

**PUBLIC SCHOOLS ENROLMENT
AND CATEGORICAL GRANTS
REPORTING FOR THE
2009/2010 SCHOOL YEAR**

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Ce document existe également en français

This document is available on the Internet at www.edu.gov.mb.ca/k12/finance/index.html.



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INTRODUCTION AND UP-DATE INFORMATION

The Schools' Finance Branch collects data necessary to perform the various grant calculations for divisions under the Funding of Schools Program. Data is collected through the use of EIS Collection and the FB series of forms. This document will assist school divisions in meeting the requirements for the reporting of enrolment and categorical grant data and information for the 2009/2010 school year. For detailed information regarding funding criteria and eligibility, please refer to the *Funding of Schools 2009/2010 School Year* booklet available on the Internet (see Appendix A). Please note that the legislative and regulatory documents that support the Funding of Schools Program remain the authoritative source.

Enrolment and categorical data reported by divisions through EIS Collection is captured by school divisions on diskette or CD and submitted to the Schools' Finance Branch. Information on reporting requirements, indicators and codes used in EIS Collection is provided in **Part I: Reporting with EIS Collection**. Information on reporting and submission requirements and file location on the Internet for FB forms is provided in **Part II: Reporting with FB Forms**.

Improvements in wording for purposes of clarification have been made in various sections throughout this booklet. The primary changes from the 2008/2009 instruction booklet and other pertinent information are listed below.

- The **DEADLINE** for submission of **September 30, 2009** data to the Schools' Finance Branch is **October 15, 2009**.
- The EIS CERT, FB forms and other required reports from EIS Collection must be signed, dated and submitted as originals. Locally developed computerized reports that meet the data and certification requirements of the appropriate FB form may also be submitted with prior approval.
- Where indicated, MET #'s and enrolment codes must be provided for pupils on FB forms.
- Requests for adjustments (Part I Section 6) must be in writing, signed by the secretary-treasurer and superintendent. A brief explanation of the reason for the adjustment is required. Requests for changes to pupil data **MUST** include MET #'s, Enrolment Codes and Date of Birth.
- Although divisions are no longer required to submit report **FB 123C - School Course Load**, it remains important to up-date the **Maximum Course Load** field accurately (see Part I Section 1.11) because the data reported is included in the EIS certification statement (EIS CERT).
- The **DEADLINE** for submission of the **FB 113D - Verification of Attendance Report** and **FB 113N - Request for Addition of a New Manitoba Resident Pupil** forms is December 7, 2009 (Part II Section 5). **Late submissions will not be processed.** Divisions are reminded that form **FB 113N** is not required for pupils reported on the **FB 113D**.

- Report **FB113D – Summary**, a control report for the **FB 113D - Verification of Attendance Reports** (Part II Section 5) is introduced. The report summarizes enrolment code 300 data by school, by grade and is for school division use only.
- An entry in the **Eligible %** field (Part I Section 1.13) is no longer required for adult pupils reported with non-supportable **enrolment codes 310, 320, 340 and 390**.
- The criteria for **enrolment code 210 - Foreign Exchange - Inbound** (Part 1 Section 1.8) has been revised to include only those foreign pupils attending school in Manitoba under reciprocal and equal exchange who are under 21 years of age as of December 31st, do not have the equivalent of a Manitoba high school diploma from another jurisdiction and are not charged a fee. Reciprocal and equal exchange means that the exchange must be one in/one out of the same school division for the same length of time, with the exchange completed by the end of the school year.
- Divisions are no longer required to report Manitoba pupils who are participating in a foreign exchange and attending school outside of the Province of Manitoba on September 30th. **Enrolment code 220 - Foreign Exchange - Outbound** and the **Foreign Exchange Sponsor** field are eliminated. Eligible Manitoba pupils who are not in attendance on September 30th because they are participating in a foreign exchange and who are expected to return by November 30th, can now be reported in enrolment if the criteria for enrolment code 300 (Part I Section 1.8) is met.
- Commencing with the 2009/2010 school year, the point of entry for **English as an Additional Language (EAL)** support for pupils in the **French Immersion** program is now **Grade 1**. For pupils in the **Français** program, the point of entry for EAL support is now **Grade 3**. Validation for **code 171 – EAL (French Program)** in the **Languages** field (Part I Section 4) has been updated to reflect the new criteria.
- The **Students Enrolled with Diplomas (FB 113E)** (Part II Section 5) is a report prepared by Schools' Finance Branch that lists pupils who have been previously reported as graduated but have been reported in enrolment without a diploma indicator. The FB 113E report is now a standard verification report that divisions will receive on an annual basis.
- The reporting date for the **FB 190 - Leased Space Survey** (Part II Section 7) is now September 30th with a due date of October 15th.
- NIL reports are no longer required for the **FB 115 - Senior Years Technology Education** series of forms or the **FB 107A - Eligible Board and Room Pupils-Additions between Oct 1st and June 30th**.
- Report **FB 100 - Eligible Enrolment Summary**, for school division use, is introduced on EIS Collection. This report calculates total and eligible enrolment for the Funding of Schools Program by school and reconciles to reports EIS CERT, FB 118, FB 121B, FB 122A, FB 123 and FB 124.

- The following Schools' Finance Branch reports on EIS Collection 2009 have been modified: **EIS CERT Part 2** now separates code 300 counts for a total enrolment count and a file total count, the counts on **FB 113B** and **FB 113C** no longer include code 300 pupils, **FB 118A** is now **FB 118** (foreign exchange inbound no longer includes sponsoring organization or eligible %) and **FB122A** (non-supportable pupils excluding nursery pupils no longer includes an eligible % column). **FB 118B** (foreign exchange outbound) has been deleted.
- The **Contact List** has been up-dated.
- **Appendix A** topic-specific web-site addresses that provide further information in support of, or related to, grant calculations and criteria, have been up-dated
- **Appendix E – Checklist** has been up-dated to reflect the actual due dates for the 2009/2010 year.

The collection of personal information submitted by divisions is authorized under *The Public Schools Act* and the *Funding of Schools Program Regulation (M.R.259/2006)*. The personal information reported will be used for the purpose of determining and verifying funding eligibility and program requirements under the Funding of Schools Program and for statistical use. It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. Any questions about the collection can be directed to: Coordinator, Program Analysis & Development, Schools' Finance Branch at 204-945-3511.

PART I: REPORTING WITH EIS COLLECTION

Definitions, reporting requirements, codes and indicators specific to the data fields displayed on the **Enrolment** tab/screen in EIS Collection are discussed in this section.

Information on individual data fields can be found by using the 'content-sensitive help' features in EIS Collection.

Definitions

Adult Pupil	A pupil 21 years of age or older at December 31 st or a pupil, regardless of age, who has been issued a diploma or a certificate of completion.
Certificate of Completion	A certificate of completion for an Individualized Senior Years Program issued under authority of the <i>High School Graduation Requirements Regulation</i> (M.R. 167/99) (see Appendix A).
Designated School	The school that a school board designates a pupil to attend. The designated school is generally the closest school to the pupil's residence within their resident school division that offers the most appropriate education required by the pupil and which has available space. School boards also have the authority to designate the out-of-division school to be attended for programs not offered locally.
Diploma	A high school diploma issued under authority of the <i>High School Graduation Requirements Regulation</i> (M.R. 167/99) (see Appendix A) or equivalent standing from another jurisdiction.
Division	A school division, school district or special revenue school district.
Receiving Division	The division, other than the resident division, where a pupil attends.
Reporting Division	The division reporting enrolment, categorical and other data in support of the Funding of Schools Program.
Resident Division	The resident division is the division which the pupil is considered to be a resident of, based on criteria set out in the definition of resident pupil in <i>The Public Schools Act</i> (see Appendix A and Section 1.9).
School of Choice	A school chosen by the pupil other than the one designated by the school board.

1. ENROLMENT

Enrolment must be reported in accordance with the administrative requirements, guidelines and definition of an enrolled pupil described in Sections 1.1 and 1.2. The data fields required for reporting enrolment detail are outlined in Sections 1.3 to 1.15.

1.1 Administrative Requirements and Reporting Guidelines

The following administrative requirements ensure that there are procedures, practices and controls in place at the school and division level that provide assurance that enrolment is both accurate and in accordance with the definition of an enrolled pupil:

- i) Enrolled pupils reported as per point a) of the Definition of an Enrolled Pupil (Section 1.2) are supported by an actual pupil count signed by a teacher. Homeroom teachers **must** report attendance by indicating on a classroom list the pupils that were present. In cases where there are no homeroom teachers, each classroom teacher for every class on September 30th **must** complete the attendance report. In both cases, **marking absences is not sufficient. Attendance reports must be signed and dated by the reporting teacher.**
- ii) All pupil enrolment on a school basis must be verified by the principal as being accurate and in accordance with the definition of an enrolled pupil.
- iii) Enrolled pupils reported as per points b) and c) of the Definition of an Enrolled Pupil (Section 1.2) must be verified as accurate through documentation signed by a classroom/homeroom teacher and/or by the principal of the school.
- iv) Documentation in support of the definition of an enrolled pupil does not have to be submitted to the Schools' Finance Branch, but must be on file in the division.
- v) The superintendent and secretary-treasurer are responsible for ensuring the establishment and maintenance of procedures, practices and controls at the school and division level, which provide assurance that the enrolment data reported to the Schools' Finance Branch is accurate and in accordance with the definition of an enrolled pupil.
- vi) Enrolment must be reported electronically using EIS Collection (see Section 5) and submitted on diskette or CD to the Schools' Finance Branch, accompanied by certification from the superintendent and the secretary-treasurer that the enrolment data is accurate and in accordance with the definition of an enrolled pupil.
- vii) The divisional external auditor will audit the EIS Enrolment File Verification Report (see Section 5) and report on same in the annual Auditor's Report on Enrolment.

Reporting Guidelines

- i) Where reference to a specific date is made, and the specific date of reference falls on a weekend or a holiday, then the specific date becomes the last day of school prior to the weekend or holiday.
- ii) Where the reference to a specific date is made, and the specific date of reference falls on a day when a school is closed for an in-service, then the alternate date of reference for that school becomes the last day of school prior to the in-service day.
- iii) Where a pupil has been reported in more than one school, and one of those schools was closed due to an in-service day on the specific date of reference, the pupil will be

included in the enrolment of the school that was open on the specific date of reference if the pupil was in attendance on the specific date of reference.

- iv) Pupils attending for second semester only should not be reported in enrolment. Second semester courses may be used only in the calculation of eligible percentages for enrolled pupils in attendance for a minimum of one course in the first semester.
- v) Where more than one division has reported the same pupil, the pupil will be included in the enrolment of the school:
 - a. in which the pupil was in attendance on September 30th, or
 - b. if the pupil is in attendance in more than one division on September 30th, the school where the pupil is deemed to be in regular attendance for the duration of the school year, or
 - c. if the pupil was not in attendance on September 30th, the school where the pupil is deemed to be in regular attendance for the duration of the school year.
- vi) Where a pupil is enrolled in two divisions on September 30th and is expected to remain enrolled in two divisions, the pupil is included in the enrolment of:
 - a. the resident division, or
 - b. if neither is the resident division, the division where the pupil is taking the greater number of approved courses during the regular school day.
- vii) A pupil enrolled in a public school and a funded independent school on September 30th is included in the enrolment of:
 - a. the school where the pupil is taking the greater number of approved courses, or
 - b. the public school, if the pupil is in Kindergarten.

