PUBLIC SCHOOLS ENROLMENT AND CATEGORICAL GRANTS REPORTING FOR THE 2026 - 2027 SCHOOL YEAR

Manitoba

This page is intentionally left blank.

PUBLIC SCHOOLS ENROLMENT AND CATEGORICAL GRANTS REPORTING FOR THE 2026 - 2027 SCHOOL YEAR

Manitoba Education and Early Childhood Learning
System Performance & Accountability Division
Education Funding Branch
Robert Fletcher Building
511-1181 Portage Avenue
Winnipeg Manitoba, R3G 0T3 CANADA
Tel.: 204-945-6910
EFB@gov.mb.ca

August 2026

Ce document sera disponible en français prochainement.

This document is available online at
Finance and Statistics | Manitoba Education and Early Childhood Learning

Manitoba

TABLE OF CONTENTS

INTRODUCTION 1

UPDATES 3

PART I: REPORTING WITH EIS COLLECTION 4

Definitions 4

1. ENROLMENT 6

1.1 Administrative Requirements and Reporting Guidelines 6

1.2 Definition of an Enrolled Pupil 8

1.3 Age on December 31 9

1.4 School 9

1.5 School Student Number 9

1.6 Enrolment Date 9

1.7 Grade 10

1.8 Gender 10

1.9 Enrolment Codes 10

1.10 Resident Division 18

1.11 Postal Code (Residence) 18

1.12 Diploma Already Attained 19

1.13 Attendance (Eligible %) 19

1.14 Homeroom 23

1.15 Care of Child and Family Services 23

1.16 Living with Responsible Adult (LRA) 24

2. TRANSPORTATION 25

2.1 Transportation & Enrolment Codes Validation Table 26

2.2 Transportation Codes 28

3. LANGUAGES 32

3.1 French Language Education 32

3.2 Indigenous and International Languages 34

3.3 English as an Additional Language (EAL) 34

3.4 EAL Coding Chart 37

4. NEWCOMER 38

4.1 Newcomer Educational Background 38

4.2 Newcomer French Language Support 38
5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA 39
6. REQUESTS FOR ADJUSTMENTS 39
PART II: REPORTING WITH FB FORMS 40
1. PUPILS REQUIRING SPECIALLY EQUIPPED VEHICLES 41
2. BUS ROUTES 42
3. BOARD AND ROOM PUPILS 42
4. TECHNOLOGY VOCATIONAL EDUCATION (TVE) 44
5. ATTENDANCE AND ENROLMENT 45
6. NEWCOMER 46
7. SCHOOL DAYS 47
8. RENTED AND LEASED SPACE 48
CONTACT LIST 49
APPENDIX A 50
The Activities and Programs – Learning to Age 18 Regulation 50
APPENDIX B 51
Websites 51
APPENDIX C 52
Transportation and Board and Room Examples 52
APPENDIX D 54
Adult Learning Centre Policy Guide (April 2009) 54
APPENDIX E 56
Division scolaire franco-manitobaine Boundaries 56
APPENDIX F 57
Checklist for reporting to Education Funding Branch 57
APPENDIX G 59
Updates for EIS Collection 2026 59

Manitoba

INTRODUCTION

The Education Funding 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 divisions in meeting the requirements for the reporting of enrolment and categorical grant data and information for the 2026 - 2027 school year. For detailed information regarding funding criteria and eligibility, please refer to the Funding of Schools 2026-2027 School Year booklet available online. **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 submitted by divisions via the Education Funding Branch Submission Portal. Data exported from EIS Collection must be validated and encrypted by checking the applicable boxes on the EIS Collection enrolment export screen. 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 the online file location of FB forms used for reporting are also provided in Part II: Reporting with FB Forms.

- **The first Wednesday in October** is the reporting date for enrolment and categorical data. For 2026-27, the reporting date is October 7, 2026. Refer to the Reporting Guidelines in Section 1.1 for further information on determination of the specific date of reference for other reporting and deadline dates. The reporting checklist in Appendix F has been updated to reflect the actual due dates for the 2026-2027 year.
- The DEADLINE for submission of first Wednesday of October data to the Education Funding Branch is **October 15, 2026**.
- The enrolment file is to be submitted via the Education Funding Branch Submission Portal. **The subject line should include the division name and reporting year**. Files must be validated.
- Divisions are responsible for ensuring that the most up-to-date FB forms are used for reporting by consulting the FB Forms webpage and downloading forms marked “NEW”. The Control Sheet in each file must be updated with division name and the correct reporting date. Updated FB Forms (see Part II) for the 2026-2027 school year will be available online. Divisions will also be notified when the updated forms are posted.
- PDF copies of the EIS CERT, FB forms and other required reports from EIS Collection must be signed, dated and emailed to Education Funding Branch online portal. Originals are to be kept on file at the division and made available upon request. Locally developed computerized reports that meet the data and certification requirements of the appropriate FB form may also be submitted with prior approval from Education Funding Branch. All forms must be completed electronically. Incomplete forms will be returned to the division.
- Consistent reporting of MET #, legal surname, given names and birthdate for pupils is crucial for the maintenance and accuracy of the pupil database. Inconsistent reporting of this data from year to year, including date of birth transpositions and name differences cause duplicate reporting errors and, in some instances, may affect funding eligibility.

