
**Ministry
of Education**

**Ministère
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MEMORANDUM TO: Directors of Education

FROM: Barry Finlay
Director, Special Education Policy and Programs Branch

Kathy Verduyn
Acting Director, Field Services Branch

DATE: February 16, 2011

SUBJECT: Application for and Approval of Education Programs for
Students in Government-Approved Care and/or Treatment,
Custody and Correctional Facilities (Facilities Amount)

I am pleased to provide you with information on the application and approval process for Education Programs in Care and/or Treatment, Custody and Correctional Facilities for the 2011-2012 school year. The attached document is provided to assist school boards with the 2011-2012 application process.

Please note, there has been a change in the application cycle for Section 23 programs to better align the application process with the staffing cycle of school boards.

The submission deadlines for requests for approval for the 2011-12 school year are:

Application: **March 17, 2011** (projected salaries, benefits and enrolment)

Approval: **April 15, 2011**

Confirmation: **November 1, 2011** (actual salaries, benefits and enrolment)

If you are applying for programming for summer 2012, please note that programs are funded at continuing education rates.

Please submit, by March 17, 2011, to the attention of Bill Bryce, London Regional Manager:

- an original signed copy of the application summary page;
- a hard copy of each agreement; and
- the completed board application electronic file.

If your staff have any questions or require further clarification they are encouraged to contact Sue Kelly, Education Officer, at the Ministry of Education, London Regional Office by e-mail at sue.kelly@ontario.ca or by phone at (519) 667-2022/1-877-421-7814.

Thank you for your ongoing co-operation.

ORIGINAL SIGNED BY:

Barry Finlay
Kathy Verduyn

cc: Bill Bryce, London Regional Manager

Attachment: Section 23 Application Process 2011-2012 - Appendix A