

Ministry of Education

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MEMORANDUM TO: Principals of Private Schools

FROM: Anthony Di Lena

DATE: July 11, 2011

SUBJECT: **NOTICE OF INTENTION TO OPERATE A PRIVATE SCHOOL 2011-2012 (NOI) REMINDER**

Registration of private schools with the Ministry of Education is required on an annual basis, pursuant to the *Education Act*. Registration for the 2011-2012 school year is now underway. **This is a reminder that the due date to submit the NOI is September 1, 2011, but early submission is encouraged.**

Electronic Submission:

As indicated in the Ministry of Education's May 2011 memorandum, the Ministry is pleased to introduce the electronic NOI. All private schools that submit data electronically through OnSIS are now **required** to submit the NOI electronically. A user guide and other resources can be downloaded from the *What's New* section of the OnSIS application.

Failure to submit the NOI by the deadline of September 1, 2011 will result in the revocation of the private school's BSID number and the school will not be listed as a registered private school on the Ministry's website.

We look forward to working with you and your staff in the coming school year.

Sincerely,

A handwritten signature in black ink that reads "Anthony Di Lena".

Anthony Di Lena
Coordinator, Private Schools and Attendance Unit

cc: Regional Leads