- Where indicated, the MET # and enrolment code must be provided for pupils on FB forms.
- Divisions are responsible for determining a pupil's eligibility for funding under the Funding of Schools Program, and for ensuring that enrolment is reported accurately and in accordance with the administrative requirements, guidelines and definition of an enrolled pupil (see Part I Sections 1.1, 1.2). This includes ensuring that:
    - pupils are recorded as a resident pupil, defined in Part I Definitions
    - a resident pupil is an enrolled pupil that: lives with a parent or legal guardian who is residing in the school division/district; is residing with a responsible adult who is not their parent or legal guardian, but whose parent or legal guardian is a citizen or permanent resident and resides in Canada; or, is a resident through other valid criteria defined in Part I Definitions
    - pupils are physically in attendance in a school on the reporting date;
    - pupils reported are receiving instruction from Manitoba certified teachers in approved Manitoba curriculum/courses or individualized programming;
    - approvals are in place and attendance reporting requirements are met for pupils considered to be attending school when they are participating in an approved activity or program under the Activities and Programs – Learning to Age 18 Regulation (see Appendix A);
    - the number of post-diploma credits that an adult has accumulated is properly reflected in the calculation of eligible percentage (see Part I Section 1.13);
    - the full course load (see Part I Section 1.1) for pupils in a regular high school program is not differentiated for the calculation of eligible percentage for adults and homeschool pupils (see Part 1 Section 1.13).
- Requests for adjustments (see Part I Section 6) must be provided in writing and 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 the MET #, Enrolment Code and Birthdate. Requests for the addition or adjustments of pupils with enrolment code 300 Non-Supportable - Not in Attendance/Expected by November 30 will not be processed.
- To assist divisions in completing a request for adjustment, a customizable Requests for Adjustments Template is available here.
- The collection of personal information submitted by divisions is authorized under The Public Schools Act and the Funding of Schools Program Regulation (M.R. 160/2022). 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 Education Funding Branch at 204-945-6910 or efb@gov.mb.ca.

UPDATES

- Information regarding changes to codes, validation and reports in EIS Collection 2026 is provided in Appendix G.

- **Reminders:**
    - Pupils over 21 years of age who have not received a high school diploma, or pupils under 21 years of age who have received a high school diploma no longer have right to attend status. However, these pupils may be funded on a prorated basis according to the number of K-12 courses being taken, up to a maximum of four approved courses beyond the number of courses taken by the end of the school year in which graduation occurs.

    - 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 Education Funding Branch via the online application Incidental School Closure Online Notification Form will fulfill a school board's obligation for the prompt notification of an incidental school closure to the Minister. Divisions will only be notified if the reported incidental school closure days will result in a loss of operating grant under the Funding of Schools Program.

    - New Manitoba Residents, pupils reported with enrolment code 300 can now be submitted as a second upload file when student counts are greater than 15. For any questions contact the Education Funding Branch at efb@gov.mb.ca or 204-945-6910.

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 'context-sensitive help' features in EIS Collection.

Definitions

Adult Pupil

A pupil 21 years of age or older on December 31 or a pupil, regardless of age, who has been issued a diploma or a certificate of completion.

Certificate of Completion

A certificate of completion issued under subsection 3(2) of the High School Graduation Requirements Regulation (M.R. 167/99).

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 High School Graduation Requirements Regulation (M.R. 167/99) or equivalent standing from another jurisdiction.

Division

A school division, school district or special revenue school district.

DSFM

Division scolaire franco-manitobaine.

Homeschool Pupil

A resident pupil, who is not an adult, schooled at home but who attends a public school part of the time to receive individualized programming or instruction in approved Manitoba curriculum courses.

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 The Public Schools Act (see Section 1.10).

Responsible Adult

A responsible adult is an adult who is not the student's parent/legal guardian but who has been designated by the student's parent/legal guardian to provide day-to-day care for the student. A responsible adult can also be an adult providing day-to-day care for a student when the student has no contact with their parent/legal guardian.