1.2 Definition of an Enrolled Pupil

An enrolled pupil is a pupil who meets any one of the provisions listed below. For purposes of the definition of an enrolled pupil, school means a school in any division or a funded independent school, unless otherwise specified.

a) In Attendance on September 30th

An enrolled pupil is a pupil who is registered in a school on or before September 30th and is in attendance on September 30th.

b) Not in Attendance on September 30th but in attendance on or before October 10th

An enrolled pupil is a pupil who is not in attendance in any school on September 30th, who was:

- i) registered in a school in the reporting division on or before September 30th and begins or resumes regular attendance in the same school or another school in the reporting division between October 1st and October 10th (inclusive), or
- ii) registered and in attendance in a school in another division or a funded independent school on or before September 29th but registers and begins regular attendance in a school in the reporting division between October 1st and October 10th (inclusive), or

- iii) not in attendance in any school on or before September 29th but who registers and begins regular attendance in a school in the reporting division between October 1st and October 10th (inclusive).

c) Other Provisions

- i) An enrolled pupil is a pupil who, on or before October 10th:
 - a) registers with the reporting division, and
 - b) provides written documentation that they will be in regular attendance beginning on or before November 30th, and
 - c) has not been in attendance on or before October 10th in any school in Manitoba.See enrolment code 300 (Section 1.8) for reporting instructions and verification requirements.
- ii) An enrolled pupil is a pupil who, having re-located from another province or country, has established residency in Manitoba on or before October 10th, and has:
 - a) resident pupil status (see Section 1.9) and
 - b) not been in attendance on or before October 10th in any school in Manitoba, and
 - c) registered and begun regular attendance on or before November 30th in a school in the reporting division.

This provision does not apply to Temporary Residents. To add qualifying pupils to eligible enrolment, divisions are required to submit a completed **FB 113N – Request for Addition of a New Manitoba Resident** by December 7th (see Part II, Section 5, for reporting instructions and verification requirements).

1.3 Age on December 31

The **Age on December 31** field automatically calculates and displays the age of the pupil on December 31, 2009. No entry is required in this field.

1.4 School

The **School** field is for reporting the school where the pupil is enrolled and in attendance on the reporting date. Pupils being reported for transportation or board and room support only (i.e. 500 series enrolment codes – see Section 1.8) are reported without a school name (i.e. blank field).

1.5 School Student Number

The **School Student #** field is for reporting a locally assigned student number (not the MET number) used for the pupil in the school, if applicable.

1.6 Enrolment Date

The **Date** field is the date the pupil begins school for the current school year (i.e. September 7, September 10, etc). This does not refer to the reporting date used for the calculation of provincial funding.

1.7 Grade

The **Grade** field is for reporting the grade or level in which the pupil is enrolled in at the reporting date. Please note that SE refers to pupils aged 4 to 13 years in special un-graded classes and SS refers to pupils age 14 or older in special un-graded classes.

1.8 Enrolment Codes

Divisions are responsible for determining a pupil's eligibility for funding under the Funding of Schools Program and reporting that status through EIS Collection using enrolment codes. Eligible enrolment, used for funding purposes, is compiled on the basis of the enrolment data submitted by divisions to the Department through EIS Collection. The *Funding of Schools* booklet (see Appendix A), should be referred to for details of the grant calculations based on eligible enrolment. Eligible enrolment is calculated as follows:

Total enrolment (does not include pupils reported with enrolment codes 300, 410, 420, 421 and 500 series enrolment codes) on September 30th less:

- (a) nursery pupils (all enrolment codes)
- (b) ½ of the number of kindergarten pupils
- (c) non-supportable pupils (enrolment codes 210, 310, 320, 340, 390, including ½ of the number of kindergarten pupils with these codes)
- (d) the non-supportable portion of enrolment for eligible adult pupils (100 series enrolment codes)

plus:

- (e) pupils who are enrolled in public schools in neighbouring provinces (enrolment codes 420 and 421)
- (f) the supportable portion of enrolment for home schooled pupils (enrolment code 410).

The **Enrolment** field is for entering enrolment codes and is required for all pupils. Enrolment code definitions are:

100 Regular - Resident of Division

Pupils attending the designated school in the resident division.

101 Regular - Resident of Division for a School of Choice

Pupils attending a school of choice in the resident division rather than the designated school.

105 Regular - Resident of Division Claimed for Board and Room Support

Resident pupils required to live away from home to attend a school in the resident division for a program not offered in the designated school, who would also be required to travel a minimum one-way distance of 80 kilometers from their residence to the school attended.

NOTE: *Pupils exercising choice, pupils attending public schools in adjoining provinces and adult pupils (see Part I - Definitions) are not eligible for board and room support.*

Pupils claimed for board and room support on September 30th are not eligible for transportation support on September 30th.

110 Regular - From Another Division for a Program Not Offered

Pupils attending a designated school outside the resident division for a program not offered in the resident division.

120 Regular - From Another Division For A School of Choice

Pupils attending a school outside the resident division for a program that is offered in the resident division.

130 Regular - DSFM (Residing Within Boundaries) – DSFM Use Only

Entitled or non-entitled pupils residing within the DSFM boundaries (see Appendix D) and attending a DSFM school. The resident division is the division that pays the Special Levy to the DSFM on behalf of these pupils.

135 Regular - DSFM (Residing Outside Boundaries/Program Not Offered) – DSFM Use Only

Entitled or non-entitled pupils residing outside the DSFM boundaries (see Appendix D) and attending a DSFM school for a program not offered in the resident division. The resident division is the division that pays the residual fee to the DSFM on behalf of these pupils.

136 Regular - DSFM (Residing Outside Boundaries/School of Choice) – DSFM Use Only

Entitled or non-entitled pupils, residing outside the DSFM boundaries, (see Appendix D) and attending a DSFM school for reasons of choice. The resident division is the division that pays the transfer fee to the DSFM on behalf of these pupils.

140 Regular - From Flin Flon, Saskatchewan – For Flin Flon School Division Use Only

Pupils from Flin Flon, Saskatchewan attending a school in Flin Flon School Division.

190 Regular - Supportable Temporary Resident

Foreign pupils under the age of 18, accompanied by parents who are in Canada under one of the following Citizenship and Immigration Canada authorities:

- Work Permits, Study Permits, and Temporary Resident Permits with either an accompanying work or study permit;
- Visiting Forces Act;
- Refugee Determination Process (child refugee claimants do not require parental accompaniment to be supportable);

Foreign pupils 18 years of age or older, who are dependants of parents in Canada under the authorities listed above and who were attending school in Manitoba and eligible for funding prior to becoming 18 years of age.

Pupils reported with this enrolment code are not charged fees by the school division. Please refer to the *Funding for Temporary Residents Policy*, (see Appendix A) for further details. See enrolment codes 210 and 390 for the coding of foreign pupils who do not meet the criteria for enrolment code 190.

210 Foreign Exchange - Inbound

Foreign pupils attending school in Manitoba under reciprocal and equal exchange who are under 21 years of age, do not have the equivalent of a Manitoba high school diploma from another jurisdiction and are not charged a fee. The exchange must be one in/one out of the same school division for the same length of time, with the exchange completed by the end of the school year. See enrolment codes 190 and 390 for the coding of foreign pupils who do not meet the criteria for enrolment code 210.

300 Non-Supportable - Not in Attendance/Expected by November 30th

Pupils who qualify as enrolled pupils under point c) i) of the Definition of an Enrolled Pupil (see Section 1.2). Reporting divisions should ensure that the pupil was not registered and in attendance in any other division on or before October 10th. Reporting divisions are required to provide a completed **FB 113D – Verification of Attendance Report for Enrolment Code 300** (see Part II, Section 5) by December 7th certifying that the pupil is in regular attendance beginning on or before November 30th and providing enrolment coding and other information confirming the pupil's funding eligibility status.

310 Non-Supportable - Canada Supported Pupil

Pupils who reside on land owned or administered by the Government of Canada, including national parks, and for whom the Government of Canada makes contributions to the division for the education of these pupils.

320 Non-Supportable - Other Pupils

Pupils that do not meet the criteria for Canada Supported Pupils (310), First Nations Pupils (340) or Temporary Residents (390), who are not resident of any division in the Province of Manitoba or for whom the cost of education is paid from sources other than a division.

340 Non-Supportable - First Nations Pupil

First Nations pupils attending a public school who are not resident of any division and for whom a First Nations Band or the Government of Canada makes contributions to the division for the education of these pupils.

NOTE: *First Nations pupils attending a public school and residing in a division with parents or, through due process of the law, with a legal guardian are considered resident pupils and eligible for provincial funding unless a First Nations Band or the Government of Canada is making contributions to the cost of their education.*

First Nations pupils who are 18 years of age or older, residing in a division are considered resident pupils and eligible for funding unless a First Nations Band or the Government of Canada is making contributions to the cost of their education.

*First Nations pupils eligible for provincial funding should be reported with the appropriate **100 series** enrolment code.*

390 Non-Supportable - Temporary Resident

Foreign pupils under the age of 18:

- accompanied by parents who are in Canada as visitors or on Temporary Resident Permits as visitors, or
- who are unaccompanied by parents and without a legal guardianship arrangement that will meet the residency requirements under *The Public Schools Act* (child refugee claimants exempt).

Foreign pupils 18 years of age and older, that are attending a Manitoba school for the first time, or had previously attended school in Manitoba but were not eligible for provincial funding.

At the discretion of the school division, pupils reported with this enrolment code may be subject to fees. Please refer to the *Funding for Temporary Residents Policy* (see Appendix A) for further details. See enrolment codes 190 and 210 for the coding of foreign pupils who do not meet the criteria for enrolment code 390.

410 Home School Pupil

Home school pupils, registered with the Home Schooling office (see Appendix A), who attend school to receive instruction in approved Manitoba curriculum courses or in accordance with an Individual Education Plan (IEP) taught by Manitoba certified teachers.

NOTE: *An entry is required in the **Eligible %** field on the Enrolment Screen (see Section 1.13). Home school pupils are not eligible for transportation, board and room, Heritage Language or English as an Additional Language support. All other eligible funding, including Level II and III Special Needs support, is provided on a prorated basis according to eligible percentage.*

420 Attending a Public School in an Adjoining Province for a Program Not Offered

Pupils attending a public school in an adjoining province for a program not offered in the resident division, **which has been approved** by the resident division. These pupils are reported in the enrolment of their designated school in the resident division and are eligible for transportation support subject to program not offered transportation eligibility criteria.

NOTE: *Adult pupils are not eligible for support*

421 Attending a Public School in an Adjoining Province for a School of Choice

Pupils attending a public school in an adjoining province for a program offered in the resident division, **which has been approved** by the resident division. These pupils are reported in the enrolment of their designated school in the resident division and are not eligible for transportation support.

NOTE: *Adult pupils are not eligible for support*

500 Series Enrolment Codes

The 500 Series enrolment codes are used by divisions to claim or report pupils who are not enrolled in the reporting division but who are being:

- transported by the reporting division, or
- given an allowance for transportation by the reporting division, or
- claimed for board and room by the resident division.

With the exception of codes 560 and 570, pupils claimed using 500 series enrolment codes must also be reported in the enrolment of the division or funded independent school that they actually attend. Invalid and/or incomplete data causes duplicate MET #'s, enrolment and transportation coding errors.

Reporting divisions/funded independent schools should **coordinate** EIS collection data being reported to ensure that valid combinations of enrolment coding, transportation coding and resident division status and correct MET #'s are being reported. With regard to **enrolment codes 560 and 570**, divisions should ensure that proper MET#'s, consistent names, birth date and gender data are being reported on EIS collection.

The Student Records office can provide or confirm MET #'s for Manitoba students and can be contacted at 1-800-667-2378.

The following fields are required for reporting pupils with a 500 series enrolment code:

- MET #;
- Surname and Given Names;
- Birth Date and Gender;
- Resident Division and Enrolment Date;
- Enrolment Code;
- Transportation Code (where applicable).

500 Attending a Public School in Another Division for a Program Not Offered

Pupils attending a public school in another division for a program not offered in the resident division. This code is used by the resident division for reporting pupils transported (or receiving allowances, where applicable) out of division.

In order to be eligible for transportation support, pupils must be reported with enrolment code 110 – Regular – From Another Division for a Program Not Offered by the receiving division.

505 Attending a Public School in Another Division Claimed for Board and Room Support

This code is used by the resident division for reporting eligible pupils, required to live away from home, who are attending a public school in another division for a program not offered in the resident division and who would be required to travel a minimum one-way distance of 80 kilometers from their residence to the school attended.

