

School	Instructor
<input type="text"/>	<input type="text"/>
Location of course (if different from school)	
<input type="text"/>	

Course Data

International language:

Dates: Start -- Finish -- Days: Sun. Mon. Tues. Wed. Thur. Fri. Sat.

Time of day: Start a.m. p.m. Finish a.m. p.m.

September 2009 to June 2010 Summer 2010

Hours of classroom instruction* <input type="text"/> X <input type="text"/> = <input type="text"/> Number of sessions Hours per session Total number of hours	Total enrolment <input type="text"/>	Hours of classroom instruction** <input type="text"/> X <input type="text"/> = <input type="text"/> Number of sessions Hours per session Total number of hours	Total enrolment <input type="text"/>
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* Maximum of 2.5 hours per week. ** Maximum of 2.5 hours per day.

Pupil Data

Number of pupils enrolled in class: M F

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

Signature of principal: Date:

Instructions

Regulations Pertaining to the Registers

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.

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 principal of the international language program.

This register is available on the Ministry of Education's website, at <http://www.edu.gov.on.ca/eng/policyfunding/forms.html>.

Under section 8 of Ontario Regulation 156/09, boards are entitled or required to charge certain pupils tuition fees for courses. These pupils must not be included in this register.

Responsibilities of the Principal of the Program

Administration of the Program

It is not required that the instructors for the courses in the international language program be qualified teachers. However, the principal shall ensure that the instructors are directly employed and paid by the board, since these are conditions for receiving ministry funding for the program.

The principal shall ensure that pupils are not charged any registration fees and/or other fees pertaining to administration. Pupils may, however, be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

The principal shall ensure that courses are offered in a school or in any location deemed suitable by the board. Courses may be offered during the school day, if the school day is extended; after the school day; or on weekends.

The principal shall oversee each class of each course offered, whether or not a class is conducted in a school and whether or not instructors are qualified teachers. If the principal assigns another board official to oversee the classes, that official's title should be indicated on page 1 of the register along with the official's signature.

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Use of the Register

The principal shall ensure that this register contains data on enrolment and attendance *only* on pupils in Junior Kindergarten to Grade 8 who are enrolled in continuing education courses in international languages.

The principal shall ensure that this register is used to record the attendance of all pupils enrolled in an international language course both during the school year and during the summer.

Pupils enrolled in private schools may be included in this register.

The principal shall ensure that a separate register is used for each class and that a pupil's name is not entered in the register until the day on which the pupil actually begins to attend classes.

The principal shall ensure that page 1 of the register is completed accurately. It should be noted that the "total enrolment" in a course must include *all pupils* who attended course sessions. This number is not reduced if a pupil withdraws before completing the course. It should also be noted that, for funding purposes, the hours of classroom instruction are limited to 2.5 hours per week during the school year and 2.5 hours per day during the summer.

Instructions for Staff Recording Enrolment and Attendance

Use a separate register for each class. Do not enter a pupil's name in the register until the day on which the pupil actually begins classes.

Indicate attendance at sessions by leaving the appropriate spaces on the register blank and absence by entering an "A", as shown in the sample register below. If a pupil is admitted after the course begins, draw a horizontal line through all spaces up to the date on which the pupil was admitted (see pupil 7 in the sample). If a pupil withdraws, draw a horizontal line through the remaining spaces (see pupil 1). Where an instructional session has been cancelled owing to exceptional circumstances, enter a "C" for that session for the first and last pupils, join the "Cs" by a vertical line (see session 35 in the sample), and record the reason on the register (see the note at line 34 in the "Name of pupil" column in the sample).

In the sample register, the record of enrolment and attendance is shown for a class in Cantonese conducted on Wednesday and Friday evenings.

Sample Register

Name of pupil (Surname, given name)	Gender	Pupil's day school	Attendance at sessions																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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6	Dec. 11	Dec. 13	Dec. 18	Dec. 20	Dec. 25	Dec. 27	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Jan. 31	Feb. 5	Feb. 7	Feb. 12	Feb. 14	Feb. 19	Feb. 21	Feb. 26	Feb. 28	Mar. 5	Mar. 7	Mar. 12	Mar. 14	Mar. 19	Mar. 21	Mar. 26	Mar. 28	Mar. 31	Apr. 4	Apr. 6	Apr. 11	Apr. 13	Apr. 18	Apr. 20	Apr. 25	Apr. 27	May 2	May 4	May 9	May 11	May 16	May 18	May 23	May 25	May 30	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 3	Mar. 8	Mar. 10	Mar. 15	Mar. 17	Mar. 22	Mar. 24	Mar. 29	Apr. 1	Apr. 3	Apr. 8	Apr. 10	Apr. 15	Apr. 17	Apr. 22	Apr. 24	Apr. 29	May 1	May 3	May 8	May 10	May 15	May 17	May 22	May 24	May 29	June 1	June 3	June 8	June 10	June 15	June 17	June 22	June 24	June 29	July 1	July 3	July 8	July 10	July 15	July 17	July 22	July 24	July 29	Aug. 1	Aug. 3	Aug. 8	Aug. 10	Aug. 15	Aug. 17	Aug. 22	Aug. 24	Aug. 29	Sept. 1	Sept. 3	Sept. 8	Sept. 10	Sept. 15	Sept. 17	Sept. 22	Sept. 24	Sept. 29	Oct. 1	Oct. 3	Oct. 8	Oct. 10	Oct. 15	Oct. 17	Oct. 22	Oct. 24	Oct. 29	Nov. 1	Nov. 3	Nov. 8	Nov. 10	Nov. 15	Nov. 17	Nov. 22	Nov. 24	Nov. 29	Dec. 1	Dec. 3	Dec. 8	Dec. 10	Dec. 15	Dec. 17	Dec. 22	Dec. 24	Dec. 29	Jan. 1	Jan. 3	Jan. 8	Jan. 10	Jan. 15	Jan. 17	Jan. 22	Jan. 24	Jan. 29	Feb. 1	Feb. 3	Feb. 8	Feb. 10	Feb. 15	Feb. 17	Feb. 22	Feb. 24	Feb. 29	Mar. 1	Mar. 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