

## Ministry of Education Memorandum To Principals of Private Schools INFORMATION ITEMS Fall 2011

MEMORANDUM CONTAINS INFORMATION ON:	<b>NOTICE OF INTENTION TO OPERATE A PRIVATE SCHOOL (NOI)</b>
Notice of Intention	1 <b><i>Electronic NOI Submission:</i></b> The Ministry of Education was pleased with the uptake of the electronic NOI. The electronic NOI improves the Ministry's overall ability to communicate and access information. Work will continue over the coming months to address glitches and ensure that the electronic NOI provides a fast, reliable method of NOI submission and reassurance that the NOI is complete upon submission.
Inspections	1
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Advertising	2 All private schools that submit data electronically through OnSIS are <b>required</b> to submit the NOI electronically. The next NOI submission is due <b>September 1, 2012</b> . A reminder will be provided in Spring 2012 of this requirement.
OnSIS	2 For those private schools that do not have the ability to submit data electronically through OnSIS, a hard copy NOI may be submitted.
Locally Developed Courses	3
OSR/OST Forms	3 <b><i>INSPECTION FEES</i></b> Under s.16(7) of the <i>Education Act</i> , the Ministry may charge a fee for inspection in respect to the standard of instruction in subjects leading to the Ontario Secondary School Diploma. Schools will receive an invoice following the inspection. Ontario government policy stipulates that interest is to be charged on amounts outstanding after 30 days. The fee schedule for inspections held during 2011-2012 school year is \$1,650. Please note that invoices for inspection fees are generated by the Ministry of Finance. The rate is specified by the Ministry of Finance. Note that NOI's will not be processed until all outstanding payments for inspections are made. Failure to pay invoices may also result in revocation of credit-granting authority.
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### PRIVATE SCHOOL INSPECTIONS

#### ***INSPECTION REMINDERS***

Private schools are required to have a permanent principal at all times. This requirement is particularly important for inspection purposes.

Please be sure to maintain all evaluations of students for a period of at least one year, including student portfolios, tests, quizzes, essays, mid term and final exams. Inspectors will ask for samples during the inspection process.

#### ***UNANNOUNCED INSPECTIONS***

As in the past, there may be instances where inspections are required on an annual basis, and occasionally, on a more frequent basis. There may also be instances where there is a need to inspect a school without notice. Please be reminded that unannounced inspections may be performed at the discretion of the Ministry in accordance with s. 16(6) of the *Education Act*. The focus of these inspections is normally on credit integrity.

In the instance of an unannounced inspection, the private school principal or school representative who is on-site that day will be informed of the purpose, which may or may not entail a full school inspection by the inspector upon arrival. The preliminary results and/or observations from the inspection will be communicated to the principal, as well as any follow-up actions required by the school. There will be no fee for an unannounced inspection; however, if, as a result of a visit a scheduled inspection is required within the same school year, a full inspection fee will apply.

## ALL PRIVATE SCHOOLS

### **DEFINITION OF A PRIVATE SCHOOL:**

"Private school" means an institution at which instruction is provided at any time between the hours of 9:00a.m. and 4:00p.m. on any school day for five or more pupils who are of or over compulsory school age in any of the subjects of the elementary or secondary courses of study and that is not a school as defined in this section; (*Education Act, 1990*).

Please be advised that should an established private school not continue to meet the definition of a private school, the Ministry may revoke the BSID number of the school. For example, if the school does not have five pupils of compulsory school age enrolled, the school risks revocation of its BSID number.

Please note that the BSID number assigned to each private school is for the exclusive use of that school. Private schools shall not allow their BSID number to be used by other institutions.

### **ONTARIO SCHOOL INFORMATION SYSTEM (OnSIS):**

Private school principals are reminded of their requirement under the *Education Act* to submit statistical data to the Ministry of Education. Schools with computer/internet access are required to submit the required information through OnSIS. If your school is not presently in compliance, it is important that you contact OnSIS to discuss the requirements in greater detail.

Section 16(5) of the *Education Act, 1990* states "the principal, headmaster, headmistress or person in charge of a private school shall make a return to the Ministry furnishing such statistical information regarding enrolment, staff, courses of study and other information as and when required by the Minister, and any such person who fails to make such return within sixty days of the request of the Minister is guilty of an offence and on conviction is liable to a fine of not more than \$200".

Without delay, please e-mail OnSIS at [onsis\\_sison@ontario.ca](mailto:onsis_sison@ontario.ca) or telephone at 1-888-275-5934 or 416-212-6366 to learn about your school's obligations. Some schools may find it helpful to know that private sector consultants offer data support on a fee-for-service basis. Please be advised that the Ministry is not affiliated with such companies and does not provide referrals.

