

MEMORANDUM TO: Principals of Private Schools
FROM: Jennifer Young
(A) Coordinator, Private Schools and Attendance
DATE: October 22, 2009
SUBJECT: INFORMATION ITEMS

Every school year, a memorandum is sent to private school principals providing information and reminders pertinent to the school year. This memorandum pertains to school year 2009-2010. Please note that a second memorandum is enclosed advising you that an unannounced inspection may be performed at the discretion of the Ministry in accordance with Section 16(6) of the *Education Act*.

1. BSID NUMBERS

Please note that the BSID number assigned to each private school is for the exclusive use of that school and any of its campuses duly registered with the Ministry. Private schools shall not allow their BSID numbers to be used by other institutions.

2. 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 may request an inspection on the Notice of Intention to Operate a Private School for the 2010-11 school year.

3. TRANSCRIPT AND DIPLOMA PAPER

Principals of inspected schools are reminded to safeguard the proper use of the OST and diploma paper, ensuring appropriate storage in a securely locked compartment on school property

If the school closes or ceases to offer credits toward the OSSD, blank paper should be returned to the Private Schools and Attendance Unit of the Ministry of Education at the address noted on the letterhead above.

4. INFORMATION FOR TEACHERS

Principals should bring the information attached in **Appendix A** to the attention of teachers. The information describes the process teachers must follow if they wish to undertake either of the following:

- Converting an Interim Certificate of Qualification to a Certificate of Qualification.
- Taking an Additional Qualifications Course.

5. DATA COLLECTION

All private schools are reminded of their obligations under s.16(5) of the *Education Act* to provide statistical information to the ministry. Please note that failure to make a return of such information is considered an offence under the *Act*. Instructions with respect to the Ontario Student Information System, which all private schools are required to complete will be forthcoming from the Information Management Branch of the ministry. Questions about data collection should be addressed to onsis_sison@edu.gov.on.ca or 416-212-6366 or 1-888-275-5934.

6. ONTARIO EDUCATION NUMBERS

Inspected private schools are reminded that they are required to use an OEN for each student enrolled in a credit course(s) in their schools. 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 oen_niso@edu.gov.on.ca.

7. INSPECTION FEES

Under s.16(7) of the *Education Act*, the ministry may charge a fee for inspection in respect of 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 the next three school years is as follows:

September 1, 2009 – August 31, 2010	\$1,100
September 1, 2010 – August 31, 2011	\$1,375
September 1, 2011 – August 31, 2012	\$1,650

8. REPORT CARDS/TRANSCRIPTS

The authority to issue an Ontario Student Transcript (OST) belongs with the school that maintains the Ontario Student Record (OSR). 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 section 3.3 of the *Ontario Student Record Guideline*.

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.

9. LOCALLY DEVELOPED COURSES

Please note that the deadline for submission of requests for locally developed courses for school year 2011-12 is March 31, 2010. Further information may be obtained from the *Guideline for Locally Developed Courses* available at <http://www.edu.gov.on.ca/eng/document/curricul/secondary/localdev/locdeve.pdf>. and *Policy/Program Memorandum No. 134, Increase in the Number of Locally Developed Compulsory Credit Courses* available at <http://www.edu.gov.on.ca/extra/eng/ppm/ppm134.pdf> on the Ministry of Education web site.

10. ONTARIO SECONDARY SCHOOL LITERACY TEST

The Ontario Secondary School Literacy Test will be administered by the Education Quality and Accountability Office on April 8, 2010. The web site of the office is www.eqao.com; telephone 1-888-327-7377. Inspected private schools are to ensure that they are registered with the EQAO.

11. ADVERTISING

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. The school may indicate that it is registered with the Ministry of Education.



Jennifer Young