

Ministry of Education
Education Statistics & Analysis
Branch
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Toronto, Ontario M5G 2E5

Ministère de l'Éducation
Direction de la statistique et de
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Toronto (Ontario) M5G 2E5



MEMORANDUM TO: MISA Leaders

FROM: Lisa A. Lumley
Sr. Manager, MISA Liaison
Education Statistics & Analysis Branch

DATE: March 21, 2011

**SUBJECT: Managing Information for Student Achievement
(MISA) 2010-11 Local Capacity Building Financial and
Progress Reports**

Investments made through the MISA Local Capacity Building program are resulting in school boards strengthening their capacity to use evidence-informed decision making in support of improved student outcomes. Your efforts are making a difference in schools and classrooms across the province.

In order to demonstrate your board's ongoing progress, MISA financial and progress reports for the period April 1, 2010 to March 31, 2011 are due to the ministry by April 29, 2011. These reports require endorsement by your Director of Education (or the Secretary-Treasurer in the case of school authorities).

To simplify reporting, attached please find a customized pre-populated reporting template for your school board based on the approved 2010-11 MISA Plan. As you are aware, any changes/variances to either the activities or funding associated with the activities outlined in the approved MISA Plan require prior discussion with the ministry. Please call me at (416) 325-9118 if you have any questions or concerns.

Please complete both the financial and progress reports (i.e., both tabs on the attached excel spreadsheet) and send your finalized document, with the endorsement of your Director of Education, to my attention before April 29, 2011.

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Should you have any questions about the required reporting, please contact me at (416) 325-9118 directly. Thank you for your leadership and ongoing efforts in support of MISA.

Sincerely,

Original signed by

Lisa A. Lumley
Sr. Manager, MISA Liaison
Education Statistics & Analysis Branch

Attachment

c. Sr. Business Official

bc. Director, Education Statistics & Analysis Branch
Director, Field Services Branch
Regional Manager, Field Services Branch with responsibility for MISA
Regional Education Officers, Field Services Branch with responsibility for MISA