Resident Pupil

A resident pupil in The Public Schools Act refers to a student who:

- lives with a parent or legal guardian who is residing in the school division/district and:
  - is a Canadian citizen or permanent resident as defined in the Immigration and Refugee Protection Act (Canada); or
  - is a member of a visiting force under the Visiting Forces Act (Canada); or
  - holds a work or study permit under the Immigration and Refugee Protection Act (Canada)
- **is residing with a responsible adult who is not their parent or legal guardian, but whose parent or legal guardian is a citizen or permanent resident and resides in Canada.**
- is or whose parent/legal guardian is claiming refugee protection or is protected under the Immigration and Refugee Protection Act (Canada)
- has reached the age of 18 and is a Canadian citizen or permanent resident, as defined in the Immigration and Refugee Protection Act (Canada)
- becomes a resident, by being dealt with under The Child and Family Services Act or The Youth Criminal Justice Act
- becomes a resident by being dealt with under Indigenous Law as per The Child and Family Services Act
- is deemed a resident by the Minister

School of Choice

A school chosen by the pupil other than the one designated by the school board.

Full Course Load

The number of credits required in each of Grade 9 to Grade 12 through a combination of compulsory and optional approved courses taught by Manitoba certified teachers, to accumulate a minimum of 30 credits to obtain a Manitoba high school diploma.

Approved Courses

Courses taught by Manitoba certified teachers, which qualify as credits under the High School Graduation Requirements Regulation (M.R. 167/99). Individualized programming means programming provided to a student in accordance with an individual education plan prepared under subsection 5 (1) of the Appropriate Educational Programming Regulation (M.R. 155/2005).

Educational Information System (EIS)

Additional information is available here.

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 1.16.

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:

1) 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 (wet or electronic). Homeroom teachers must report attendance by indicating on a classroom list (wet or electronic) the pupils that were in attendance. Teachers are to enter either a PRESENT (IN-CLASS) or ABSENT record for each student in their homeroom for grades K-8, or every course they teach for grades 9-12. In cases where there are no homeroom teachers, each classroom teacher for every class on the first Wednesday in October must complete the attendance report. In both cases, marking absences is **not sufficient**. **Attendance reports must be signed and dated by the reporting teacher (wet or electronic)**.

2) Each school shall run reports mid-afternoon on the first Wednesday in October (after the start of the last class of the day) to ensure that all classes have been recorded as required for the first Wednesday in October.

3) 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.

4) 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.

5) Documentation in support of the definition of an enrolled pupil does not have to be submitted to the Education Funding Branch but must be on file in the division and made available upon request.

6) 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 Education Funding Branch is accurate and in accordance with the definition of an enrolled pupil.

7) Enrolment must be reported electronically using EIS Collection (see Section 5) and submitted by email to the Education Funding Branch, accompanied by PDF copies of certification from the superintendent and the secretary-treasurer that confirm the enrolment data is accurate and in accordance with the definition of an enrolled pupil.

8) The divisional external auditor will audit the EIS Enrolment File Verification Report (Part 2 of the EIS CERT, see Section 5) and report on same in the annual Auditor's Report on Enrolment.

NOTE: A pupil participating in an activity or program approved under the Activities and Programs – Learning to Age 18 Regulation (M.R. 139/2011) is considered to be enrolled in, and attending, school. As such, the pupil can be reported as an enrolled pupil. See Appendix A for the specific requirements that must be met.

Reporting Guidelines

1) 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.

2) 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 or other incidental reason, then the alternate date of reference for that school becomes the last day of school prior to the in-service or incidental closure day.

3) Where a pupil has been reported in more than one school, and one of those schools was closed for an in-service or incidental reason 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.

4) Pupils attending for second semester only cannot be reported in enrolment.

5) Divisions are required to set full course loads to be used in the calculation of eligible percentage (see Section 1.13). Full course load requirements are based on 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 in a regular high school program. Full course load used for calculating eligible percentage for adult or homeschool pupils cannot be differentiated from the full course load set for a regular high school program. Second semester courses should be counted in determining a pupil's course load for the school year for the calculation of eligible percentage.

6) 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 the first Wednesday in October, or

   b) if the pupil is in attendance in more than one division on the first Wednesday in October, 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 the first Wednesday in October, the school where the pupil is deemed to be in regular attendance for the duration of the school year

7) Where a pupil is enrolled in two divisions on the first Wednesday in October 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

8) A pupil enrolled in a public school and a funded independent school on the first Wednesday in October 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 taking the same number of approved courses in each school, or

   c) 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.

NOTE: A pupil participating in an activity or program approved under the Activities and Programs – Learning to Age 18 Regulation (M.R. 139/2011) is considered to be enrolled in, and attending, school. As such, the pupil can be reported as an enrolled pupil. See Appendix A for the specific requirements that must be met.

a) In Attendance on the first Wednesday in October

An enrolled pupil is a pupil who is registered in a school on or before the first Wednesday in October and is in attendance on the first Wednesday in October.

b) Not in attendance on the first Wednesday of October but in attendance on or before October 10

An enrolled pupil is a pupil who is not in attendance in any school on the first Wednesday in October, who was:

i. registered in a school in the reporting division on or before the first Wednesday in October and begins or resumes regular attendance in the same school or another school in the reporting division after the first Wednesday of October to October 10 (inclusive), or

ii. registered and in attendance in a school in another division or a funded independent school on or before the first Wednesday in October but registers and begins regular attendance in a school in the reporting division after the first Wednesday of October to October 10 (inclusive), or

iii. not in attendance in any school on or before the first Wednesday in October but who registers and begins regular attendance in a school in the reporting division after the first Wednesday in October to October 10 (inclusive)

c) Other Provisions

i. An enrolled pupil is a pupil who, on or before October 10:

   a) registers with the reporting division, and

   b) provides written documentation that they will be in regular attendance beginning on or before November 30, and

   c) has not been in attendance on or before October 10 in any school in Manitoba.

