0	0	0	0	0	10	
April	10	0	0	0	0	0	10	Principal's certification
May	10	0	0	0	0	1	9	
June	9	0	0	0	0	0	9	
Totals		11	3	2	2	1		
			October	March				
Net last day			10	10				
Pupils of the board			10	10				
Other pupils			0	0				

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Full-Time Pupils – Grades 4 to 8**

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	13	4	1	0	2	14	
October	14	0	2	0	0	0	16	
November	16	0	0	0	0	0	16	Principal's certification
December	16	0	0	0	0	0	16	
January	16	0	1	0	0	0	17	
February	17	0	0	0	0	1	16	
March	16	0	1	0	0	0	17	
April	17	0	0	0	0	0	17	Principal's certification
May	17	0	0	0	0	0	17	
June	17	0	0	0	0	0	17	
Totals		13	8	1	0	3		
			October	March				
Net last day			16	17				
Pupils of the board			15	16				
Other pupils			1	1				

**Elementary School: Enrolment Details Records/Reports for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8**

**Enrolment Details, 2009–10  
XYZ Elementary School  
Part-Time Pupils – Grades 1 to 3**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-583	Akoodie, Mohammed	M	01	Sep 08				May 04
	021-533-286	Bibi, Zainab	F	03	Sep 08				
	021-533-858	Blackwell, John	M	02		Sep 08		Nov 17	
	021-533-104	Ellis, Geoff	M	02	Sep 08		Feb 02		
	021-533-096	Goiree, Atheel	M	03		Sep 23			
	021-533-328	Hare, Diane	F	03	Sep 22				Oct 28
	021-533-419	Laplante, France	F	02	Sep 17				
	021-533-427	Morris, Paul	M	01	Sep 08		Mar 25		
OP	005-005-005	Nichols, Paul	M	03		Sep 11		Apr 21	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	03	Oct 06				
	021-533-435	Urman, Mildred	F	02	Sep 08		Oct 27		
	089-762-494	Vokey, Stanley	M	01	Sep 08			Dec 16	
	062-555-121	Wood, Susan	F	03	Sep 08		Feb 03		
	032-534-925	Zeppa, Roy	M	02	Feb 22				

**Enrolment Details, 2009–10  
XYZ Elementary School  
Part-Time Pupils – Grades 4 to 8**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-260	Acton, Marion	F	07	Sep 08				
	021-533-617	Baker, Catherine	F	04	Sep 22				Apr 28
	021-533-039	Bulmer, Timothy	M	06	Sep 08		Oct 23		
	021-533-062	Caruso, Mary	F	06		Sep 15			
	036-992-472	Dillon, Paul	M	05		Oct 16		Mar 08	
	989-898-987	Dimson, Nicole	F	08		Jan 18			
	036-221-497	Ennis, Dawn	F	07		Mar 05			Jun 09
	021-533-005	Figueroa, Roberta	F	05		Sep 10			
	079-341-222	Javed, Asim	M	06	Sep 08		Feb 02		
	087-453-695	Jordan, Paul	M	04	Sep 08				
	777-777-772	Lei, Man Ying	F	08	Sep 08			Mar 24	
	021-533-575	Morin, Robert	M	07	Sep 08				
	021-533-336	Scott, Kelly	F	06	Sep 08			Nov 09	
	021-533-591	Trent, Nellie	F	05	Sep 08				Dec 08
	444-444-444	Tumminieri, Rosa	F	04	Sep 08			Apr 08	
	021-533-344	Vezina, Philip	M	06	Sep 08				
	032-517-339	Weller, Marlene	F	08		Oct 05	Feb 09		
OP	091-423-132	Xenos, Paul	M	05	Sep 17		Feb 02		
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	04		Sep 08			Feb 04
	072-413-521	Young, Malcolm	M	06	Sep 08				May 14

\* OEN = Ontario Education Number

## Elementary School: Enrolment Summaries for Part-Time Pupils in Grades 1 to 3 and Grades 4 to 8

### Enrolment Summary, 2009–10 XYZ Elementary School Part-Time Pupils – Grades 1 to 3

Minutes of instruction in cycle on last school  
day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	150	0.50	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Bibi, Zainab	200	0.67	200	0.67			
	Blackwell, John	150	0.50	0	0	2. Total number of pupils Pupils of the board Other pupils	10	6
	Ellis, Geoff	75	0.25	0	0		1	1
	Goiree, Atheel	150	0.50	200	0.67	3. Pupil FTEs Pupils of the board Other pupils		
	Hare, Diane	0	0	0	0		5.01	3.51
	Laplante, France	150	0.50	150	0.50		0.50	0.50
	Morris, Paul	200	0.67	0	0			
OP	Nichols, Paul	150	0.50	150	0.50			
	Upton, Marie	75	0.25	200	0.67			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	150	0.50	0	0			
	Wood, Susan	200	0.67	0	0			
	Zeppa, Roy	0	0	150	0.50			