In order to be eligible for board and room support, pupils must be reported with enrolment code 110 – Regular – From Another Division for a Program Not Offered by the receiving division.

NOTE: *Pupils exercising choice, pupils attending public schools in adjoining provinces and adult pupils (see Definitions) are not eligible for board and room support.*

Pupils claimed for board and room support on September 30th are not eligible for transportation support on September 30th.

510 Attending a Public School in Another Division for a School of Choice

This code is used by the resident division for reporting pupils transported (or receiving allowances, where applicable) out of division for a school of choice, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A).

In order to be eligible for transportation support, pupils must be reported with enrolment code 120 – Regular – From Another Division for a School of Choice by the receiving division.

520 Attending a Public School in Another Division as a Resident Pupil

Pupils attending a public school in the resident division, but transported by another division on behalf of the resident division. This code is used by the reporting (transporting) division for pupils transported to the resident division.

In order to be eligible for transportation support, pupils must be reported with enrolment code 100 – Regular – Resident of Division by the resident division.

550 Attending a Funded Independent School

Pupils attending and being transported to a funded independent school. To be eligible for funding, a shared service agreement between the funded independent school and reporting division must be in place.

In order to be eligible for transportation support, pupils must be reported in the enrolment of an independent school with transportation code 700 – Transported by Public Division (Shared Service Agreement).

560 Attending an Institutional School

Pupils attending and being transported to an institutional school.

570 Attending a First Nations School - For Frontier School Division Only

Eligible Frontier School Division pupils attending and being transported to a First Nations School.

1.9 Resident Division

The resident division is reported in the **Resident Division** field. The resident division is the division which the pupil is considered to be a resident of based on criteria set out in the definition of resident pupil in *The Public Schools Act* as follows:

“Resident pupil as used to refer to or describe a pupil in a particular school division or school district, means a pupil:

- a) whose parent or legal guardian, with whom he resides, is a resident therein, or
- b) who has attained the age of 18 years and is a Canadian citizen or permanent resident as defined in the *Immigration and Refugee Protection Act* (Canada) resident therein, or
- c) who, by reason of being dealt with under any provision of *The Child and Family Services Act* or the *Youth Criminal Justice Act* (Canada), becomes a resident therein, or
- d) who is designated in writing by the Minister as a resident therein;”

NOTE: For enrolment reporting purposes, DSFM can be a reporting division, but **cannot** be a resident division.

Supportable temporary residents (i.e. enrolment code 190) must be entered as residents of the reporting division.

*Non-supportable pupils (i.e. enrolment codes 310, 320, 340 and 390) and inbound foreign exchange pupils (i.e. enrolment code 210), who are not considered residents of any division, should be entered as ‘**Non-Resident of Any School Division**’.*

1.10 Postal Code (Residence)

The **Postal Code (Residence)** field is for reporting the postal code for the pupil’s physical home address not mailing address.

1.11 Full Course Load

The **Maximum Course Load** fields on the **School Information** screen are for reporting full course loads for Grades 9 to 12 schools in the division. Entry of full course loads is required for all schools reporting Grades 9 to 12 pupils with eligible percentages (see Section 1.13).

Full course load requirements should be reported on the basis of the number of full courses taken in a school year that the reporting division has determined is a full course load for pupils in each of Grades 9 to 12. Full course load does not refer to the number of timetable slots available although, in some cases, full course load may equal the number of available timetable slots.

Examples:

A division requires Grade 9 pupils to be fully time-tabled. There are 5 timetable slots available in each semester. Pupils therefore must take the equivalent of 10 full courses over the year. The full course load for Grade 9 would be reported as 10, which in this case is the same as the number of available timetable slots over the year.

That same division may consider the equivalent of 8 full courses taken over the school year as a full course load for a Grade 12 pupil. In this situation, while the number of available timetable slots is 10, 8 is the number reported in the **Grade 12 Maximum Course Load** field on the **School Information** screen of EIS Collection.

1.12 Diploma Already Attained

The **Diploma already attained** field is completed if a pupil has a diploma, certificate of completion or equivalent standing from another jurisdiction. Where a pupil is reported with a supportable enrolment code and a diploma or certificate of completion, a corresponding entry is required in the **Eligible %** field on the **Enrolment** screen (see Section 1.13).

1.13 Attendance (Eligible %)

The **Eligible %** field is for reporting, where applicable, the percentage of time that a supportable adult or home school pupil is eligible for provincial funding. Appendix C of the *Funding of Schools* booklet (see Appendix A) contains further details respecting funding eligibility and age/diploma/certificate of completion status.

An entry is not required in the Eligible % field for supportable pupils under 21 years of age on December 31st without a diploma or certificate of completion or for pupils reported with non-supportable enrolment codes (i.e. 310, 320, 340 or 390).

Entries are required for all adult pupils reported with supportable enrolment codes, supportable pupils enrolled only in classes beyond the normal school day and home school pupils.

NOTE: *A pupil's age is determined as at December 31st in accordance with the right to attend school, as per subsection 259(1) of The Public Schools Act.*

Second semester courses may only be used in the calculation of eligible percentages for enrolled pupils in attendance for a minimum of one course in the first semester. Pupils attending for second semester only should not be reported in enrolment (see Section 1.1)

a) No Diploma – 21 years of age or older on December 31st

Funding is provided on a prorated basis according to the number of courses being taken up to a maximum of four credits beyond the number required for graduation. Pupils in this category are not eligible for Level II or III Special Needs support, transportation or board and room support.

Eligible % is calculated by determining the maximum number of courses eligible for funding divided by the grade appropriate full course load reported in the **Maximum Course Load** field on the **School Information** screen of EIS Collection (see Section 1.11). The resulting percentage is rounded to the **nearest ten percent** (e.g. 10%, 20%, 30%).

For example:

A pupil 21 years of age or older who is 2 credits short of a high school diploma and is enrolled in 7 courses where 8 courses is a full course load.

Maximum credits allowed beyond graduation	4	
Remaining credits required to graduate	<u>2</u>	
Maximum number of eligible courses remaining		6 (A)
Number of courses enrolled in for the school year		<u>7 (B)</u>
Maximum eligible courses (lesser of A and B)		6 (C)
Full course load for the school year		<u>8 (D)</u>
Eligible Percentage (C/D)		80%

b) Diploma

- i) **Under 21 years of age on December 31st.** Funding, including Level II and III Special Needs support, is provided on a prorated basis according to the number of courses being taken up to a maximum of four credits beyond the number of credits taken by the end of the school year in which graduation occurred. Pupils in this category are not eligible for transportation or board and room support.
- ii) **21 years of age or older on December 31st.** Funding is provided on a prorated basis according to the number of courses being taken up to a maximum of four credits beyond the number of credits taken by the end of the school year in which graduation occurs. Pupils in this category are not eligible for Level II or III Special Needs support, transportation or board and room support.

Eligible % is calculated by determining the maximum number of courses eligible for funding divided by the grade appropriate full course load reported in the **Maximum Course Load** field on the **School Information** screen of EIS Collection (see Section 1.11). The resulting percentage is rounded to the **nearest ten percent** (e.g. 10%, 20%, 30%).

Example 1:

A pupil under 21 years of age with a high school diploma and no additional credits enrolled in 3 courses where 6 courses is a full course load.

Maximum credits allowed beyond graduation	4	
Post Diploma Credits already taken	<u>0</u>	
Maximum number of eligible courses remaining		4 (A)
Number of courses enrolled in for the school year		<u>3 (B)</u>
Maximum eligible courses (lesser of A and B)		3 (C)
Full course load for the school year		<u>6 (D)</u>
Eligible Percentage (C/D)		50%

Example 2:

A pupil 21 years of age or older with a high school diploma and 2 additional credits enrolled in 3 courses where 6 courses is a full course load.

Maximum credits allowed beyond graduation	4	
Post Diploma Credits already taken	<u>2</u>	
Maximum number of eligible courses remaining		2 (A)
Number of courses enrolled in for the school year		<u>3 (B)</u>
Maximum eligible courses (lesser of A and B)		2 (C)
Full course load for the school year		<u>6 (D)</u>
Eligible Percentage (C/D)		30%

c) Certificate of Completion

- i) **Under 21 years of age on December 31st and have received a certificate of completion.** Funding, including Level II and III Special Needs support, is provided on a prorated basis according to the **percentage of time that they attend school** up to a cumulative maximum of 70% beyond the year in which the certificate of completion is awarded. Pupils in this category are not eligible for transportation or board and room support.
- ii) **21 years of age or older on December 31st and have received a certificate of completion.** Funding is provided on a prorated basis according to the **percentage of time that they attend school** up to a cumulative maximum of 70% beyond the year in which the certificate of completion is awarded. Pupils in this category are not eligible for Level II or III Special Needs support, transportation or board and room support.

Eligible % is calculated by determining the maximum percentage of a full school day eligible for funding. To determine the percentage of time attending, the time in school that the pupil is scheduled to attend is divided by 330 minutes (5.5 hours), rounded to the **nearest ten percent**. For example, a pupil scheduled to be in school for 2 hours (120 minutes) per day would have a time attending percentage of 40. (120 minutes divided by 330 minutes rounded to the nearest ten percent). Examples of the calculation of maximum eligible percentage:

Example 1:

Maximum eligible % allowed beyond graduation	70	
Eligible % reported in prior years	<u>0</u>	
Maximum eligible % remaining		70 (A)
% of time attending for the current school year		<u>40 (B)</u>
Eligible Percentage (lesser of A and B)		40 %

Example 2:

Maximum eligible % allowed beyond graduation	70	
Eligible % reported in prior years	40	
Maximum eligible % remaining		30 (A)
% of time attending for the current school year		<u>40 (B)</u>
Eligible Percentage (lesser of A and B)		30 %

d) Classes Beyond the Normal School Day

Enrolled in classes beyond the normal school day, provided that the pupil is not already counted as a full time pupil. Funding is calculated on a prorated basis according to the number of courses being taken up to the maximum number of approved credits allowed for funding (eligible %). No entry is required for pupils under 21 years of age on December 31st who are attending day classes and have not completed a diploma because they have already been counted as full-time pupils. Pupils enrolled only in classes beyond the normal school day are not eligible for Level II or III Special Needs support, transportation or board and room support.

e) Home School Pupils

Funding is provided for eligible home school pupils, who are registered with the Home Schooling office (see Appendix A) and attending public school to receive instruction in approved Manitoba curriculum courses or in accordance with an Individual Education Plan (IEP) taught by Manitoba certified teachers. Home school pupils are not eligible for transportation, board and room, Heritage Language or English as an Additional Language support. All other eligible funding, including Level II and III Special Needs support, is provided on a prorated basis (eligible %) according to the:

- i) percentage of time attended for Kindergarten to Grade 8 pupils and Grades 9 to 12 pupils with an IEP, calculated by dividing the daily time in school that the pupil is scheduled to attend by 330 minutes (5.5 hours), rounded to the **nearest ten percent**. For example, a pupil scheduled to be in school for 1 hour (60 minutes) per day would have an eligible percentage of 20. (60 minutes divided by 330 minutes rounded to the nearest ten percent.) A pupil scheduled to be in school for 3 hours (180 minutes) per week would have an eligible percentage of 10. (180 minutes divided by 1650 (330 minutes/day multiplied by 5 days) rounded to the nearest 10 percent.)
- ii) percentage of a full course load for Grades 9 to 12 pupils (without IEP's), calculated by dividing the number of courses being taken by the grade appropriate course load reported in the **Maximum Course Load** field on the **School Information** screen of EIS Collection (see Section 1.11) rounded to the **nearest ten percent** (e.g. 10%, 20%, 30%). For example, a pupil taking 2 courses in a school that has reported a Maximum Course Load of 8 would have an eligible percentage of 30 (2 divided by 8 rounded to the nearest 10 percent).

