

**Ministry of Education**

Education Statistics & Analysis Branch  
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**Ministère de l'Éducation**

Direction de la statistique  
et de l'analyse de l'éducation  
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**MEMORANDUM TO:** «Director of Education Name»  
Director of Education  
«School Board Name»

**FROM:** Taddesse Haile  
Director  
Education Statistics and Analysis Branch

Joshua Paul  
Director  
Education Finance Branch

**DATE:** October 1, 2015

**SUBJECT:** Enrolment Reporting Initiative (ERI)  
• 2015-16 School Year Phase Two Funding

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Further to the ministry's memos (2015:B8 and B15) of March 26 and September 29, 2015 regarding 2015-16 School Year (SY) Education Programs – Other (EPO) Funding and Allocations, we are pleased to provide you with the Ontario Transfer Payment Agreement (OTPA), ERI Phase Two documents.

Consistent with the ministry's EPO - ERI modernization efforts, this year's funding is being made available to support and conclude ongoing ERI cross-sector implementation of the migration / transition of Continuing Education and independent study program enrolment registry reporting to the Ontario School Information System (OnSIS) and the retirement of the corresponding manual paper submissions (See also 2014:B10, 2014:SB19, 2014:B5 and 2013:SB32).

Going forward from this school year, in addition to the four-credit paper-based Continuing Education and independent study program enrolment registries that were implemented in OnSIS last year, school boards should ensure their capacity for being able to submit through OnSIS any student level enrolment data for the following "to-be-retired" paper-based **non-credit** Continuing Education program registers:

1. Continuing Education Literacy and Numeracy
2. Continuing Education Adult Native Language Instruction
3. Board level data will be submitted for the Continuing Education International Languages Elementary register.

Pending the terms and conditions set out under the attached Agreement, ERI Phase Two Funds are to assist school boards in their preparedness / readiness of conditions (people, processes and technology) that will support:

- timely, accurate and complete submissions to OnSIS of elemental student level enrolment data for the non-credit Continuing Education Literacy and Numeracy and Adult Native Language Instruction program registers, and aggregate level enrolment data for the non-credit Continuing Education International Languages Elementary (ILE) program register.
- consistency of the aforementioned data in school board Student Management Systems (SMS) and the related data subsequently submitted to OnSIS
- data quality management (DQM) operational practices and processes to guide and assure quality OnSIS data submissions.

The ministry asks that the «School Board Name» sign and return the attached Agreement by **October 23, 2015 (PDF format)**. This includes the details of the school board's 2015-16 ERI Phase Two proposed school year based Projects/activities and how the school board intends to use the allocated funds as per sections A, B, C and H of the attached "Appendix 1 to Schedule "C", 2015-16 ERI Phase Two Planning and Reporting" template in both **(PDF and Excel format)**. Please return these documents via email to [Aimee.Chang@ontario.ca](mailto:Aimee.Chang@ontario.ca).

Given the EPO - ERI cross-sector modernization objective, please note that currently specified in the Project Agreement (Schedule "B") is your school board's MISA Leader who, pending your approval, would be responsible for overseeing the activities and expenditure of ERI funds and the primary contact with the ministry for this Project. This responsibility includes the completion and receipt of Director approved reports by **February 5, 2016**, and **June 15, 2016** (sections D, E, I and F, G, J respectively) of the attached "Appendix 1 to Schedule C, 2015-16 ERI Phase Two Planning and Reporting" template **(PDF and Excel format)**. Please advise us if a change in the Recipient's contact person specified in Schedule "B" is required for 2015-16.

A ministry review of your school board's plan will be conducted in late October. If the plan is accepted, the ministry will sign and return a fully executed copy of the Project Agreement. Funds are targeted to be paid by the ministry in two allocations: **50 percent in December 2015** and **50 percent in March 2016**. And all 2015-16 ERI funding expenditures must be invoiced on or before **June 1, 2016**.

Finally to support your school board 2015-16 ERI planning considerations, please note that:

- OnSIS enhancements for the **four-credit based registries implemented last year** allowed school boards to submit to OnSIS beginning with the SY 2014-15, elemental student level data including Average Daily Enrolment (ADE) by course for the Day School Independent Study / E-learning, Summer School, Continuing Education Adult Credit and Continuing Education Correspondence / Self-Study E-Learning programs;

- OnSIS enhancements for the **three non-credit program registries outlined above** will be implemented during SY 2015-16 as part of the OnSIS October release and all school board Student Management System (SMS) vendors (Trillium, Maplewood, Pearson, Trevlac & Peel) have been advised of the same and have confirmed that they currently have the functionality to meet ERI implementation needs now or by the start of SY 2015-16, and
- the school board contact that was responsible for overseeing the activities / expenditures of ERI 2014-15 School Year Phase One Funds is e-carbon copied on this memo to facilitate knowledge transfer.

Should your staff have any questions regarding this funding please contact Janice Taylor, Senior Manager (A), MISA Liaison Group at (416) 212-4718 or [Janice.E.Taylor@Ontario.ca](mailto:Janice.E.Taylor@Ontario.ca).

Should your staff have any questions regarding the OnSIS enhancement(s) please contact Rick Bent, OnSIS Manager, Data Collection & Acquisition / OnSIS at (416) 325-4324 or [Rick.Bent@Ontario.ca](mailto:Rick.Bent@Ontario.ca).

Thank you for your ongoing leadership and support of the ministry's sector-wide modernization efforts.

Sincerely,

*Original signed by*

Taddesse Haile  
Director  
Education Statistics and Analysis Branch

*Original signed by*

Joshua Paul  
Director  
Education Finance Branch

#### Attachments

- Ontario Transfer Payment Agreement, ERI 2015-16 School Year Phase Two Funds
  - Appendix 1 to Schedule "C", 2015-16 ERI Phase Two Planning and Reporting template
- c. School Board MISA Leader  
School Board OnSIS Contact  
School Board Senior Business Official  
School Board ERI 2014-15 School Year Phase One Funds Contact