

EIS Collection Reporting Information for 2023/2024



Public schools report to the division office unless otherwise instructed.

Description	Send			Public Division	Ind. School	FN School	ALC
	When	What	To				
Grades 9-12: Student High School (Senior Years) Marks (as of 'end of school year')	By Sept 29	File: xxxxMRK.asc	EAS	✓	✓	✓	✓
Grade 12: Grade 12 Graduation Summary	By Sept 29	Report: Graduating Students Summary	CIB	✓	✓	✓	
All Grades: Student Enrolment (as of September 30)	By Oct 16	File: xxxxENR.asc	EFB**	✓	✓		
All Grades: Certification Form and Enrolment File Verification Report	By Oct 16	Report: EIS CERT (2 parts) Report: IS CERT (2 parts)	EFB	✓	✓		
All Grades: Pupils Requiring Specially Equipped Vehicles	By Oct 16	Report: FB 108A	EFB	✓			
Grades K-8: French: Communication & Culture, Intensive French and Early Start French Courses, Français and French Immersion Programs (as of September 30) See Note 1	By Oct 16	File: xxxxBCS.asc Report: BEF 101	BEF	✓	✓		
Grades 9-12: Senior Student Course Registrations (9-12) (as of September 30) See Note 3	By Oct 31	File: xxxxREG.asc	BEF	✓	✓		
All Grades: Verification of Attendance for Enrolment Code 300 LATE SUBMISSIONS WILL NOT BE PROCESSED	By Dec 5	Report: 113d Report: IS113d	EFB EFB	✓	✓		
Staff Employment Updates	Monthly	Report: Month-End Update	PCU	✓	✓	✓	✓

Notes:

- 1 – Include courses taught in French **and** in English
- 2 – Second semester activities are as of the first day of the second semester
- 3 – First semester courses **and** intended courses for second semester

xxxx is School or Division Code

Abbreviations:

- ALC – Adult Learning Centre
- BEF – Bureau de l'éducation française
- FN – First Nations
- Ind. – Independent
- EFB – Education Finance Branch
- CIB – Continuous Improvement Branch
- PCU – Professional Certification Unit
- EAS – Education Administration Services Branch

** Please note that further instructions and information regarding public schools enrolment and categorical grants reporting, as well as a complete checklist of EFB enrolment and categorical grants reporting requirements, are available at www.edu.gov.mb.ca/k12/finance/index.html.