1.14 Homeroom

The **Homeroom** field is for reporting the room number (or identifier) of the classroom where the pupil goes on September 30, 2009.

NOTE: *The Homeroom field is used to assist in the reporting of French Immersion and Français programs to the Bureau de l'éducation française. This field is mandatory for Kindergarten to Grade 8 only and optional for Grades 9 to 12.*

1.15 Care of Child and Family Services

Pupils who are under the care of Child and Family Services are reported with a “Y” (i.e. YES) indicator in the ***Care of Child and Family Services*** (CFS) field. **The determining factor for selecting the CFS indicator for a pupil is whether the pupil is under the care or guardianship of a CFS agency, rather than a parent or legal guardian.** This would include **formal** custody arrangements (e.g. apprehensions) and **formal** voluntary placements (i.e. where parents are **not required to, but do**, relinquish custody or guardianship to CFS). *The Child and Family Services Act* (CFSA) (see Appendix A) should be consulted for further information regarding temporary or permanent guardianship orders and voluntary placement agreements.

Living arrangements or an association with a social worker do not necessarily mean that a pupil is officially under the care of a CFSA authorized agency. All child and family service agencies, including First Nations agencies, and out-of-province agencies that are governed by their provincial equivalent of the CFSA, are covered under the CFSA. Normally the sphere of CFSA responsibility is to age 18 (definition of “child”), but subsection 50(2) (see below) of the CFSA allows for this to continue to age 21 for **permanent wards** in some circumstances.

“50 (2) The director, or an agency with the written approval of the director, may continue to provide care and maintenance for a former permanent ward for the purpose of assisting the ward to complete the transition to independence, but not beyond the date when the former permanent ward attains the age of 21 years.”

Thus, divisions cannot report a pupil 21 years of age or older on September 30th of the reporting year with a CFS indicator. Pupils between the ages of 18 and 21 years of age must have been permanent wards prior to age 18. Divisions are responsible for ensuring that documentation is on file in the division to support the CFS indicator claim.

Examples:

Use the CFS indicator to report a pupil who:

- has been apprehended by a CFSA agency and placed in a foster home;
- through, voluntary placement with a CFSA agency, has been placed by the agency in a foster home or other care situation.

Do not use the CFS indicator to report a pupil:

- whose parent(s)/legal guardian(s) have made informal arrangements to have the pupil reside with a relative or other individual(s);
- who has contact with a social worker but remains under the care of their parent(s)/legal guardian(s);
- who, on their own, has made informal arrangements to live in the division with a person(s) other than their parent(s)/legal guardian(s).

2. TRANSPORTATION

Divisions are responsible for determining and reporting a pupil's transportation status and eligibility for transportation funding. Funding is provided for those circumstances under which divisions are obligated to transport or provide an allowance in lieu of transportation. In addition, funding is provided for a number of situations under which divisions may choose to provide transportation or allowances. Sections 43 to 47 of *The Public Schools Act, Part 2 of the Funding of Schools Program Regulation* (M.R. 259/2006), the *Schools of Choice Policy* (Dec. 13, 1996) and the *Funding of Schools* booklet should be consulted for full details with respect to transportation obligation and funding criteria. See Appendix A for web-site addresses for the referenced documents.

The **Transportation** field on the **Enrolment** screen is used for reporting of all transported pupils and pupils receiving allowances in lieu of transportation on school buses at September 30th. Sections 2.1 and 2.2 provide detailed descriptions of the criteria for selecting correct transportation codes. The division providing a pupil with transportation or paying an allowance in lieu, will report the pupil's transportation status and where applicable claim the transportation support. In some instances, transportation support for a pupil may be claimed by a division other than the division that the pupil is attending

Where the division reporting transportation and the division reporting enrolment for a pupil differ, the reporting divisions must ensure that valid combinations of enrolment coding, transportation coding and resident division status are being reported by each. Funded independent schools need to ensure that the correct enrolment coding is used for pupils who, under shared services agreements, are being claimed for transportation support by a division (see 500 Series Enrolment Codes in Part I Section 1.8).

Transportation codes are compared to enrolment codes for purposes of verifying and calculating transportation support. The table in Section 2.1 displays valid transportation and enrolment code combinations. In addition to the non-supportable combinations listed in the table, adult pupils (see Part I – Definitions) and home-school pupils, are also not eligible for transportation support. Pupils claimed for Board and Room support on September 30th cannot be claimed for Transportation support on September 30th. See Appendix B for examples of enrolment and transportation reporting combinations.

Definition:

Designated School: Designated school means the school designated by the school board as the school within the division where the pupil resides that has space and offers the appropriate education required by the pupil. School boards also have the authority to designate out-of-division schools attended by a resident pupil for a program not offered by the resident school division.

For transportation support eligibility purposes only, a school board may also designate a school based on the programming and educational requirements of a pupil in respect of special needs and approved Bilingual Heritage Language programs.

2.1 Transportation and Enrolment Codes Validation Table

EIS COLLECTION – SEPTEMBER 30, 2009

Enrolment Code		Transportation Code													
		Eligible												Non-Eligible	
		Urban		Rural		Crossing Boundary Attending DSFM		Attending Winnipeg Technical College (5)		Special Class Physically Handicapped		Specially Equipped Vehicles			
		100 on Bus	101 Allow	200 on Bus	201 Allow	300 on Bus	301 Allow	310 on Bus	311 Allow	400 on Bus	401 Allow	500 on Bus	501 (7) Allow	600 on Bus	601 Allow
100	Resident of Division	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
101(6)	Resident of Division for Choice	Yes		Yes				Yes		Yes		Yes		Yes	Yes
105	Resident of Division Claimed for Board & Room													Yes	Yes
110	From other Division for Program	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
120(6)	From other Division for Choice			Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
130(1)	DSFM within Boundaries	Yes	Yes	Yes	Yes	Yes (1)	Yes (1)			Yes	Yes	Yes	Yes	Yes	Yes
135(1)	DSFM Outside Boundaries/Program	Yes	Yes	Yes	Yes	Yes (1)	Yes (1)			Yes	Yes	Yes	Yes	Yes	Yes
136(1)(6)	DSFM Outside Boundaries/Choice			Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
140(3)	Flin Flon, Saskatchewan	Yes	Yes	Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
190	Supportable Temporary Resident	Yes	Yes	Yes	Yes	Yes (1)	Yes (1)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
210	Inbound Foreign Exchange													Yes	Yes
220	Outbound Foreign Exchange														
300	Non-Supportable Pupil														
310	Canada Supported													Yes	Yes
320	Education Paid from Other Sources													Yes	Yes
330	Non-Resident of Any Division													Yes	Yes
340	First Nations													Yes	Yes
390	Non-Supportable Pupils													Yes	Yes
410	Home School													Yes	Yes
420	Adjoining Province for Program	Yes	Yes	Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
421	Adjoining Province for Choice													Yes	Yes
500	To Other Division for Program	Yes	Yes	Yes	Yes	Yes (2)	Yes (2)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
505	To Other Division Claimed for Board and Room													Yes	Yes
510(6)	To Other Division for Choice			Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
520	To Resident Division	Yes	Yes	Yes	Yes			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
550	Attending an Independent School	Yes		Yes						Yes		Yes		Yes	Yes
560	Attending an Institutional School	Yes	Yes	Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes
570(4)	Attending a First Nations School	Yes	Yes	Yes	Yes					Yes	Yes	Yes	Yes	Yes	Yes

Yes = Valid Code Combination

- | | |
|--|--|
| 1) DSFM use only | 5) Pembina Trails School Division use only |
| 2) Division claiming for pupils attending DSFM schools | 6) As per the eligibility provisions in Appendix B of the <i>Funding of Schools</i> booklet (see Appendix A) |
| 3) Flin Flon School Division use only | 7) Special circumstances only (See Part II Section 1) |
| 4) Frontier School Division use only | |

2.2 Transportation Codes

The transportation codes are defined as follows:

100 Eligible Urban - On School Bus

101 Eligible Urban - Allowance

The eligible urban category applies to pupils who **reside in the same community¹ in which the designated school is located** including:

- Kindergarten to Grade 6 pupils transported on school buses to a designated school (or receiving allowances) within the resident division who have more than 1.6 km to walk in order to reach the designated school;
- Grades 7 to 12 pupils transported on school buses to a designated school (or receiving allowances) within the resident division who live more than 1.6 km from a public transit stop and the designated school;
- Kindergarten to Grade 12 pupils eligible for transportation to a designated school who are being transported on an existing approved school bus route to a school of choice in the resident division which is more than 1.6 km from the pupil's residence, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Kindergarten to Grade 12 pupils transported on school buses (or receiving allowances) to a designated school in another division for a program not offered in the resident division, if the division attended is located in the same community as the resident division;
- Funded independent school pupils transported on existing school bus routes including Kindergarten to Grade 6 pupils who have more than 1.6 km to walk in order to reach the funded independent school and Grades 7 to 12 pupils who reside more than 1.6 km from a public transit stop and the funded independent school. A shared service agreement between the funded independent school and reporting division must be in place;
- Kindergarten to Grade 12 pupils transported on school buses (or receiving allowances) who attend an institutional school for a program not offered in the resident division, if the institutional school attended is located in the same community as the resident division.

200 Eligible Rural - On School Bus

201 Eligible Rural - Allowance

The eligible rural category applies to Kindergarten to Grade 12 pupils who **do not reside in the same community¹ in which the designated school is located** including:

- Pupils transported on school buses to a designated school (or receiving allowances) within the resident division; who have more than 1.6 km to walk in order to reach the designated school;
- Pupils transported on school buses (or receiving allowances) who are enrolled in Joseph H. Kerr School or The Leaf Rapids Education Centre and who have more than 1.6 km to walk in order to reach the designated school;

¹ Community means city, town or village.

- Pupils eligible for transportation to a designated school, who are being transported on an existing approved school bus route to a school of choice in the resident division which is more than 1.6 km from the pupil's residence, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils eligible for transportation to a designated school in the resident division, who are being transported on school buses (or receiving allowances) to a school of choice in another division and who reside closer to the school of choice than to the designated school, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils transported on school buses (or receiving allowances) to the designated school in another division for a program not offered in the resident division;
- Funded independent school pupils transported on existing school bus routes who have more than 1.6 km to walk in order to reach the funded independent school. A shared service agreement between the funded independent school and reporting division must be in place;
- Pupils transported on school buses (or receiving allowances) who attend an institutional school for a program not offered in the resident division.

300 Eligible Crossing Boundary - DSFM on School Bus

301 Eligible Crossing Boundary - DSFM Allowance

Eligible Kindergarten to Grade 12 pupils, transported on school buses (or receiving allowances) enrolled in Division scolaire franco-maintobaine (DSFM) who must cross divisional boundaries to attend the designated school.

310 Eligible Winnipeg Technical College - On School Bus

311 Eligible Winnipeg Technical College - Allowance

Eligible pupils, transported on school buses (or receiving allowances), who attend Winnipeg Technical College (WTC) (for Pembina Trails School Division use only).

400 Eligible Special Class - On School Bus

401 Eligible Special Class - Allowance

The eligible special class category applies to Kindergarten to Grade 12 pupils unable to walk safely to school because of a learning disability or a physical handicap or because the pupil is a Level II or Level III special needs pupil including:

- Pupils transported on school buses to a designated school (or receiving allowances) within the resident division;
- Pupils eligible for transportation to a designated school, who are being transported on an existing approved school bus route to a school of choice in the resident division, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils eligible for transportation to a designated school in the resident division, who are being transported on school buses (or receiving allowances) to a school of choice in another division and who reside closer to the school of choice than to the designated school, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils transported on school buses (or receiving allowances), to a designated school in another division for a program not offered in the resident division;

- Funded independent school pupils transported on existing school bus routes. A shared service agreement between the funded independent school and reporting division must be in place;
- Pupils transported on school buses (or receiving allowances) who attend an institutional school for a program not offered in the resident division.

