

PURPOSE

Enrolment counts are used to determine funding allocations for **school jurisdictions, funded private schools** and **private ECS operators** and are based on information obtained from Learner Records & Data Exchange.

CONDITIONS

1. All ECS children and all students in grades 1 to 12 who are enrolled and attending a **school** on September 30 of the school year will be counted at the **school** they are attending on that date. Students enrolled after the **count date** will not be counted for funding purposes.
2. A **school authority** may count a student who was not physically in attendance on the **count date** if the student was enrolled and in attendance prior to a **count date** and returned to class within 15 days of that **count date**.
3. A student who was not physically in attendance in any **school authority** on the **count date** but was in attendance in a **school authority** prior to the **count date**, and then changed to a different **school authority** during the **count date** period, may be claimed by the receiving **school authority** if the student was enrolled and in attendance within five days of the **count date**.
4. Students who are receiving their education in a **home education program** provided by their **parents** will be counted by the supervising **school authority** where the student is enrolled on the **count date**.
5. **School jurisdictions** or **funded private schools** offering **year round education** to students in grades 1 to 9 will use **count dates** determined by School Finance on an individual basis to ensure fair and equitable funding for the students they are educating.
6. A priority school conflict occurs when more than one school claims the student on the September 30 **count date**. The priority school is the **school** a student is deemed to have been enrolled in on the September 30 **count date** when more than one **school** is claiming the same student for funding purposes.

Revised

7. Priority school conflicts must be resolved before a **school authority** is entitled to receive funding for a student. When priority school conflicts occur, **school authorities** should make every effort to resolve them as they have first-hand knowledge of the instruction the student is receiving and are in the best position to determine a fair and equitable solution.

Revised 8. If **school authorities** cannot resolve a priority school conflict, they should forward supporting documentation to School Finance for resolution as follows:

For Grades ECS to 9

New Attendance sheets for the months of September and October are required along with any documentation indicating (if applicable) the date of the student's last day of attending **school**.

For Grades 10 to 12

New Instructional minutes for the first term (September through January) are required. These minutes should be based on the actual attendance of the student in all the courses that they were registered in the **school** during the first term. Note: Do not factor in second term class time.

New Example: If a student missed a total of 30 classes in the first term, the instructional minutes should be based on total class time offered in the first term minus the 30 classes missed. Do not default to total class time offered.

In making its decision, School Finance will deem the priority **school** as follows:

- a) The **school** where the student was enrolled, and in attendance, on the **count date**
- b) If the student was enrolled, and in attendance, in two or more **school authorities** on the **count date**:

Revised i) The **school** delivering the majority of instructional minutes in the first term of the current **school** year would be deemed the priority **school**; or

- ii) In situations where instructional minutes are the same for two **school authorities**, funding will be distributed at 50 percent of the basic instruction rate applicable to each **school authority**. In this situation, students will not be counted in the system administration student calculations for either **school authority**.

9. **Priority School Authority Conflict (For Grade 10 Students only)**

New A priority **school authority** conflict occurs when more than one **school authority** claims a grade 10 student on September 30. School Finance Branch will award the applicable grade 10 program funding to the **school authority** where the student was enrolled on the September 30 **count date**.

New If the student was enrolled, and in attendance, in more than one **school authority** on the **count date**, the priority school authority conflict is resolved as follows:

- New**
- i) The **school authority** delivering the majority of instructional minutes in the first term of the current **school** year would be deemed the priority **school authority**; or
 - ii) In situations where instructional minutes are the same for two **school authorities**, funding will be distributed at 50 percent of the applicable program rate to each **school authority**. These students will not be counted in the system administration calculations for either **school authority**.

New Instructional minutes for the first term (September through January) should be based on the actual attendance of the student in all courses they were registered in the **school authority** during the first term. Second term class time is not included.

The following are examples of priority **school authority** conflicts:

- a) Madison Smith is enrolled on September 30 with school authority A and completes 32 credits there. Madison also completes 15 credits at school authority B where Madison was not enrolled as of September 30. Who receives the funding?

New

Answer: Madison Smith was enrolled with School Authority A on September 30, making them the priority school authority. They will receive the full program funding of \$4,997 as Madison earned more than the 31 credits required with the priority school authority. School authority B does not receive any funding.

- b) Allan Johnson is enrolled on September 30 with school authority A and earns 25 credits there. He also earns 15 credits at school authority B and 5 credits at school authority C (he was not enrolled at school authorities B or C as of September 30). Who receives the funding?

New

Answer: Allan Johnson was enrolled with school authority A on September 30, making them the priority school authority. They will receive the partial program rate of \$2498.50 as Allan has earned less than 31 credits with the priority school authority. School authorities B and C receive no funding.

- c) Connor Mah is enrolled on September 30 with school authority A and school authority B. Connor earns 28 credits at school authority A and 15 credits at school authority B. Who receives the funding?

New

Answer: Since Connor Mah was enrolled with both school authorities on September 30, a priority school authority conflict occurs and will be communicated to both school authorities via a RACERS turnaround report. The school authority that provides the most instructional minutes would be deemed the priority school authority. If school authority A provides the most minutes, they will receive the partial program rate of \$2498.50 as Connor earned less than 31 credits with the priority school authority. In this case, School authority B receives no funding.

11. Course Conflicts (Grades 10 – 12)

A course conflict occurs when a regular senior high student has a **school** awarded mark reported by two **schools** in the same course, in the same semester and in the same school year. The **school** that delivered the most instructional minutes will be deemed the priority **school**. School Finance will identify these students in a turn-around report for **school authorities**.

New

To resolve these conflicts, the Course Conflict form must be completed and submitted to School Finance Branch via the RACERS program or through paper submission. On this form, the **school** must indicate the number of actual instructional minutes delivered to the student. These minutes should be based on total class time offered minus any class time absent. Do not default to total class time offered.

New

If the student is in grade 10, the **school** that provided the most actual instructional minutes will receive the credits associated with that course. If that **school** is in the student's priority **school authority**, the course credits will be added to the student's profile in determining the applicable grade 10 program funding for that **school authority**. If that **school** is not in the student's priority **school authority**, no funding is received.

New

If the student is in Grade 11 or 12, CEU funding will be awarded to the **school authority** that provided the most actual instructional minutes to the student.

REQUIREMENTS

1. Enrolment counts of students in ECS to grade 12 must be completed on September 30 and reported to the Learner Records & Data Exchange by October 3.
2. The ages of all students and **children** must be determined as of September 1.

CONSIDERATIONS

1. When a **school jurisdiction's** total enrolment increases from the September 30 count to the March 1 count, funding for the enrolment growth is provided under Section 1.15 of this Manual.
2. The Student Information System User's Guide provides additional information for reporting student enrolments.