### **ONTARIO COURSE CODES**

Non-inspected private schools are reminded that Ontario course codes developed by the Ministry of Education must not appear on a transcript issued by a non-inspected school that does not have authority to grant credits toward the Ontario Secondary School Diploma (OSSD). Schools wishing to become an inspected private school offering credits toward the OSSD must request an inspection on the Notice of Intention to Operate a Private School for the 2011-2012 school year.

### **ADVERTISING**

All Schools are reminded that they must not use, represent, imply or otherwise advertise to their clients that the Ministry of Education has approved or accredited the school's academic program. Schools may only indicate that they are registered with the Ministry of Education.

## ADDITIONAL QUALIFICATION COURSES

Teachers in Ontario schools applying for certain levels of additional qualification courses will require the signature of a Ministry Supervisory Officer on their application.

Teachers should send to their regional office:

- The original completed university application form;
- A copy of their OCT Certificate;
- A letter from the principal, on school letterhead, confirming the number of years of teaching experience, and the subject and grade level taught; and
- An addressed and stamped return envelope or contact your regional office to fax your documents.



The principal's letter provides confirmation that the applicant has the required experience for entry into the course.

Incomplete documentation will result in a delay for processing the application. **Please send documentation to your regional office. The addresses are listed on the page 4.**

## INSPECTED PRIVATE SECONDARY SCHOOLS

### ***ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)***

The OSSLT will be administered by the Education Quality and Accountability Office (EQAO) on March 31, 2011. The website of the office is [www.eqao.com](http://www.eqao.com) and they also may be reached at 1-888-327-7377. Inspected private schools are to ensure that they are registered with the EQAO.

### ***ONTARIO EDUCATION NUMBERS (OEN)***

Inspected private schools are reminded that they are required to use an OEN for each student enrolled in a credit course(s) in their school(s). Implementation in private non-inspected schools has not yet been scheduled. The OEN Coordination Group can be reached at 416-212-6366 or 1-888-275-5934 or [oem\\_biso@ontario.ca](mailto:oem_biso@ontario.ca).

### ***POLICY AND PROGRAM MEMORANDA***

Numbered policy directives are issued to District School Boards and school authorities to outline the Ministry of Education's expectations regarding the implementation of Ministry policies and programs.

<http://www.edu.gov.on.ca/extra/eng/ppm/ppm.html>

### ***GROWING SUCCESS***

As of September 2010, assessment, evaluation, and reporting in Ontario schools must be based on the policies and practices described in this document. This document aims to maintain high standards, improve student learning, and benefit students, parents, and teachers in elementary and secondary schools across the province.

*Growing Success: Assessment, Evaluation and Reporting in Ontario's Schools, First Edition Covering Grades 1 to 12*  
(<http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>)



### ***EDUCATION POLICY AND PROGRAM UPDATE***

The *Education Policy and Program Update to April 30, 2010 (EPPU)* replaces the June 30, 2009 update. *The EPPU, 2010* provides a summary of the changes to secondary school policy, program and diploma requirements currently described in *Ontario Secondary Schools, 1999 (OSS, 1999)*. This document also lists other policy and program changes, recent initiatives and resources that impact elementary and secondary schools.

Part A of this guide is structured to parallel the table of contents of *OSS, 1999*; unless a change is indicated, all other provisions outlined in any given section of *OSS, 1999* remain in effect, unchanged. Part B of this document identifies policies and programs introduced since 1999 that affect schools, from Kindergarten to Grade 12. Part C outlines a selection of recent initiatives and resources that do not represent new policy but have an impact on, and support the efforts of, Ontario schools  
[http://www.edu.gov.on.ca/eng/policyfunding/Education\\_Program\\_2010.pdf](http://www.edu.gov.on.ca/eng/policyfunding/Education_Program_2010.pdf)

### ***CURRICULUM UPDATES:***

Curriculum documents can be accessed at: <http://www.edu.gov.on.ca/eng/curriculum/secondary/>

In order to assist teachers with planning their programs while incorporating financial literacy knowledge and skills, the Ministry has developed documents detailing the *Financial Literacy Scope and Sequence of Expectations* in the secondary curriculum. Secondary Financial Literacy Scope and Sequence of Expectations documents are now posted on the Ministry website at: [www.edu.gov.on.ca/eng/document/policy/FinLitGr9to12.pdf](http://www.edu.gov.on.ca/eng/document/policy/FinLitGr9to12.pdf) (PDF, 1.44 MB)

This resource document has been prepared to assist teachers in bringing environmental education into the classroom in each discipline in Grades 9 to 12.