See enrolment code 300 (Section 1.9) for reporting instructions and verification requirements. This provision does not apply to Nursery pupils.

ii. An enrolled pupil is a pupil who, having re-located from another province or country, has established residency in Manitoba on or before November 30, and has:

a) resident pupil status (see Section 1.10), and

b) not been in attendance on or before November 30 in any school in Manitoba, and

c) registered and begun regular attendance on or before November 30 in a school in the reporting division

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

iii. An enrolled pupil is a pupil who was not in attendance in any school between the first Wednesday in October and October 10, and

a) registered and established regular attendance in a school in the reporting division on or before the first Wednesday in October, and

b) provided written documentation that they would not be in attendance between the first Wednesday in October and October 10 but anticipate resuming regular attendance in the reporting division on or before November 30, and

c) resumes regular attendance in a school in the reporting division on / before November 30.

See enrolment code 300 (Section 1.9) for reporting instructions and verification requirements. This provision does not apply to Nursery pupils.

1.3 Age on December 31

The Age on December 31 field automatically calculates and displays the age of the pupil on December 31 of the appropriate school year. 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 1.9) 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 Enrolment 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 taught in special ungraded classes and SS refers to pupils age 14 or older taught in special ungraded classes.

Reporting for pupils with a Grade of "N" (Nursery) is restricted to the following fields:

- MET #
- Surname, Given Names, Birthdate and Gender
- School Name
- School Student Number
- Enrolment Code (cannot be enrolment code 300)
- Grade
- Enrolment Date
- Resident Division and Postal Code
- Transportation Code (restricted to transportation codes 600/601)

1.8 Gender

Currently, EIS Collection only has the male or female selection available under Gender Identification. Any deviations to this must be submitted as an adjustment to the Education Funding Branch indicating the change to "Gender X".

1.9 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 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) the day after the first Wednesday in October less:

(a) nursery pupils (all enrolment codes)

(b) ½ of the number of supportable kindergarten pupils (100 series enrolment codes)

(c) non-supportable pupils (enrolment codes 210, 310, 320, 340, 390)

(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 adjoining provinces (enrolment codes 420 and 421)

(f) the supportable portion of enrolment for homeschooled 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 the day after the first Wednesday in October are not eligible for transportation support

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.

School boards are required to make provision for resident pupils (see Part I Definitions; having the right to attend) to go to school in another school division/district for the purpose of attending a recognized school program (English, Français, French Immersion, Senior Years Technology) not offered by the school division/district that the student is a resident of. The school board has the authority to designate the out-of-division/district school to be attended and is responsible for paying the residual costs. Where transportation eligibility exists for the student, the school board is required to provide transportation or financial support in lieu of transportation.

For further information contact Education Administration Services at 204-945-6899 or EASAdministration@gov.mb.ca.

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 / Program Not Offered / School of Choice) – DSFM Use Only

Entitled pupils residing within DSFM boundaries (see Appendix E). Non-entitled pupils residing within DSFM boundaries, whose resident division does not offer français programming attending the designated DSFM school for program not offered purposes. Non-entitled pupils residing within DSFM boundaries, whose resident division does not offer français programming and who choose to attend a DSFM school rather than the

school designated by the resident division for program not offered. The resident division pays Special levy to the DSFM on behalf of these pupils.

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

Entitled pupils residing outside DSFM boundaries (see Appendix E). Non-entitled pupils residing outside DSFM boundaries whose resident division does not offer français programming attending the designated DSFM school for program not offered purposes. The resident division pays residual fees to the DSFM on behalf of these pupils.

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

Non-entitled pupils residing outside DSFM boundaries (see Appendix E) whose resident division does offer français programming who choose to attend a DSFM school. Non-entitled pupils residing outside DSFM boundaries, whose resident division does not offer français programming and who choose to attend a DSFM school rather than the school designated by the resident division for program not offered. The resident division pays transfer fees 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 International – Supportable Temporary Resident

Foreign pupils under the age of 18, accompanied by parents or legal guardians with temporary resident status who are in Canada under one of the following Immigration, Refugees and Citizenship Canada (IRCC) authorities:

a) Work permit – a document that authorizes an individual to legally work in Canada on a temporary basis.