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

### Enrolment Summary, 2009–10 XYZ Elementary School Part-Time Pupils – Grades 4 to 8

Minutes of instruction in cycle on last school  
day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	75	0.25	150	0.50	1. Total number of minutes in cycle (1 x 300)	300	300
	Baker, Catherine	150	0.50	150	0.50			
	Bulmer, Timothy	0	0	0	0	2. Total number of pupils Pupils of the board Other pupils	16	11
	Caruso, Mary	200	0.67	200	0.67		1	0
	Dillon, Paul	150	0.50	0	0	3. Pupil FTEs Pupils of the board Other pupils		
	Dimson, Nicole	0	0	200	0.67		7.93	6.18
	Ennis, Dawn	0	0	150	0.50		0.50	0
	Figuroa, Roberta	200	0.67	200	0.67			
	Javed, Asim	150	0.50	0	0			
	Jordan, Paul	150	0.50	150	0.50			
	Lei, Man Ying	200	0.67	0	0			
	Morin, Robert	150	0.50	150	0.50			
	Scott, Kelly	150	0.50	0	0			
	Trent, Nellie	75	0.25	0	0			
	Tumminieri, Rosa	200	0.67	200	0.67			
	Vezina, Philip	150	0.50	150	0.50			
	Weller, Marlene	75	0.25	0	0			
OP	Xenos, Paul	150	0.50	0	0			
	Yee, Cho Chip	150	0.50	0	0			
	Young, Malcolm	150	0.50	150	0.50			

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**Elementary School: Enrolment Details Records/Reports for Half-Time Pupils  
(Junior Kindergarten and Kindergarten)**

**Enrolment Details, 2009–10  
XYZ Elementary School  
Half-Time Pupils – Junior Kindergarten**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 08				
	021-533-286	Bibi, Zainab	F	JK	Sep 08				
	021-533-858	Blackwell, John	M	JK		Sep 08			
	021-533-062	Caruso, Mary	F	JK		Sep 11			
	036-992-472	Dillon, Paul	M	JK		Oct 13			
	036-221-497	Ennis, Dawn	F	JK		Mar 04			
	021-533-005	Figueroa, Roberta	F	JK		Sep 09			
	021-533-096	Goiree, Atheel	M	JK		Sep 22			
	079-341-222	Javed, Asim	M	JK	Sep 08				
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		Sep 29	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 08				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 08				
	021-453-245	Upton, Marie	F	JK	Oct 06				
	021-533-344	Vezina, Phillip	M	JK	Sep 08				
	062-555-121	Wood, Susan	F	JK	Sep 08		Sep 25		
	072-413-521	Young, Malcolm	M	JK	Sep 08				Feb 05

**Enrolment Details, 2009–10  
XYZ Elementary School  
Half-Time Pupils – Kindergarten**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 08				May 07
	021-533-617	Baker, Catherine	F	K	Sep 23				Sep 29
	021-533-039	Bulmer, Timothy	M	K	Sep 08		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 17			
	021-533-104	Ellis, Geoff	M	K	Sep 08				
	021-533-328	Hare, Diane	F	K	Sep 22				
	087-453-695	Jordan, Paul	M	K	Sep 08				
	021-533-419	Laplante, France	F	K	Sep 17				
	777-777-772	Lei, Man Ying	F	K	Sep 08				
	021-533-575	Morin, Robert	M	K	Sep 08				
	021-533-427	Morris, Paul	M	K	Sep 08				
	021-533-591	Trent, Nellie	F	K	Sep 08	Jan 12			Sep 18
	021-533-435	Urman, Mildred	F	K	Sep 08		Oct 22		
	089-762-494	Vokey, Stanley	M	K	Sep 08			Oct 19	
	032-517-339	Weller, Marlene	F	K		Oct 09			
OP	091-423-132	Xenos, Paul	M	K	Sep 15				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 08			
	032-534-925	Zeppa, Roy	M	K	Sep 23				

