

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
Queens Park
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Elizabeth Harding
Director
Learning Environment Branch

DATE: February 9, 2011

SUBJECT: Re. Community Use of Schools Outreach Coordinator Reporting

The purpose of this memorandum is to provide you with details regarding the Outreach Coordinator component of the Community Use of Schools program Mid-year and Final Reports.

As you know, the EPO Transfer Payment Agreement signed by your board for Outreach Coordinator funding requires the completion and submission of a Mid-year and Final Report to the Ministry.

Please find attached the templates of the Mid-year and Final Reports. The Mid-year Report is to be completed and returned to the Ministry no later than March 11, 2011. The Final Report is to be completed and returned to the Ministry no later than September 23, 2011.

My staff and I would be pleased to provide you with further information as required.

Thank you for your attention to this matter.

Elizabeth Harding

cc. CUS Outreach Coordinator

attached