Children of parents or legal guardians in Canada on work permits do not require a study permit unless their stay is beyond six months from the date of entry or beyond the date stamped on the parents' or child's entry documentation. A study permit or visitor record is required for stays beyond the time limit authorized at the time of entry into Canada.

b) Study permit – a document that authorizes a person to study at an educational institution in Canada for the duration of their program of study.

Children of parents or legal guardians in Canada on study permits do not require a study permit unless the stay is beyond six months from the date of entry or beyond the date stamped on the parents' or child's entry documentation. A study permit or visitor record is required for stays beyond the time limit authorized at the time of entry into Canada.

c) Temporary Resident Permit (TRP) – a permit that has been granted to an individual at the discretion of IRCC under exceptional circumstances. TRP holders can also have an accompanying work and/or study permit.

Children of parents or legal guardians in Canada who are holders of a TRP without work or study permits require a study permit if their stay is longer than six months.

NOTE: Pupils reported with enrolment codes 190, 192, 194 and 196 are not charged fees by the school division. Please refer to the Temporary Residents Policy for further details. See enrolment codes 210 and 390 for the coding of pupils who do not meet the criteria for the 190 series – Supportable Temporary Resident enrolment codes.

192 Regular Refugee – Supportable Temporary Resident

Pupils or pupils whose parents have been granted refugee status; or pupils who have submitted a claim for refugee status and are awaiting approval of their claim by the Immigration and Refugee Board of Canada.

NOTE: A Determination of Eligibility letter is given to each refugee claimant eligible to access the Refugee Determination Process. This letter held by a minor child is evidence that their case has been referred to the Refugee Protection Division, and a study permit is not required.

194 Regular Visiting Forces Act – Supportable Temporary Resident

Pupils whose parents or legal guardians are under the authority of the Visiting Forces Act.

196 Regular Other – Supportable Temporary Residents

Pupils from other jurisdictions on a temporary stay in Manitoba who have been approved by the Minister as supportable residents on a temporary basis.

NOTE: In circumstances where students are temporarily displaced due to provincial wildfires or flooding, school divisions are required to use code 196 to report these students in their division. The students' resident school division must also be selected in the applicable field.

197 Regular Supportable Temporary Resident - School of Choice

Regular supportable temporary resident pupils attending a school of choice in the resident division rather than the designated school. Please note that this code applies to all relevant pupils that are supportable temporary residents.

198 Regular Supportable Temporary Resident - Program Not Offered

Regular supportable temporary resident pupils attending a school outside of the resident division for a program not offered in the resident division. Please note that this code applies to all relevant pupils that are supportable temporary residents.

210 Non-Supportable – Inbound Foreign Exchange

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 the 190 series and 390 enrolment codes for the coding of pupils who do not meet the criteria for enrolment code 210.

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

Pupils who qualify as enrolled pupils under point c) i) and c) iii) 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. 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 5 certifying that the pupil is in regular attendance beginning on or before November 30 and providing enrolment coding and other information confirming the pupil's funding eligibility status.

The following fields are required for reporting pupils with a 300 enrolment code:

- MET #, Surname, Given Names, Gender & Birthdate
- Enrolment Date and Enrolment Code
- School and Grade (cannot be Nursery)

NOTE: Requests for adjustments (see Part II Section 6) for the addition of pupils with enrolment code 300 will not be processed.

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 - Indigenous Pupil

Indigenous pupils attending a public school, who are not resident of any division and for whom a First Nations Band or the Government of Canada is required to make a contribution to the division for the education of these pupils.

NOTE: Indigenous 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.

Indigenous 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.

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

390 Non-Supportable - Temporary Resident

Pupils under the age of 18:

a) accompanied by parents or legal guardians who are in Canada as visitors or on Temporary Resident Permits as visitors.

Children of parents or legal guardians in Canada as visitors with Temporary Resident Permits as visitors require a study permit to attend school regardless of the time being spent in Canada.

b) 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).

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.

Unaccompanied children or age of majority individuals in Canada as visitors are not eligible for provincial funding but are permitted to study without a study permit unless their stay is beyond six months from the date of entry or beyond the date stamped on their entry documentation. The child or age of majority individual requires a study permit or visitor record for stays beyond the time limit authorized at the time of entry into Canada.

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

410 Homeschool Pupil

Homeschool pupils who attend school to receive instruction in approved Manitoba curriculum courses or individualized programming taught by Manitoba certified teachers.

NOTE: An entry is required in the Eligible % field on the Enrolment Screen (see Section 1.13). Homeschool pupils are not eligible for transportation, board and room or English as an Additional Language support. All other eligible funding is provided on a prorated basis according to eligible percentage. Adult pupils are not eligible for support as homeschool pupils. Parent(s) or guardian(s) of a homeschool pupil must furthermore, have met the notification, information and reporting conditions in Section 260.1 of The Public Schools Act.