500 Eligible Special Vehicle - On School Bus

501 Eligible Special Vehicle - Allowance

Eligible Kindergarten to Grade 12 pupils with impaired mobility (see note) who require transportation on specially equipped vehicles (see note) including:

- Pupils transported on specially equipped vehicles to a designated school (or, in special circumstances, receiving allowances) within the resident division;
- Pupils eligible for specially equipped vehicle transportation support to a designated school, who are being transported on an existing approved school bus route on a specially equipped vehicle to a school of choice in the resident division as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils eligible for specially equipped vehicle transportation to a designated school in the resident division, who are being transported on school buses (or receiving allowances) to a school of choice in another division and who reside closer to the school of choice than to the designated school, as per the eligibility provisions of Appendix B of the *Funding of Schools* booklet (see Appendix A);
- Pupils transported on specially equipped vehicles (or, in special circumstances, receiving allowances), who attend school in another division for a program not offered in the resident division;
- Funded independent school pupils transported in specially equipped vehicles on existing school bus routes. A shared service agreement between the funded independent school and reporting division must be in place;
- Pupils transported in specially equipped vehicles (or in special circumstances; receiving allowances) who attend an institutional school for a program not offered in the resident division.

NOTE: Refer to the *Funding of Schools Program Regulation (M.R. 259/2006)* (see Appendix A) for definitions of impaired mobility pupils and specially equipped vehicles.

*There is a companion reporting requirement for pupils reported with transportation codes 500 and 501 on form **FB 108A-Eligible Transported Pupils Requiring Specially Equipped Vehicles** printed from EIS collection. Divisions must request Department approval, if possible, prior to submission of the FB 108A form, to claim support for an allowance in lieu of transportation on a specially equipped vehicle (see Section 1).*

600 Non-Eligible - On School Bus

601 Non-Eligible - Allowance

Pupils transported on school buses or specially equipped vehicles (or receiving allowances) who do not meet funding eligibility criteria (e.g. distance, residence location, grade level, right to attend criteria) including, but not limited to the following:

- Ineligible resident pupils;
- Ineligible pupils to or from another division (e.g. schools of choice, program not offered);
- Ineligible pupils attending independent or institutional schools;
- Adult pupils (see Part I - Definitions);
- Home school pupils;
- Foreign Exchange pupils;
- Pupils claimed for board and room support (i.e. enrolment codes 105 or 505) on September 30th.

3. LANGUAGES

The ***Languages*** field on the ***Enrolment*** screen is for reporting pupils enrolled in French Language or Heritage Language programs and/or courses and English as an Additional Language pupils.

3.1 French Language

Pupils enrolled in a French language program or in a French course/subject as part of the English program are reported in the ***Languages*** field using the following codes:

Français (French as the First Language)

101 Français - FL1 (French)

A program of studies designed for francophone pupils whose first language learned and still understood is French or for pupils described in Section 23 of the Canadian Charter of Rights and Freedoms. Typically, all subjects are taught in French, with the exception of the English Language Arts course.

French Immersion (French as the Second Language)

A program designed for pupils who possess little or no knowledge of the French language upon entry into the program and who wish to become functionally bilingual.

110 French Immersion - FL2 - Early Entry

Pupil begins the program in Kindergarten or Grade 1 and may continue to Grade 12. The recommended percentage of instruction in French is:

- 100% in Kindergarten;
- 75% or more in Grades 1 to 6;
- 50% or more in Grades 7 to 12.

111 French Immersion - FL2 - Middle Entry

Pupil begins the program in Grade 4 and may continue to Grade 12. The recommended percentage of instruction in French is:

- 75% or more in Grades 4 to 9;
- 50% or more in Grades 10 to 12.

112 French Immersion - FL2 - Late Entry

Pupil begins the program in Grade 7 and may continue to Grade 12. The recommended percentage of instruction in French is:

- 75% or more in Grades 7 to 9;
- 50% or more in Grades 10 to 12.

Basic French (French as a Second Language)

A French course/subject designed for pupils within the English program providing an appreciation of a basic level of competence in the French language.

120 Basic French - FL2B - 9 Year Program

Pupil begins the study of French as a subject in Grade 4 and may continue to Grade 12. The recommended instructional times in French are:

- 30 minutes or more per day in Grades 4 to 6 (i.e. 150 minutes of French instruction per week or 180 minutes per 6 day cycle);
- 35 minutes or more per day in Grades 7 and 8 (i.e. 175 minutes of French instruction per week or 210 minutes per 6 day cycle);
- 33 minutes or more per day in Grades 9 to 12 (i.e. 165 minutes of French instruction per week or 198 minutes per 6 day cycle).
- The percentage of instruction time in French should not exceed 13.3%.

122 Intensive French

Pupils strengthen their knowledge of French during the middle years through a four year model (Grades 5 to 8) or a three year model (Grades 6 to 8). Depending on the model selected, the recommended percentage of instruction in French applies as follows:

- Year 1 (Grade 5 or 6) - 50% to a maximum of 80% during the first half of the year and 11% or more during the second half of the year; and,
- Year 2, 3 and 4 (Grade 6, 7, and 8) - 11% or more.

130 Early Start French

The study of French as a subject developed for schools choosing to offer French as a second language in Kindergarten to Grade 3.

Pupil begins the study of French as a subject between Kindergarten and Grade 3. There is no recommended instructional time in French; however, the percentage of instruction time in French should not exceed 13.3%.

3.2 Heritage Language - Language of Study Courses

Pupils must receive instruction in a heritage language for at least 120 minutes in a six-day cycle to be eligible for support. Kindergarten pupils are not eligible for Language of Study support. Do not report pupils receiving less than 120 minutes of instruction in a heritage language in a six-day cycle. One eligible pupil in a Language of Study Course equals .133 FTE.

Eligible pupils enrolled in Heritage Language-Language of Study courses are reported in the **Languages** field using the following codes:

- 210 Language of Study - **Cree**
- 211 Language of Study - **Dakota**
- 212 Language of Study - **Dene**
- 213 Language of Study - **Filipino**
- 214 Language of Study - **German**
- 215 Language of Study - **Hebrew**
- 216 Language of Study - **Icelandic**
- 217 Language of Study - **Island Lake Dialect**
- 218 Language of Study - **Italian**
- 219 Language of Study - **Japanese**
- 220 Language of Study - **Mandarin**
- 221 Language of Study - **Ojibway**
- 222 Language of Study - **Portuguese**
- 223 Language of Study - **Spanish**
- 224 Language of Study - **Ukrainian**
- 225 Language of Study - **Salteaux**

Note: Pupils reported with enrolment codes 410 (home school) or 420/421 (pupils to adjoining provinces) are not eligible for Heritage Language support.

3.3 Heritage Language - Bilingual Programs

Eligible Grades 1 to 12 pupils must receive a maximum of 50%, but not less than 120 minutes per 6 day cycle, of instruction time in a heritage language. Eligible Kindergarten pupils must receive 38% to 100% of instruction time in a heritage language. Kindergarten pupils receiving less than 38% of instructional time are not eligible for support. The support rate for Heritage Language-Bilingual Programs is based on the percentage of instructional time, within the required allotment, that the pupil receives in the heritage language. One pupil in a Bilingual Program equals .5 FTE.

Eligible pupils enrolled in Heritage Language-Bilingual programs are reported in the **Languages** field using the following codes:

- 310 Bilingual - **German** (38% to 50%)
- 320 Bilingual - **German** (less than 38%)
- 311 Bilingual - **Hebrew** (38% to 50%)
- 321 Bilingual - **Hebrew** (less than 38%)
- 312 Bilingual - **Ukrainian** (38% to 50%)
- 322 Bilingual - **Ukrainian** (less than 38%)
- 313 Bilingual - **Cree** (38% to 50%)
- 323 Bilingual - **Cree** (less than 38%)

Note: Pupils reported with enrolment codes 410 (home school) or 420/421 (pupils to adjoining provinces) are not eligible for Heritage Language support.

3.4 Heritage Language - Enhanced Courses

A Heritage Language-Enhanced Course is a course in which the heritage language is used as the language of instruction for a content area. Pupils in Grades 7 to 12 are eligible for support. Support is based on the number of courses multiplied by FTE pupils where each Heritage Language-Enhanced Course taken by a pupil equals .133 FTE.

Pupils enrolled in enhanced heritage language programming are reported in the **Languages** field using the following codes:

- 410** Enhanced Programming - **German**
- 411** Enhanced Programming - **Hebrew**
- 412** Enhanced Programming - **Ukrainian**
- 413** Enhanced Programming - **Cree**

The number of Heritage Language-Enhanced Courses that a pupil is enrolled in is reported in the **# of Enhanced Courses** field.

NOTE: *Pupils reported with enrolment codes 410 (home school) or 420/421 (pupils to adjoining provinces) are not eligible for Heritage Language support.*

4. ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

English as an Additional Language pupils are those pupils whose first or primary language(s) is other than English and who require and receive specialized programming and/or additional services to develop English language proficiency and to realize their potential within Manitoba's school system. These programs and the services provided should be identifiable and distinct from classroom differentiations that normally are provided to address student differences. Information for divisions with respect to supporting EAL learners is available in the *Guidelines for English as an Additional Language (EAL) Support Grant* (See Appendix A).

NOTE: *Divisions should report all EAL pupils who are receiving specialized programming and/or additional services, regardless of funding eligibility status. Reports of EAL Eligible and Non-eligible pupils are provided to divisions by Schools' Finance Branch based on EIS Collection reporting.*

Eligible EAL Pupils

- i) Pupils without diplomas who are under 21 years of age at December 31st who require and receive specialized programming and/or additional services to develop English language proficiency, and
- ii) Adult pupils (see Part I – Definitions) with an EAL Plan and demonstrated EAL support and/or enrolled in E-designated or EAL specific courses. An "E" designation indicates that a subject-area course has been significantly differentiated to accommodate the special language learning needs of an EAL pupils and combines EAL and subject-area outcomes appropriate to the learner's specific stage of EAL development. Further details respecting senior years course identification is available in the *Subject Table Handbook* (see Appendix A).

Commencement and Duration of Support

Support is provided for a maximum of four consecutive school years unless a pupil has left Manitoba prior to the expiration of their four consecutive years. The four year EAL eligibility period begins with the first year in which the pupil is reported as receiving EAL services. Additionally, with the exception of pupils enrolled in the French Immersion or Français programs, divisions must report a pupil as receiving EAL services by the second year in which enrolment is reported on EIS for the pupil.

For pupils in the French Immersion program, the point of entry for EAL support is Grade 1. Pupils who enroll in the French Immersion program after Grade 1 must be reported as receiving EAL services by the second year in which enrolment is reported on EIS for the pupil. The four year EAL eligibility period begins with the first year in which the pupil is reported as receiving EAL services.

For pupils in the Français program, the point of entry for EAL support is Grade 3. Pupils who enroll in the Français program after Grade 3 must be reported as receiving EAL services by the second year in which enrolment is reported on EIS for the pupil. The four year EAL eligibility period begins with the first year in which the pupil is reported as receiving EAL services.

Where a pupil, including adult pupils, has **left Manitoba** prior to receiving four consecutive years of EAL support and **subsequently returns**, the pupil remains eligible for the unexpired portion of their four years of EAL eligibility provided that they are receiving EAL services and are claimed for EAL support in the year of return based on September 30th enrolment reporting and consecutively thereafter.

Full-Time Equivalency (FTE)

	Adult Pupils (See Part I-Definitions)	Kindergarten Pupils	All Other Pupils
English & Senior Years Technology Programs	Eligible % = FTE	0.5 FTE	1.0 FTE
French-Immersion Program¹	Eligible % X 0.5 = FTE	N/A	0.5 FTE
Français Program²	Eligible % X 0.5 = FTE	N/A	Gr. 1 & 2 N/A Gr. 3 to 12 = 0.5 FTE

¹Kindergarten pupils in the French-Immersion program are not eligible for EAL.

²Kindergarten to Grade 2 pupils in the Français program are not eligible for EAL.