\* OEN = Ontario Education Number

**Elementary School: Monthly Enrolment Summaries for Half-Time Pupils (Junior Kindergarten and Kindergarten)**

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Half-Time Pupils – Junior Kindergarten**

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	8	5	1	1	0	11	
October	11	1	1	0	0	0	13	
November	13	0	0	0	0	0	13	Principal's certification
December	13	0	0	0	0	0	13	
January	13	0	0	0	0	0	13	
February	13	0	0	0	0	1	12	
March	12	0	1	0	0	0	13	
April	13	0	0	0	0	0	13	Principal's certification
May	13	0	0	0	0	0	13	
June	13	0	0	0	0	0	13	
Totals		9	7	1	1	1		
			October	March				
Net last day			13	13				
Pupils of the board			13	13				
Other pupils			0	0				

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Half-Time Pupils – Kindergarten**

Month	Previous	Int. Adm.	Ext. Adm.	Int. Trans.	Ext. Trans.	Retirement	Net Last Day	
September	Nil	15	2	1	0	2	14	
October	14	1	0	1	1	0	13	
November	13	0	0	0	0	0	13	Principal's certification
December	13	0	0	0	0	0	13	
January	13	1	0	0	0	0	14	
February	14	0	0	0	0	0	14	
March	14	0	0	0	0	0	14	
April	14	0	0	0	0	0	14	Principal's certification
May	14	0	0	0	0	1	13	
June	13	0	0	0	0	0	13	
Totals		17	2	2	1	3		
			October	March				
Net last day			13	14				
Pupils of the board			12	13				
Other pupils			1	1				

**Elementary School: Enrolment Details Records/Reports for Part-Time Junior Kindergarten and Kindergarten Pupils**

**Enrolment Details, 2009–10  
XYZ Elementary School  
Part-Time Pupils – Junior Kindergarten**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-260	Acton, Marion	F	JK	Sep 08			Oct 16	
	021-533-286	Bibi, Zainab	F	JK	Sep 08				
	021-533-858	Blackwell, John	M	JK		Sep 08		Mar 08	
	021-533-062	Caruso, Mary	F	JK		Feb 16			
	036-992-472	Dillon, Paul	M	JK		Oct 14			May 18
	036-221-497	Ennis, Dawn	F	JK		Mar 05			
	021-533-005	Figueroa, Roberta	F	JK		Sep 18			Apr 16
	021-533-096	Goiree, Atheel	M	JK		Sep 21			
	079-341-222	Javed, Asim	M	JK	Sep 08				Jun 08
OP	005-005-005	Nichols, Paul	M	JK		Sep 15		May 14	
		Paid by Mnjikaning First Nation Education Authority							
	021-533-336	Scott, Kelly	F	JK	Sep 08				
	444-444-444	Tumminieri, Rosa	F	JK	Sep 08			Mar 05	
	021-453-245	Upton, Marie	F	JK	Oct 05				
	021-533-344	Vežina, Phillip	M	JK	Sep 08		Oct 07		
	062-555-121	Wood, Susan	F	JK	Sep 08		Sep 29		
	072-413-521	Young, Malcolm	M	JK	Sep 08				Feb 10

**Enrolment Details, 2009–10  
XYZ Elementary School  
Part-Time Pupils – Kindergarten**

OP	Pupil OEN*	Pupil Name	Gender	Grade	Int. Ad.	Ext. Ad.	Int. Tr.	Ext. Tr.	Retirement
	021-533-583	Akoodie, Mohammed	M	K	Sep 08				May 07
	021-533-617	Baker, Catherine	F	K	Sep 23				May 27
	021-533-039	Bulmer, Timothy	M	K	Sep 08		Sep 22		
	989-898-987	Dimson, Nicole	F	K		Sep 11		Feb 16	
	021-533-104	Ellis, Geoff	M	K	Sep 08				
	021-533-328	Hare, Diane	F	K	Sep 22		Nov 12		
	087-453-695	Jordan, Paul	M	K	Sep 08				
	021-533-419	Laplante, France	F	K	Sep 17				Oct 29
	777-777-772	Lei, Man Ying	F	K	Sep 08				
	021-533-575	Morin, Robert	M	K	Feb 08				
	021-533-427	Morris, Paul	M	K	Sep 08				
	021-533-591	Trent, Nellie	F	K	Apr 08				
	021-533-435	Urman, Mildred	F	K	Sep 08		Oct 26		
	089-762-494	Vokey, Stanley	M	K	Sep 08			Dec 09	
	032-517-339	Weller, Marlene	F	K		Oct 08			
OP	091-423-132	Xenos, Paul	M	K	Sep 18				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 08		Jan 13	
	032-534-925	Zeppa, Roy	M	K	Sep 21		Dec 15		