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, 570 and 580, 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 numbers, 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 # are being reported. With regard to enrolment codes 560, 570 and 580, divisions should ensure that the correct MET #, names, birthdate and gender data are being reported consistently on EIS collection.

The Education Administration Services branch can provide or confirm the correct MET # for Manitoba students and can be contacted at 204-945-0201 or 1-833-227-1375 or by email at sturecords@gov.mb.ca.

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

- MET #
- Surname, Given Names; Gender and Birthdate
- Enrolment Date; Enrolment Code; Resident Division
- 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 reporting (transporting) division for reporting pupils transported (or receiving allowances, where applicable) out of division.

NOTE: 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.

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 first Wednesday in October are not eligible for transportation support on first Wednesday in October.

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 in Appendix B of the Funding of Schools booklet.

NOTE: 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.

NOTE: 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 (transporting) division must be in place.

NOTE: To be eligible for transportation support, pupils must be reported in the enrolment of a funded independent school with transportation code 700 – Transported by Public Division (Shared Service Agreement) and an eligible enrolment code.

560 Attending an Institutional School

Eligible resident pupils attending and being transported to an institutional school.

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

Eligible Frontier School Division resident pupils attending and being transported to a First Nations School that is not administered by Frontier School Division under an educational agreement.

580 Attending a First Nations School Claimed for Board and Room Support – For Frontier School Division Only

Eligible Frontier School Division resident pupils required to live away from home, who are attending First Nations Schools that are not administered by Frontier School Division under an educational agreement for a program not offered at their home school, and who would be required to travel a minimum one-way distance of 80 kilometers from their residence to the school attended.

1.10 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:

- **a)** lives with a parent or legal guardian who is residing in the school division/district and:
    a. is a Canadian citizen or permanent resident as defined in the Immigration and Refugee Protection Act (Canada); or
    b. is a member of a visiting force under the Visiting Forces Act (Canada); or
    c. holds a work or study permit under the Immigration and Refugee Protection Act (Canada)
- **b)** is residing with a responsible adult who is not their parent or legal guardian, but whose parent or legal guardian is a citizen or permanent resident and resides in Canada.
- **c)** is or whose parent/legal guardian is claiming refugee protection or is protected under the Immigration and Refugee Protection Act (Canada)
- **d)** has reached the age of 18 and is a Canadian citizen or permanent resident, as defined in the Immigration and Refugee Protection Act (Canada)
- **e)** becomes a resident, by being dealt with under The Child and Family Services Act or The Youth Criminal Justice Act
- **f)** becomes a resident by being dealt with under Indigenous Law as per The Child and Family Services Act
- **g)** is deemed a resident by the Minister

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

Except for the DSFM, supportable temporary residents (i.e. enrolment code 190) must be entered as residents of the reporting division. For the DSFM, supportable temporary residents (i.e. enrolment code 190) must be entered as "Non-Resident of Any School Division".

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

1.11 Postal Code (Residence)

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

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 homeschool pupil is eligible for provincial funding. Appendix C of the Funding of Schools booklet 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. 210, 310, 320, 340 or 390). Entries for homeschool pupils (i.e. enrolment code 410) must be between 10% and 90%.

Entries are required for all adult pupils reported with supportable enrolment codes (i.e. 100 series) and all homeschool pupils (i.e. enrolment code 410).

Pupils over 21 years of age who have not received a high school diploma, or pupils under 21 years of age who have received a high school diploma no longer have right to attend status.

These pupils may be funded on a prorated basis according to the number of K-12 courses being taken, up to a maximum of four approved courses beyond the number of courses taken by the end of the school year in which graduation occurs.

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

Divisions are required to set full course loads to be used in the calculation of eligible percentage. Full course load requirements should be based on 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 in a regular high school program. A full course load differentiated from the regular high school program cannot be used for calculating eligible percentage for adult or homeschool pupils. For example, if a division has set the full course load for Grade 12 at 8 full courses, then 8 is the full course load that is to be used for calculating eligible percentage for adult and homeschool pupils.

Pupils attending second semester only, including adult and homeschool pupils, cannot be reported in enrolment (see Section 1.1). Second semester approved courses should be counted in determining a pupil's course load for the school year for the calculation of eligible percentage for adult and homeschool pupils in attendance for a minimum of one approved course in the first semester.

Approved courses mean courses taught by Manitoba certified teachers, which qualify as credits under the High School Graduation Requirements Regulation (M.R. 167/99). Individualized programming means programming provided to a pupil in accordance with an individual education plan prepared under subsection 5 (1) of the Appropriate Educational Programming Regulation (M.R. 155/2005).

a) No Diploma or Certificate of Completion – 21 Years of Age or Older on December 31st Receiving Instruction in Approved Courses

Funding is provided on a prorated basis according to the number of approved courses being taken up to a maximum of four credits beyond the number required for graduation. Pupils in this category are not eligible for Special Needs support, Transportation or Board and Room Support.