Reporting

Pupils receiving EAL services are reported in the **Languages** field using the following codes:

- 170 EAL: English as an Additional Language (English Program)** for pupils enrolled in English or Senior Years Technology Education programs, or
- 171 EAL: English as an Additional Language (French Program)** for pupils enrolled in French Immersion or Français programs.

NOTE: Pupils reported with enrolment codes 410 (home school) and 420/421 (pupils to adjoining provinces) are not eligible for EAL support.

5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA

Enrolment reported electronically using EIS Collection is submitted on diskette or CD to the Schools' Finance Branch accompanied by the two part EIS CERT form and report, printed from EIS Collection:

- **Part 1 – Certification Form for Reporting of Enrolment Electronically on September 30th;**
and
- **Part 2 – EIS Enrolment File Verification Report**

Submission of the certification form and accompanying verification report confirms that the enrolment and categorical information reported on the EIS Collection diskette submitted to the Schools' Finance Branch is true and correct, and in accordance with the laws and regulations of the Province of Manitoba.

NOTE: *The **EIS Enrolment File Verification Report** summarizes the number of pupils, on a head-count basis by school and by grade, for which enrolment data has been reported through the electronic EIS Collection file. This report is used to verify that the electronic file submitted to the Schools' Finance Branch reconciles to the EIS CERT prior to upload to the departmental EIS database. Pupils reported with **500 series enrolment codes** claimed for transportation or board and room support are included on the report for verification purposes only, they are not counted in enrolment..*

6. REQUESTS FOR ADJUSTMENTS

Requests for changes or additions to previously certified data submitted either through EIS Collection or FB forms must be in writing, signed by the secretary-treasurer and superintendent. A brief explanation of the reason for the adjustment is required. Requests for changes to pupil data **MUST** include MET #'s, Enrolment Codes and Date of Birth.

School divisions should contact the appropriate personnel at Schools' Finance Branch (see Contact List) for instructions specific to the nature of the adjustment request(s) being made.

With the exception of data with a June 30th reporting date, and unless otherwise noted, requests for adjustments to the current school year's enrolment or categorical data must be received by **June 1st**. (e.g. requests for adjustments to September 2009 enrolment data must be received by June 1, 2010.)

School divisions will receive confirmation from Schools' Finance Branch regarding the status of a request for adjustment. It is recommended that where applicable, school division's up-date their EIS Collection records accordingly.

PART II: REPORTING WITH FB FORMS

Part II contains brief descriptions and basic information with respect to the reporting of data required in the calculation of support that is not reported using EIS Collection or, in some instances, the reporting of information used in the verification of certain data collected through EIS Collection. Information with respect to reporting for grants, which have multi-period data submission requirements, is also included in this part.

For the most part, reporting of the data identified in this part is done through the use of the FB series of forms available for download from the Internet at www.edu.gov.mb.ca/k12/finance/forms/index.html. The forms are grouped together in a series of electronic files by reporting category. Each file includes technical and reporting instructions, an example (where applicable), and the form(s).

Please note that reporting and due dates listed in this part are not year specific. Refer to the Reporting Guidelines in Part I Section 1.1 for information on determination of the specific date of reference for reporting and due dates. **Appendix E** contains a checklist of reporting requirements sorted by the actual date of submission for the current year to assist divisions in meeting the various reporting deadlines. Schools' Finance Branch also issues reminders of pending due dates to divisions. Unless otherwise specified, **NIL** responses are required for FB forms and spreadsheet files.

For specific details regarding the formulas used to calculate funding, please refer to the *Funding of Schools 2009/2010 School Year* booklet (see Appendix A). The categorical grants and verification requirements for which information is reported outside of the EIS Collection process are:

- Transported Pupils Requiring Specially Equipped Vehicles;
- Loaded Kilometre Support;
- Bus Grant;
- Board and Room;
- Senior Years Technology Education Unit Credit Support;
- Senior Years Technology Education Program Support;
- Verification of Attendance Report for Enrolment Code 300;
- Addition of New Manitoba Resident Pupils in Enrolment;
- Pupils Enrolled With Diplomas (**NEW**);
- School Closure Days;
- Occupancy.

The grants listed below have annual financial reporting requirements under the *Categorical Grant/Divisional and School Plan Reporting* process. Consult the *Apr.09 – Letter to SD* available at www.edu.gov.mb.ca/k12/specedu/pie/index.html for details with respect to the reporting requirements for these specific grants:

Aboriginal Academic Achievement
Early Childhood Development Initiative
Early Literacy Intervention Initiative
Early Numeracy Initiative
Early Start, Basic and Intensive French Grants

Education for Sustainable Development
English as an Additional Language
Experiential Learning (Middle Years)
Student Services Grant

1. PUPILS REQUIRING SPECIALLY EQUIPPED VEHICLES

The FB 108 series of forms provides Schools' Finance Branch with information required to support claims for specially equipped vehicle support. Divisions are required to describe the special equipment related to a pupil's mobility impairment to verify that the pupil requires transportation in a specially equipped vehicle. Information about the vehicle is reported to verify that vehicle standards for the grant are met. Refer to the *Funding of Schools Program Regulation (M.R. 259/2006)* (see Appendix A) for definitions of impaired mobility pupils and specially equipped vehicles.

Department approval is required to provide an allowance in lieu of transportation on a specially equipped vehicle. Requests can be submitted at any time during the school year or in conjunction with the applicable FB108 form for the reporting period. Where an allowance is being claimed, information regarding the type of vehicle including CSA-D409 status and reason for allowance must be provided. Any other pertinent information in support of the claim should also be included in the request for approval.

Verification, with respect to eligibility for funding, is required for post-September 30th reporting to ensure that pupils being reported are supportable. **Divisions are therefore required to identify the enrolment code applicable to the pupil's status at the time of reporting based on the descriptions in Part I Section 1.8.**

Form FB 108A is printed from EIS Collection, Forms FB 108B and FB 108C are downloaded from the Internet. Claims for support for pupils reported on the FB 108 series of forms are approved by the Program and Student Services Branch and the Education Administration Services Branch.

FB 108A – Eligible Transported Pupils Requiring Specially Equipped Vehicles

Reporting Date: September 30th

Due Date: October 15th

The FB 108A is printed from EIS Collection and lists eligible pupils reported in EIS Collection with transportation codes **500 Eligible Special Vehicle – On School Bus** and **501 Eligible Special Vehicle – Allowance**. **Divisions are required to enter information related to the pupil's mobility impairment and the vehicle being used to provide transportation to verify the claims reported in EIS Collection for eligible pupils transported on specially equipped vehicles (or in special circumstances, receiving allowances) on September 30th.** Divisions must request Department approval, if possible, prior to submission of the FB 108A form, to claim support for an allowance in lieu of transportation on a specially equipped vehicle.

FB 108B - Additions between October 1st and January 14th and Additions/Deletions on January 15th

Reporting Date: January 15th

Due Date: February 10th

The FB 108B form is used for reporting impaired mobility pupils transported on specially equipped vehicles for the first time between October 1st and January 14th and additions and deletions on January 15th. Pupils who are transported for the first time beginning on January 15th are reported as additions. Pupils who are transported for the first time between October 1st and January 14th and will continue to be transported from January 15th and beyond are also additions. Pupils reported on FB 108A on September 30th who are no longer transported on January 15th are reported as deletions. **Enrolment codes applicable to pupils at the time of reporting based on the descriptions in Part I Section 1.8 are required as confirmation of supportable status.**

FB 108C - Additions - January 16th to June 30th

Reporting Date: June 30th

Due Date: July 7th

The FB 108C form is used for reporting impaired mobility pupils transported on specially equipped vehicles for the first time between January 16th and June 30th. **Enrolment codes applicable to pupils at the time of reporting based on the descriptions in Part I Section 1.8 are required as confirmation of supportable status.**

2. BUS ROUTES

Bus route forms and summaries are used to compile, report and certify data used in the calculation of Loaded Kilometre Support and Bus Grant Support.

FB 111 - Bus Route Report

Reporting Date: September 30th

The FB 111 form is used by school bus drivers for reporting data for each eligible bus route on September 30th in order to complete the FB 111S - Bus Route Summary form. Data collected includes odometer readings and bus route descriptions. The instructional worksheet in the Bus Route forms file should be consulted for details regarding bus route eligibility and reporting requirements. **The FB 111 form is for school division internal use only and should not be submitted to Schools' Finance Branch.**

FB 111S - Bus Route Summary

Reporting Date: September 30th

Due Date: October 15th

Bus route data collected on the FB 111 forms is summarized on the FB 111S – Bus Route Summary form. This data is used by Schools' Finance Branch in the calculation of loaded kilometer support. The total number of buses reporting ridership for approved rural routes is also reported on the FB 111S form and used for the calculation of Bus Grant Support. The form is submitted in both paper and electronic formats.

FB 111S CERT - Certification of the Bus Route Summary

Reporting Date: September 30th

Due Date: October 15th

The FB 111S CERT form is used to summarize and certify information reported on the FB 111S.

3. BOARD AND ROOM PUPILS

FB 107 - Eligible Board and Room Pupils Report

Reporting Date: September 30th

The FB 107 report lists pupils who have been reported with enrolment codes **105 Regular – Resident of Division Claimed for Board and Room Support** or **505 Attending a Public School in Another Division Claimed for Board and Room Support** on September 30th. The FB 107 is printed from EIS Collection and is used to support the completion of the FB 150 - Claim for Board and Room Support form (see below).

FB 107A - Eligible Board and Room Pupils - Additions between Oct. 1st and June 30th

Reporting Date: June 30th

Due Date: July 7th

The FB 107A form is used to report pupils who become eligible for board and room support between October 1st and June 30th. **The enrolment code applicable to the pupil at the time of reporting based on the descriptions in Part I Section 1.8 is required as confirmation of supportable status.**

FB 150 - Claim for Board and Room Support for the Year Ended June 30th

Reporting Date: June 30th

Due Date: September 15th

The actual cost of board and room, transportation and sundry living expenses for pupils listed on the FB 107 and FB 107A forms are reported on the FB 150. Actual costs are compared to maximum Board and Room Support per pupil to determine eligible support.

4. SENIOR YEARS TECHNOLOGY EDUCATION

Information in support of Senior Years Technology Education Unit-Credit and Program Support is reported on the FB 115 series of forms. Information with respect to programs and courses is available in the *Subject Table Handbook Technology Education* (see Appendix A.)

Claims for Senior Years Technology Education support reported on the FB 115 series of forms are approved by the Instruction, Curriculum and Assessment Branch.

FB 115A - Senior Years Technology Education - Eligible Unit-Credits (1st Semester)

Reporting Date: September 30th

Due Date: October 15th

FB 115B - Senior Years Technology Education - Eligible Unit-Credits (2nd Semester)

Reporting Date: February 28th

Due Date: March 16th

The total number of **supportable** pupils enrolled in each Category I and Category II senior years technology education course is reported on the FB 115A and FB 115B forms sorted by cluster (course grouping). Pupils enrolled in full-credit courses are counted as 1.0 unit-credit and pupils enrolled in half-credit courses are reported as 0.5 unit-credit. Full year courses are reported at September 30th on the FB 115A only. First semester courses are reported on FB 115A and second semester courses are reported on FB 115B on February 28th. FB 115A and FB 115B forms must be completed for each school offering eligible senior years technology education courses.

FB 115C - Senior Years Technology Education - Approved Programs

Reporting Date: September 30th

Due Date: October 15th

Approved Senior Years Technology Education clusters offered by a school to **supportable** pupils are reported on the FB 115C form to support the calculation of approved program support. In addition to identifying the cluster, divisions must provide information with respect to the teacher(s) responsible for the programming. An FB 115C form must be completed for each school offering approved senior years technology education clusters.

FB 115D - Approved Business Education and Marketing Education Programs

Reporting Date: September 30th

Due Date: October 15th

The total number of **supportable** pupils enrolled in each Business or Marketing Education course are reported on the FB 115D form sorted by the cluster (course grouping). Each pupil is counted as 1.0 unit-credit. Full year, first semester and second semester enrolment (projected) is reported at September 30th only. An FB 115D form must be completed for each school offering eligible Business or Marketing Education courses.