\* OEN = Ontario Education Number

## Elementary School: Enrolment Summaries for Part-Time Junior Kindergarten and Kindergarten Pupils

### Enrolment Summary, 2009–10 XYZ Elementary School Part-Time Pupils – Junior Kindergarten

Minutes of instruction in cycle on last school  
day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Acton, Marion	0	0	0	0	1. Total number of minutes in cycle (1 x 300)  2. Total number of pupils Pupils of the board Other pupils  3. Pupil FTEs Pupils of the board Other pupils		
	Bibi, Zainab	140	0.47	140	0.47		300	300
	Blackwell, John	70	0.23	0	0		8	9
	Caruso, Mary	0	0	140	0.47		1	1
	Dillon, Paul	0	0	70	0.23			
	Ennis, Dawn	0	0	140	0.47			
	Figueroa, Roberta	0	0	70	0.23		3.28	3.51
	Goiree, Atheel	140	0.47	140	0.47		0.23	0.47
	Javed, Asim	140	0.47	140	0.47			
OP	Nichols, Paul	70	0.23	140	0.47			
	Scott, Kelly	140	0.47	140	0.47			
	Tumminieri, Rosa	140	0.47	0	0			
	Upton, Marie	70	0.23	70	0.23			
	Vezina, Philip	0	0	0	0			
	Wood, Susan	0	0	0	0			
	Young, Malcolm	140	0.47	0	0			

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

### Enrolment Summary, 2009–10 XYZ Elementary School Part-Time Pupils – Kindergarten

Minutes of instruction in cycle on last school  
day in October and March, with pupil FTEs

OP	Name of pupil	October	Pupil FTEs	March	Pupil FTEs	Enrolment Summary	October	March
	Akoodie, Mohammed	140	0.47	140	0.47	1. Total number of minutes in cycle (1 x 300)  2. Total number of pupils Pupils of the board Other pupils  3. Pupil FTEs Pupils of the board Other pupils		
	Baker, Catherine	70	0.23	70	0.23		300	300
	Bulmer, Timothy	0	0	0	0		12	8
	Dimson, Nicole	140	0.47	0	0		1	1
	Ellis, Geoff	140	0.47	140	0.47			
	Hare, Diane	70	0.23	0	0		4.20	2.80
	Jordan, Paul	140	0.47	70	0.23		0.47	0.47
	Laplante, France	0	0	0	0			
	Lei, Man Ying	70	0.23	70	0.23			
	Morin, Robert	0	0	70	0.23			
	Morris, Paul	140	0.47	140	0.47			
	Trent, Nellie	0	0	0	0			
	Urman, Mildred	0	0	0	0			
	Vokey, Stanley	70	0.23	0	0			
	Weller, Marlene	140	0.47	140	0.47			
OP	Xenos, Paul	140	0.47	140	0.47			
	Yee, Cho Chip	70	0.23	0	0			
	Zeppa, Roy	70	0.23	0	0			

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

**Elementary School: Enrolment Details Records/Reports for Full-Time Pupils (Grade 1 Age-Appropriate Pupils Enrolled in Junior Kindergarten and Kindergarten)**

**Enrolment Details, 2009–10  
XYZ Elementary School  
Grade 1 Age-Appropriate Pupils  
Full-Time Pupils – Junior Kindergarten Placement**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-583	Akoodie, Mohammed	M	JK	Sep 08				May 12
	021-533-286	Bibi, Zainab	F	JK	Sep 08				
	021-533-858	Blackwell, John	M	JK		Sep 08			
	021-533-104	Ellis, Geoff	M	JK	Sep 08				
	021-533-096	Goiree, Atheel	M	JK		Sep 22			
	021-533-328	Hare, Diane	F	JK	Sep 22				
	021-533-419	Laplante, France	F	JK	Sep 25				
	021-533-427	Morris, Paul	M	JK	Sep 08				
OP	005-005-005	Nichols, Paul	M	JK		Sep 16		Sep 22	
		Paid by Mnjikaning First Nation Education Authority							
	021-453-245	Upton, Marie	F	JK	Oct 06				
	021-533-435	Urman, Mildred	F	JK	Sep 08		Oct 21		
	089-762-494	Vokey, Stanley	M	JK	Sep 08			Oct 16	
	062-555-121	Wood, Susan	F	JK	Sep 08		Sep 29		
	032-534-925	Zeppa, Roy	M	JK	Sep 19				