Eligible % is calculated by determining the maximum number of approved courses eligible for funding divided by the grade appropriate full course load established by the reporting division. The resulting percentage is rounded to the nearest ten percent (e.g. 0%, 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 approved courses where 8 approved courses is a full course load.

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

b) Diploma – Receiving Instruction in Approved Courses

i) Under 21 years of age on December 31st. Funding is provided on a prorated basis according to the number of approved 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 approved 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 Special Needs support, Transportation or Board and Room Support.

Eligible % is calculated by determining the maximum number of approved courses eligible for funding divided by the grade appropriate full course load established by the reporting division. The resulting percentage is rounded to the nearest ten percent (e.g. 0%, 10%, 20%, 30%). Pupils with diplomas cannot be reported as 100% eligible for funding.

Example 1:
A pupil under 21 years of age with a high school diploma and no additional credits enrolled in 3 approved courses where 6 approved courses is a full course load.

Maximum credits allowed beyond graduation	4		
Post Diploma Credits already taken	0		
Maximum number of eligible courses remaining		4 (A)	
Number of courses enrolled in for the school		3 (B)	
Maximum eligible courses (lesser of A and B)		3 (C)	
Full course load for the school year			6 (D)
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 approved courses where 6 approved courses is a full course load.

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

c) Certificate of Completion – Receiving Individualized Programming

i) Under 21 years of age on December 31st. Funding is provided on a prorated basis according to the percentage of time that the pupil attends 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. Funding is provided on a prorated basis according to the percentage of time that the pupil attends 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.

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 (e.g. 0%, 10%, 20%, 30%). 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	0	
Maximum eligible % remaining		70 (A)
% of time attending for the current		40 (B)
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		40 (B)
Eligible Percentage (lesser of A and B)		30 %

d) Homeschool Pupils

Funding is provided for eligible homeschool pupils attending school to receive individualized programming or instruction in approved Manitoba curriculum courses taught by Manitoba certified teachers. Parent(s) or guardian(s) of a homeschool pupil must furthermore, have met the notification, information and reporting conditions in Section 260.1 of The Public Schools Act. Homeschool pupils are not eligible for Transportation, Board and Room or English as an Additional Language support. All other eligible funding 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 receiving individualized programming is 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 (e.g. 10%, 20%, 30%).

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 receiving instruction in approved courses is calculated by:

- dividing the number of approved courses being taken by the grade appropriate course load established by the reporting division rounded to the nearest ten percent (e.g. 10%, 20%).

Example: a pupil taking 2 approved courses in a school that has established a full course load of 8 would have an eligible percentage of 30 (2 divided by 8 rounded to the nearest 10 percent).

NOTE: Homeschool pupils cannot be reported with an Eligible % of 0% or 100%.

1.14 Homeroom

The Homeroom field is for reporting the room number and/or other identifier of a pupil's homeroom on the reporting date. The identifier for each homeroom within a school must be unique and used for all pupils in the same homeroom regardless of their grade levels. This field is mandatory for pupils reported with Nursery to Grade 8 or SE in the Grade field. Reporting is optional for pupils reported with Grades 9 to 12 or SS in the Grade field.

NOTE: Combine the homeroom number with the applicable grade(s) in the classroom.

Examples: Room 25 Grade 2 = 25-2 for all students in the same classroom
Room 30 Grade 2 and 3 split class = 30-2-3 for all students in the same classroom

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) should be consulted for further information regarding temporary or permanent guardianship orders and voluntary placement agreements.

Please note that an Act Respecting Child and Family Services was passed in May 2023. This Act expands the definition of a resident pupil in The Public Schools Act to include students who, by reason of being dealt with under a provision respecting child and family services in an Indigenous law as defined in The Child and Family Services Act, becomes a resident therein. It also extends to children living in under kinship care agreements, which relates to care provided by the child's community with the participation of the child's family or persons with significant relationships with the child or the child's parents or legal guardian.

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) of the CFSA allows for this to continue to age 21 for permanent wards in some circumstances (see below).

> "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 the day after the first Wednesday of October 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 CFS agency and placed in a foster home
- through voluntary placement with a CFS agency, has been placed by the agency in a foster home, kinship care, or customary 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)

1.16 Living with Responsible Adult (LRA)

Pupils who are living with a responsible adult (LRA) other than their parent(s)/legal guardian(s) are reported with a "Y" in the **LRA** field in EIS Collection.

The determining factor for selecting the LRA indicator for a pupil is whether the pupil is living with a responsible adult (see Part I, Definitions).

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. 160/2022), the Schools of Choice Policy and the Funding of Schools booklet should be consulted for full details with respect to transportation obligation and funding criteria. See Appendix B for website addresses of 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 after the first Wednesday in October. 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 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 1.9).