5. ATTENDANCE AND ENROLMENT

FB 113D - Verification of Attendance Report for Enrolment Code 300

FB 113D – Summary (NEW)

Reporting Date: As applicable on or before November 30th

Due Date: December 7th

Late submissions will not be processed.

The FB 113D report is printed from EIS Collection. Each school is printed on a separate page and lists pupils who have been reported in EIS Collection with enrolment code 300 (Non-Supportable - Not in Attendance/Expected by Nov. 30th) as per c) i) of the Definition of an Enrolled Pupil (see Part I, Section 1.2). Divisions are required to complete the FB113D report by indicating which of the pupils on the list are in attendance on or before November 30th and provide the required enrolment information for those pupils. Schools' Finance Branch will up-date enrolment codes and other data based on information provided on the FB 113D report. Pupils reported with enrolment code 300, who do not meet the criteria for a change to supportable status, are not included in total or eligible enrolment counts for purposes of support calculations.

Report **FB113D – Summary** is the control report for the **FB 113D**. The report summarizes enrolment code 300 data by school, by grade and is for school division use only.

NOTE: *Divisions may find it helpful to print and distribute the FB 113D report to schools that reported pupils with enrolment code 300 at the same time that the EIS submission to Schools' Finance Branch is prepared. This will allow schools to complete the report on an ongoing basis as pupils commence regular attendance and will assist in meeting the December 7th deadline.*

FB 113N - Request for Addition of a New Manitoba Resident Pupil

Reporting Date: As applicable on or before November 30th

Due Date: December 7th

Late submissions will not be processed.

The FB 113N form is required in support of pupils who have not been reported in EIS Collection but qualify under c) ii) of the Definition of an Enrolled Pupil (see Part I Section 1.2).

Completion of form FB 113N confirms that the pupil re-located to Manitoba on or before October 10th and is in attendance on or before November 30th. Do not submit the FB 113N if the pupil re-located to Manitoba after October 10th. Divisions must also provide all of the detail necessary to add the pupil to enrolment. Schools' Finance Branch will enter enrolment and other codes as applicable based on information provided on the FB 113N form.

FB 113E – Pupils Enrolled With Diplomas (Provided by Schools' Finance Branch) (NEW)

Reporting Date: September 30th

Due Date: March 16th

The FB 113E is a list of pupils reported in enrolment without a diploma indicator who have been previously reported to the Department as graduated. Divisions are required to confirm diploma status and, where applicable, provide an **Eligible %** (see section 1.13). This report is compiled and distributed to divisions by Schools' Finance Branch in February.

6. SCHOOL CLOSURE DAYS

School boards are required to operate each school in the division for not less than the number of days in the school year as prescribed by the Minister under the *School Days, Hours and Vacations Regulation*, Manitoba Regulation (M.R.) 101/95 (see Appendix A). M.R. 101/95 also requires prompt communication of any incidental closing of a school from any cause to the Minister. Incidental closures may result in a loss of operating grant under the Funding of Schools Program where the requirements of M.R. 101/95 have not been met.

FB 114N - Incidental School Closure Days Notification Form

Reporting Date: As required during the school year

Due Date: As applicable

The FB 114N is a standardized reporting form provided to assist divisions in meeting the incidental school closure days notification requirement under M.R. 101/95. Submission of the FB 114N to Schools' Finance Branch will fulfill a school board's obligation for the prompt notification of an incidental school closure to the Minister. Divisions will be notified if the reported incidental school closure days will, or will not, result in a loss of operating grant under the Funding of Schools Program.

FB 114 - Principal's Yearly Report

Reporting Date: June 30th

The FB 114 form is used by school principals for reporting data for each school in order to complete the FB 114S - Summary of School Closure Days file. Data collected includes number of days open, number of scheduled closures and dates of incidental closures. The dates of incidental closures should be supported by corresponding FB 114N forms. **The FB 114 form is for school division internal use only and should not be returned to Schools' Finance Branch.**

FB 114S - Summary of School Days Closed

Reporting Date: June 30th

Due Date: July 7th

Divisions enter school year data collected on the FB 114 forms in the FB 114S summary file. The data from the FB 114S is examined by Schools' Finance Branch to ensure that the requirements of M.R. 101/95 have been met including the receipt of notification of incidental school closure days documentation (i.e. FB 114N forms). Divisions should therefore ensure that FB 114N forms that correspond to the reported incidental school closure days in the FB 114S file have been submitted to Schools' Finance Branch.

7. RENTED AND LEASED SPACE

FB 190 - Survey of Rented and Leased Space

Reporting Date: September 30th (NEW)

Due Date: October 15th (NEW)

Data with respect to leased space used for instructional purposes is reported on the Rented or Leased Space Survey. Details with respect to the location of the leased space, area, usage, the date of Public Schools Finance Board approval (as per Subsection 74(1) of *The Public Schools Act*), operating costs and lease costs are required. The area data from the FB 190 is used to determine the total area of active school buildings in the divisions used in the calculation of Occupancy Support.

CONTACT LIST

PUBLIC SCHOOL ENROLMENT AND CATEGORICAL GRANTS REPORTING

Care of Child and Family Services Indicator Mary-Anne Slegers	945-3511 Mary-Anne.Slegers@gov.mb.ca
EIS Collection and Support, Transportation, Board and Room Randy Stankewich	945-5073 Randy.Stankewich@gov.mb.ca
Enrolment, English as an Additional Language & Heritage Language, Technology Education Unit Credits Sandy Ranville	945-6912 Sandy.Ranville@gov.mb.ca
French Second Language, French Immersion and Français Marcel Bilodeau	945-6918 Marcel.Bilodeau@gov.mb.ca
Level II and III Pupils, Resident Pupils Cheryl Fabian	945-5250 Cheryl.Fabian@gov.mb.ca
Senior Years Technology Education Programs Ken Nimchuk	945-7947 Ken.Nimchuk@gov.mb.ca
General Inquiries	945-6910 sfb@gov.mb.ca

EIS COLLECTION TECHNICAL QUESTIONS

Help Desk Services	Winnipeg	926-3443
	Toll-free	1-877-926-3443
	E-mail:	AppSupportEISCOLL@gov.mb.ca

APPENDIX A

Manitoba Education, Citizenship and Youth (MECY) Web-Site Addresses

Aboriginal Academic Achievement	http://www.edu.gov.mb.ca/k12/docs/support/aaa/index.html
Acts & Regulations (e.g. EAA, PSA, CFSA)	http://www.gov.mb.ca/chc/statpub/index.html
Administrative Handbook for School	http://www.edu.gov.mb.ca/k12/docs/policy/admin
Categorical Grants Reporting	http://www.edu.gov.mb.ca/k12/specedu/pie/index.html
EIS Collection Application Updates	www.edu.gov.mb.ca/k12/eis
Early Childhood Development Initiative	http://www.edu.gov.mb.ca/k12/docs/support/ecdi/index.html
Early Literacy Intervention	http://www.edu.gov.mb.ca/k12/docs/support/eli/index.html
English as an Additional Language	http://www.edu.gov.mb.ca/k12/cur/diversity/eal
Enrolment Reports	www.edu.gov.mb.ca/k12/finance/sch_enrol/index.html
Funding for Temporary Residents Policy	http://www.edu.gov.mb.ca/k12/finance/temprespolicy.html
Funding of Schools Booklet	http://www.edu.gov.mb.ca/k12/finance/fund_grant.html
Financial Reporting and Accounting in Manitoba Education (FRAME) Reports	www.edu.gov.mb.ca/k12/finance/frame_report/index.html
Guidelines on the Retention and Disposition of School Division/District Records	www.edu.gov.mb.ca/k12/docs/policy/retention/
Heritage Language Instruction Policy	www.edu.gov.mb.ca/k12/docs/policy/heritage/index.html
Home Schooling	http://www.edu.gov.mb.ca/k12/schools/ind/home_sch.html
Manitoba Pupil File Guidelines	www.edu.gov.mb.ca/k12/docs/policy/mbpupil/index.html
MECY K to12 Main Website	www.edu.gov.mb.ca/k12
MECY K-12 Website Updates Subscription Site	www3.edu.gov.mb.ca/ss/user/controller?action=subscribe
Professional Certification Unit	www.edu.gov.mb.ca/k12/profcert
Public Schools Enrolment Reporting Instructions	www.edu.gov.mb.ca/k12/finance/fund_grant.html
Schools' Finance Reporting Forms	www.edu.gov.mb.ca/k12/finance/forms/index.html
Schools of Choice	www.edu.gov.mb.ca/k12/schools/choice/index.html
Special Needs – Level II & III	http://www.edu.gov.mb.ca/k12/specedu/funding/index.html
Student Records Unit	www.edu.gov.mb.ca/k12/studrec/index.html
Student Services Grant	http://www.edu.gov.mb.ca/k12/specedu/ssa_grant.html
Subject Table Handbook	www.edu.gov.mb.ca/k12/docs/policy/sth/index.html
Subject Table Handbook Technology Education	www.edu.gov.mb.ca/k12/docs/policy/sthte/index.html
Technology Education Information	www.edu.gov.mb.ca/k12/tech/index.html

APPENDIX B

Transportation and Board and Room Examples

1. A pupil who is a resident of School Division A (rural) is attending School Division B for program purposes. School Division A is providing the pupil with an allowance in lieu of transportation.

School Division A will report the pupil with enrolment code 500, a resident division code of School Division A and transportation code 201.

School Division B will report the pupil with enrolment code 110, a resident school division code of School Division A and no transportation coding.

2. Pupils attending DSFM schools:

- a) A pupil who is a resident of School Division C (within DSFM boundaries) attending a DSFM school and transported on a School Division C bus, or receiving an allowance, is reported for transportation support by School Division C with enrolment code 500 and the applicable transportation code. DSFM reports the pupil with enrolment code 130 (regular-resides within DSFM boundaries) and no transportation code.

- b) A pupil who is a resident of School Division C (within DSFM boundaries) attending a DSFM school and transported on a DSFM bus, or receiving an allowance, is reported by the DSFM with enrolment code 130 (regular-resides within DSFM boundaries) and the applicable transportation code. School Division C does not report the pupil.

- c) A pupil who is a resident of School Division D (outside of DSFM boundaries) attending a DSFM school and transported on a School Division D bus, or receiving an allowance, is reported by School Division D with enrolment code 500 and applicable transportation code. DSFM reports the pupil with enrolment code 135 (outside boundaries-program not offered) and no transportation code.

- d) A pupil who is a resident of School Division D (outside DSFM boundaries) attending a DSFM school and transported on a DSFM bus, or receiving an allowance from the DSFM, is reported by the DSFM with enrolment code 135 (outside boundaries-program not offered) and the applicable transportation code. School Division D does not report the pupil.

- e) A pupil who is a resident of School Division D (outside DSFM boundaries) attending a school of choice rather than the DSFM school designated by School Division D and transported on a DSFM bus is claimed for support by DSFM with enrolment code 136 (outside boundaries-choice) and the applicable transportation code based on the transportation eligibility provisions of choice in Appendix B of *Funding of Schools Booklet* (see Appendix A).

3. Pupils claimed for transportation support by partners in the Red River Technical Vocational Area (RRTVA):

Where School Division F (Partner in RRTVA) transports their own resident pupils and pupils from School Division G (not a partner in RRTVA) to school in School Division H (partner in RRTVA), divisions claim transportation support as follows:

School Division F will report their resident pupils as enrolment code 100 and transportation code 200 or 201.

Appendix B (continued)

School Division F will report pupils resident in School Division G as enrolment code 500 and transportation code 100 or 200, as applicable.

School Division G will not report the pupils.

School Division H will report pupils from School Division G as enrolment code 110, no transportation code, and show resident division as G.

4. A pupil who is a resident of School Division C (rural) is attending School Division D for program purposes. School Division C is providing the pupil with Board and Room Support. School Division D is providing the pupil with school bus transportation.