[www.edu.gov.on.ca/eng/curriculum/secondary/environ9to12curr.pdf](http://www.edu.gov.on.ca/eng/curriculum/secondary/environ9to12curr.pdf) (PDF, 1.3 MB)

### ***LOCALLY DEVELOPED COURSES:***

Private schools that offer locally developed courses are reminded that Ministry approval is valid for three years. The onus is on the school to provide proof of currency of a locally developed course during an inspection. The deadline for submission of locally developed courses is March 31 of any given year. Private schools should note that the review of locally developed courses can take up to six months after the deadline for submission. The information regarding regional offices is on page 4.

**OSR/OST FORMS:**

The Lowe-Martin Group (LMG) is responsible for the printing and distribution of Ontario Student Records (OSR) and Ontario Student Transcripts (OST). To order OSR and OST forms, private schools must register on the LMG website at: <http://www.LMGROUP.com/order/omnicomplex/registrar.asp>.

**DIPLOMAS AND CERTIFICATES:**

The form to order Ontario Secondary School Diplomas (OSSD), Ontario Secondary School Certificates (OSSC), Certificates of Accomplishment (COA), Secondary School Graduation Diplomas (SSGD) and Ontario Scholars can be accessed in the following ways:

- On the Ministry's website at: <http://www.edu.gov.on.ca/eng/general/elemsec/privschr/index.html>;
- By contacting the Education Statistics and Analysis Branch: [diplomas@ontario.ca](mailto:diplomas@ontario.ca) or (416) 325 2277.

**REPORT CARDS/TRANSCRIPTS**

The authority to issue an Ontario Student Transcript belongs with the school that maintains the Ontario Student Record. If a principal of a private school grants a credit and does not maintain the OSR, then the results of that credit will be communicated through the final report card to the school maintaining the OSR.

The credit will be transferred to the OST at the school where the OSR is maintained as per s. 3.3 of the *Ontario Student Record Guideline, 2000*. Private schools are not required to use the Provincial Report Card, but they are required to issue a Report Card to a student that will clearly communicate the results of the credit that has been granted by the principal of the school.

**CONTACT:**

For further information regarding private schools, contact *Natalie Vandongen, Program Assistant*, at 416-325-1981 ([Natalie.Vandongen@Ontario.ca](mailto:Natalie.Vandongen@Ontario.ca)), *Anthony Di Lena, Coordinator*, at 416-325-1958 ([Tony.DiLena@Ontario.ca](mailto:Tony.DiLena@Ontario.ca)) or a Regional Office listed below

## MINISTRY OF EDUCATION REGIONAL OFFICES

**Barrie Regional Office**

Field Services Branch, Ministry of Education  
20 Bell Farm Road, Unit #9  
Barrie ON L4M 6E4  
Telephone: (705) 725-7627  
Toll Free: 1-800-471-0713  
Fax: (705) 725-7635  
Toll Free Fax: 1-800-471-2584

**Ottawa Regional Office**

Field Services Branch, Ministry of Education  
1580 Merivale Road, Suite 504  
Nepean ON K2G 4B5  
Telephone: (613) 225-9210  
Toll Free: 1-800-267-1067  
Fax: (613) 225-2881

**London Regional Office**

Field Services Branch, Ministry of Education  
217 York Street, Suite 207  
London ON N6A 5P9  
Telephone: (519) 667-1440  
Toll Free: 1-800-265-4221  
Fax: (519) 667-9769

**Thunder Bay Regional Office**

Field Services Branch, Ministry of Education  
615 James Street South, 1<sup>st</sup> Floor, Suite 100  
Thunder Bay ON P7E 6P6  
Telephone: (807) 474-2980  
Toll Free: 1-800-465-5020  
Fax: (807) 474-2999

**Sudbury/North Bay Regional Office**

Field Services Branch, Ministry of Education  
199 Larch Street, Suite 1103  
Sudbury ON P3E 5P9  
Telephone: (705) 474-7210  
Toll Free: 1-800-461-9570  
Fax: (705) 564-4233

**Toronto and Area Regional Office**

Field Services Branch, Ministry of Education  
3300 Bloor Street West, Suite 3610  
Sun Life Financial Centre - Centre Tower  
Etobicoke ON M8X 2X3  
Telephone: (416) 325-6870  
Toll Free: 1-800-268-5755  
Fax: (416) 325-4153