

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

**Ministère de l'Éducation**  
Direction de la statistique et de  
l'analyse de l'éducation  
777, rue Bay, Bureau 422, 4<sup>e</sup> étage  
Toronto (Ontario) M5G 2E5



**MEMORANDUM TO:** Principals of Inspected Private Schools

**FROM:** Rick Bent  
Manager, OnSIS  
Education Statistics and  
Analysis Branch

Tony Di Lena  
Private Schools and  
Attendance Unit Coordinator  
Field Services Branch

**DATE:** November 22, 2010

**SUBJECT:** Ontario School Information System (OnSIS) 2010-2011 Data Collection  
Timelines and Related Forms

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This memo provides important information regarding the 2010-2011 data collection requirements.

In accordance with Section 16 (5) of the *Education Act*, private schools are required to provide statistical data to the Ministry of Education through the Ontario School Information System (OnSIS). Information provided by private schools is used to support a wide range of activities including research, policy analysis and planning initiatives. In addition, inspected private schools are reminded that they are required to use the Ontario Education Number (OEN) for all secondary level students enrolled in their school.

### 2010-2011 OnSIS Reporting Schedule

Data to be Collected	Count Date	Submission Start Date	Submission Due Date
October 2010-2011 Data Submission	October 31, 2010	November 1, 2010	December 31, 2010
March 2010-2011 Data Submission	March 31, 2011	April 1, 2011	May 31, 2011
June 2010-2011 Data Submission	June 30, 2011	July 1, 2011	August 31, 2011
Summer 2011 Data Submission *	August 31, 2011	September 1, 2011	September 30, 2011

\* only applies to schools offering a secondary summer program.

### Schools with Internet Access

If your school has internet access, the required data **must** be provided electronically by your school to the ministry through OnSIS.

In addition, if you are a new user, you will be required to submit a *Form 1F - Request for a New User Account from a Private School* to the ministry in order to access the OnSIS and OEN applications.

Detailed OnSIS user guides, training resources and reference materials are available under the **What's New** section in OnSIS. You are encouraged to view this section regularly for updates and announcements.

**Schools without Internet Access**

Attached you will find the 2010-2011 OnSIS data collection forms. You are also reminded that if you have not already done so, you are required to submit the data for previous school years.

If you require additional information, please contact the OnSIS Team by e-mail at [onsis\\_sison@ontario.ca](mailto:onsis_sison@ontario.ca), or by phone at 416-212-6366 / Toll Free 1-888-275-5934.

Thank for your continued support, and we wish you and your students success for the 2010-2011 academic year.

Sincerely,

*(original signed by Rick Bent)*

Rick Bent  
Manager, OnSIS  
Education Statistics and Analysis Branch

Sincerely,

*(original signed by Tony Di Lena)*

Tony Di Lena  
Private Schools and Attendance Unit Coordinator  
Field Services Branch