School Division C will report enrolment for the pupil with enrolment code 505 and no transportation code.

School Division D will report enrolment for the pupil with enrolment code 110 and a transportation code of 600.

5. A pupil who is a resident of School Division A is attending School Division B for program purposes. School Division C is providing the pupil with school bus transportation.

School Division C will report enrolment for the pupil with enrolment code 500, transportation code 200 and resident division A.

School Division B will report enrolment for the pupil with enrolment code 110 and resident division A.

6. A pupil who is a resident of School Division A is attending School Division A. School Division B is providing the pupil with school bus transportation.

School Division B will report enrolment for the pupil with enrolment code 520, transportation code 200 and resident division A.

School Division A will report enrolment for the pupil with enrolment code 100 and resident division A.

APPENDIX C

Adult Learning Centre Policy Guide

April 2009

Enrolment of Under-Age Learners at Adult Learning Centres (ALCs)

Definitions

Mature Student Graduation Requirements (2003) state that to be eligible for Mature Student Status, one must be 19 years of age or over at the time of enrolment in programming directed at completing the Mature Student Graduation Requirements, or reach the age of 19 before completion of the course(s) in which one is enrolled.

An under-age learner is any learner who has not reached the age of eligibility for Mature Student Status.

General Principles

- Regardless of which of the following three scenarios applies, the learner must display sufficient maturity to be able to function appropriately in an adult-focused learning environment.
- An Adult Learning Centre (ALC) may determine in its admissions policy whether or not it will accept under-age learners. No ALC shall be compelled to admit an under-age learner.
- In a situation where a learner's eligibility is unclear, the ALC director and/or principal are advised to consult with the Registrar.
- The Registrar may place a cap on the maximum number of under-age learners that may be admitted to an ALC.
- The *Adult Learning Centres—General Regulation* (M.R. 102/2003) (Sections 17 and 18) details requirements pertaining to child abuse registry and criminal record checks for ALCs that admit learners under the age of 18.

1. Graduate

- An under-age learner who has graduated from high school may attend an ALC for the purpose of taking up to 4 post-diploma credits. For funding purposes:
 - these learners will be supported by the annual ALC program grant in the same manner as all other ALC learners.
- The learner may also combine post-diploma credits at an ALC and at a high school. In this situation the 4-credit limit applies to the total number of post-diploma credits taken. For funding purposes:
 - the courses taken at the ALC will be supported by the annual ALC program grant in the same manner as all other ALC learners when post-diploma courses are taken at an ALC.
 - the courses which the learner takes at the high school will be funded under the Funding of Schools Program provisions for graduates taking post-diploma course.
- The *Adult Learning Centres—General Regulation* (M.R. 102/2003) (Section 22) enables an ALC to charge tuition in the event that a learner who already has 4 post-diploma credits wishes to take additional credits.
- Marks for post-diploma credits will be submitted to Student Records by the ALC or high school at which the learner completed the course.

2. Non-graduate, enrolled as an ALC Learner

- An under-age learner may attend an ALC exclusively if the following conditions are met:
 - The ALC must be able to provide the learner with appropriate courses to be applied towards a regular high school diploma.
 - In the initial assessment of the learner, the Education Director must be able to determine that the learner's educational needs would best be served in the ALC environment.
- For funding purposes, these learners will be supported by the annual ALC program grant in the same manner as all other ALC learners.
- An under-age learner who is enrolled as an ALC learner may also attend a school for the purpose of taking a maximum of two credits per school year.
 - In this situation it will be at the discretion of the school division and the ALC to negotiate any transfer of funds that will occur.
- In this situation, the learner is considered to be a student of the ALC for the purpose of reporting marks. This means that, on completion of the course, the high school will report a mark to the ALC, and the ALC will be responsible for forwarding that mark to Student Records as a part of the regular mark reporting process. This process parallels the process for reporting summer school marks.

3. Non-graduate, enrolled in a high school

- An under-age learner, who is enrolled and in attendance at a high school, and for whom the school division will receive grant monies from the Funding of Schools Program, may also attend an ALC for the purpose of taking a maximum of two credits per school year.
- In this situation, the school and the ALC must jointly decide that it will be in the best interests of the learner to attend the ALC for the specified courses.
- In this situation, the learner is considered to be a student of the high school for the purpose of reporting marks. This means that, on completion of the course, the ALC will report a mark to the high school, and the high school will be responsible for forwarding that mark to Student Records as a part of the regular mark reporting process. This process parallels the process for reporting summer school marks.
 - In this situation it will be at the discretion of the school division and the ALC to negotiate any transfer of funds that will occur.

If you have any questions about this policy guide, please contact:

Adult Learning and Literacy
Manitoba Advanced Education and Literacy
350 – 800 Portage Avenue
Winnipeg MB R3G 0N4
Telephone: (204) 945-8247 Fax: (204) 948-1008
Toll Free: 1-800-282-8069 ext. 8247

APPENDIX D

DSFM BOUNDARIES

DSFM boundaries are aligned with municipal boundaries, which often cross division boundaries. The list below identifies the municipalities that comprise the DSFM and cross-references them to divisions. Cities, towns and villages located within municipal boundaries are also within the boundaries of the DSFM.

Pupils attending the DSFM who reside in the municipalities that form the DSFM are reported by the DSFM with enrolment code 130 (Regular – DSFM (Residing Within Boundaries)). Pupils attending the DSFM who do not reside in the municipalities that form the DSFM are reported by the DSFM with enrolment code 135 (Regular – DSFM (Residing Outside Boundaries/Program Not Offered)) or enrolment code 136 (Regular – DSFM (Residing Outside Boundaries/School of Choice)).

<u>Municipality</u>	<u>Division</u>	<u>Municipality</u>	<u>Division</u>
Alexander	Lord Selkirk	Ritchot	Hanover
Alexander	Not in any Division	Ritchot	Louis Riel
Alexander	Sunrise	Ritchot	Red River Valley
Cartier	Prairie Rose	Ritchot	Seine River
Cartier	Red River Valley	Ritchot	Sunrise
Cornwallis	Brandon	South Norfolk	Pine Creek
Cornwallis	Rolling River	South Norfolk	Portage La Prairie
Cornwallis	Southwest Horizon	South Norfolk	Prairie Rose
Dauphin	Mountain View	South Norfolk	Prairie Spirit
De Salaberry	Borderland	Springfield	Louis Riel
De Salaberry	Hanover	Springfield	Seine River
De Salaberry	Red River Valley	Springfield	Sunrise
Ellice	Fort La Bosse	St. Laurent	Interlake
Ellice	Park West	St. Laurent	Lakeshore
Grey	Portage La Prairie	St. Laurent	Prairie Rose
Grey	Prairie Rose	Ste. Anne	Hanover
Grey	Prairie Spirit	Ste. Anne	Not in any Division
La Broquerie	Borderland	Ste. Anne	Seine River
La Broquerie	Hanover	Ste. Rose	Turtle River
La Broquerie	Seine River	Tache	Hanover
Lorne	Prairie Rose	Tache	Not in any Division
Lorne	Prairie Spirit	Tache	Seine River
Macdonald	Pembina Trails	Tache	Sunrise
Macdonald	Prairie Rose	The Pas	Kelsey
Macdonald	Red River Valley	Thompson	Mystery Lake
Macdonald	Seine River	Whitehead	Brandon
Montcalm	Borderland	Whitehead	Fort La Bosse
Montcalm	Red River Valley	Whitehead	Southwest Horizon
Morris	Borderland	Winnipeg	Interlake
Morris	Prairie Rose	Winnipeg	Louis Riel
Morris	Red River Valley	Winnipeg	Pembina Trails
Portage La Prairie	Pine Creek	Winnipeg	River East Transcona
Portage La Prairie	Portage La Prairie	Winnipeg	Seine River
Portage La Prairie	Prairie Rose	Winnipeg	Seven Oaks
Portage La Prairie	Prairie Spirit	Winnipeg	St. James-Assiniboia
		Winnipeg	Winnipeg

**CHECKLIST FOR PUBLIC SCHOOLS
ENROLMENT AND CATEGORICAL GRANTS REPORTING TO
SCHOOLS' FINANCE BRANCH FOR THE 2009/2010 SCHOOL YEAR
DIVISION USE ONLY**

Form Location	Form #	Description	DUE DATE: OCTOBER 15, 2009			Division Use
			Signed Original	Nil Form	E-File	
		EIS Public Schools Enrolment Submission			Disk/CD	
EIS	EIS CERT	Certification Form and Enrolment Verification Report	YES			
EIS	FB 108A	Pupils Requiring Specially Equipped Vehicles	YES	YES		
Web Site	FB 111S	Bus Route Summary	YES	YES	e-mail	
Web Site	FB 111S CERT	Certification Form for Bus Route Summary	YES	YES		
Web Site	FB 115A	Tech. Ed. - Eligible Unit-Credits	YES	NO		
Web Site	FB 115C	Tech. Ed. – Approved Program Support	YES	NO		
Web Site	FB 115D	Tech. Ed. – Approved Program Support for Business and Marketing Education	YES	NO		
Web Site	FB 190	Survey of Rented or Leased Space	YES	YES		

NOTE: The grants listed below have annual financial reporting requirements under the Categorical Grant/Divisional and School Plan Reporting process. Consult the *Apr. 09 – Letter to SD* available at www.edu.gov.mb.ca/k12/specedu/pie/index.html for details with respect to the reporting requirements for these specific grants:

- | | |
|--|---------------------------------------|
| Aboriginal Academic Achievement | Education for Sustainable Development |
| Early Childhood Development Initiative | English as an Additional Language |
| Early Literacy Intervention Initiative | Experiential Learning (Middle Years) |
| Early Numeracy Initiative | Student Services Grant |
| Early Start, Basic and Intensive French Grants | |

Form Location	Form #	Description	DUE DATE: DECEMBER 7, 2009 <u>Late Submissions Will Not Be Processed</u>		Division Use
			Signed Original	Nil Form	
EIS	FB 113D	Verification of Attendance Report	YES	YES	
Web Site	FB 113N	Request for Addition of a New Manitoba Resident Pupil	YES		

**CHECKLIST FOR PUBLIC SCHOOLS
ENROLMENT AND CATEGORICAL GRANTS REPORTING TO
SCHOOLS' FINANCE BRANCH FOR THE 2009/2010 SCHOOL YEAR
DIVISION USE ONLY**

Form Location	Form #	DUE DATE: FEBRUARY 10, 2010 Description	Method of Submission		Division Use
			Signed Original	Nil Form	
Web Site	FB 108B	Pupils on Specially Equipped Vehicles (Jan 15 th)	YES	YES	

Form Location	Form #	DUE DATE: MARCH 16, 2010 Description	Method of Submission		Division Use
			Signed Original	Nil Form	
Web Site	FB 115B	Tech. Ed.-Eligible Unit-Credits (2 nd semester)	YES	NO	
SFB Report	FB 113E	Pupils Enrolled With Diplomas	YES		

Requests for Adjustments	DUE DATE: JUNE 1, 2010 Description	Method of Submission
Part I Section 6	Requests for adjustments to 2009/2010 school year enrolment or categorical data	In writing, signed by the secretary-treasurer & superintendent

Form Location	Form #	DUE DATE: JULY 7, 2010 Description	Method of Submission		Division Use
			Signed Original	Nil Form	
Web Site	FB 107A	Eligible Board And Room Pupils-Additions	YES	NO	
Web Site	FB 108C	Pupils on Specially Equipped Vehicles(June 30 th)	YES	YES	
Web Site	FB 114S	Summary of School Days Closed	YES	YES	

Form Location	Form #	DUE DATE: SEPTEMBER 15, 2010 Description	Method of Submission		Division Use
			Signed Original	Nil Form	
Web Site	FB 150	Claim for Board and Room Support	YES	NO	

This checklist is available on the Internet at: www.edu.gov.mb.ca/k12/finance/forms/index.html.