**Enrolment Details, 2009–10  
XYZ Elementary School  
Grade 1 Age-Appropriate Pupils  
Full-Time Pupils – Kindergarten Placement**

<u>OP</u>	<u>Pupil OEN*</u>	<u>Pupil Name</u>	<u>Gender</u>	<u>Grade</u>	<u>Int. Ad.</u>	<u>Ext. Ad.</u>	<u>Int. Tr.</u>	<u>Ext. Tr.</u>	<u>Retirement</u>
	021-533-260	Acton, Marion	F	K	Sep 08				
	021-533-617	Baker, Catherine	F	K	Sep 18				Sep 24
	021-533-039	Bulmer, Timothy	M	K	Sep 08		Sep 23		
	021-533-062	Caruso, Mary	F	K		Sep 10			
	036-992-472	Dillon, Paul	M	K		Oct 08			
	989-898-987	Dimson, Nicole	F	K		Sep 10			
	036-221-497	Ennis, Dawn	F	K		Mar 04			
	021-533-005	Figuroa, Roberta	F	K		Sep 11			
	079-341-222	Javed, Asim	M	K	Sep 08				
	087-453-695	Jordan, Paul	M	K	Sep 08				
	777-777-772	Lei, Man Ying	F	K	Sep 08				
	021-533-575	Morin, Robert	M	K	Sep 08				
	021-533-336	Scott, Kelly	F	K	Sep 08				
	021-533-591	Trent, Nellie	F	K	Sep 08	Jan 08			Sep 18
	444-444-444	Tumminieri, Rosa	F	K	Sep 08				
	021-533-344	Vezenia, Philip	M	K	Sep 08				
	032-517-339	Weller, Marlene	F	K		Oct 05			
OP	091-423-132	Xenos, Paul	M	K	Sep 17				
		Paid by parent living outside Ontario							
	083-364-972	Yee, Cho Chip	M	K		Sep 08			
	072-413-521	Young, Malcolm	M	K	Sep 08				Feb 10

\* OEN = Ontario Education Number

**Elementary School: Monthly Enrolment Summaries for Full-Time Pupils (Grade 1 Age-Appropriate Pupils Enrolled in Junior Kindergarten and Kindergarten)**

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Grade 1 Age-Appropriate Pupils  
Full-Time Pupils – Junior Kindergarten Placement**

<u>Month</u>	<u>Previous</u>	<u>Int. Adm.</u>	<u>Ext. Adm.</u>	<u>Int. Trans.</u>	<u>Ext. Trans.</u>	<u>Retirement</u>	<u>Net Last Day</u>	
September	Nil	10	3	1	1	0	11	
October	11	1	0	1	1	0	10	_____
November	10	0	0	0	0	0	10	Principal's certification
December	10	0	0	0	0	0	10	
January	10	0	0	0	0	0	10	
February	10	0	0	0	0	0	10	
March	10	0	0	0	0	0	10	_____
April	10	0	0	0	0	0	10	Principal's certification
May	10	0	0	0	0	1	9	
June	9	0	0	0	0	0	9	
Totals		11	3	2	2	1		
			October	March				
Net last day			10	10				
Pupils of the board			10	10				
Other pupils			0	0				

**Monthly Enrolment Summary, 2009–10  
XYZ Elementary School  
Grade 1 Age-Appropriate Pupils  
Full-Time Pupils – Kindergarten Placement**

<u>Month</u>	<u>Previous</u>	<u>Int. Adm.</u>	<u>Ext. Adm.</u>	<u>Int. Trans.</u>	<u>Ext. Trans.</u>	<u>Retirement</u>	<u>Net Last Day</u>	
September	Nil	13	4	1	0	2	14	
October	14	0	2	0	0	0	16	_____
November	16	0	0	0	0	0	16	Principal's certification
December	16	0	0	0	0	0	16	
January	16	0	1	0	0	0	17	
February	17	0	0	0	0	1	16	
March	16	0	1	0	0	0	17	_____
April	17	0	0	0	0	0	17	Principal's certification
May	17	0	0	0	0	0	17	
June	17	0	0	0	0	0	17	
Totals		13	8	1	0	3		
			October	March				
Net last day			16	17				
Pupils of the board			15	16				
Other pupils			1	1				