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 homeschool pupils, are not eligible for transportation support. Pupils claimed for Board and Room Support after the first Wednesday in October cannot be claimed for Transportation support. See Appendix C for examples of enrolment and transportation reporting combinations.

Definition of 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 Indigenous or International Language programs.

2.1 Transportation & Enrolment Codes Validation Table

Enrolment Code*		Transportation Code													
		Eligible												Non-Eligible	
		Urban		Rural		Crossing Boundary Attending DSFM		Attending MITT (5)		Special Class		Specially Equipped Vehicles			
		100	101	200	201	300	301	310	311	400	401	500	501	600	601
		on Bus	Allow	on Bus	Allow	on Bus	Allow	on Bus	Allow	on Bus	Allow	on Bus	(7) Allow	on Bus	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
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
300	Non-Supportable Pupil														
310	Canada Supported													Yes	Yes
320	Education Paid from Other Sources													Yes	Yes
340	First Nations													Yes	Yes
390	Non-Supportable Pupils													Yes	Yes
410	Homeschool													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
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
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
580 (4)	Attending a First Nations School Claimed for Board & Room													Yes	Yes

Notes:

Yes = Valid Code Combination

(1) DSFM use only

(2) Division claiming for pupils attending DSFM schools

(3) Flin Flon School Division use only

(4) Frontier School Division use only

(5) Pembina Trails School Division use only

(6) As per the eligibility provisions in Appendix B of the Funding of Schools booklet

(7) Special circumstances only (See Part II Section 1)

Regardless of enrolment code, nursery and adult pupils can only be reported with transportation codes 600/601.

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 community[1] 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 in Appendix B of the Funding of Schools booklet;
- 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 community[1] 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 in Appendix B of the Funding of Schools booklet;
- 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 in Appendix B of the Funding of Schools booklet;
- 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 DSFM who must cross divisional boundaries to attend the designated school.

310 Eligible Manitoba Institute of Trades and Technology - On School Bus

311 Eligible Manitoba Institute of Trades and Technology - Allowance

Eligible pupils, transported on school buses (or receiving allowances), who attend the Manitoba Institute of Trades and Technology (MITT) (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 identified special needs 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 in Appendix B of the Funding of Schools booklet;
- 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 in Appendix B of the Funding of Schools booklet;
- 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 in Appendix B of the Funding of Schools booklet;
- 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 in Appendix B of the Funding of Schools booklet;
- 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. 160/2022) for definitions of impaired mobility pupils and specially equipped vehicles.

Transportation code 500 is used for pupils transported by divisions on specially equipped vehicles including school buses, handi-vans and wheelchair taxis. Transportation code 501 is used only where an allowance is paid to parents or legal guardians by the division in lieu of transportation on a specially equipped vehicle. 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 Part II, Section 1).

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 (see Part II 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)
- Homeschool pupils
- Foreign Exchange pupils
- Pupils claimed for Board and Room Support (enrolment codes 105 or 505) after the first Wednesday in October

3. LANGUAGES

The Languages field on the Enrolment screen is for reporting pupils for French Language Education, Indigenous and International Languages or English as an Additional Language support.

NOTE: Languages codes cannot be selected for pupils with non-supportable enrolment codes (210 and 300 series). A maximum of four languages can be entered for each pupil. If more than four languages are required for a pupil, please contact the Education Funding Branch (see Contact List) for further instruction.

3.1 French Language Education

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 Program

101 Français

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.

NOTE: School track reporting must be consistent with the French language code selected.

French Immersion Program

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 bilingual.

110 French Immersion - 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 - 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 6
- 50% or more in Grades 7 to 12

112 French Immersion - Late Entry

Pupil begins the program in Grade 7 and may continue to Grade 12. The recommended percentage of instruction in French is 50% or more.

114 French Immersion – Flexible Entry

Pupil begins the program in a grade level other than those identified in the official French Immersion Program entry points (Early Entry, Middle Entry or Late Entry) and may continue to Grade 12. The recommended percentage of instruction in French should correspond to that of the student's grade level (i.e., 75% or more in Grades 2 to 6; 50% or more in Grades 7 to 12).

NOTE: School track reporting must be consistent with the French language code selected.

English Program

French courses/subjects designed for pupils within the English Program providing a basic level of competence in the French language.

120 French – 9 year Course

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 or vice versa; and
- Year 2, 3 and 4 (Grade 6, 7, and 8) - 11% or more

130 Early Start French (K – 3)

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%.

NOTE: School track reporting must be consistent with the French language code selected.

3.2 Indigenous and International Languages

Bilingual Indigenous and International Languages Pupils

Bilingual Indigenous or International language pupils are reported in the Languages field using the following codes:

330 Bilingual: Indigenous

331 Bilingual: International

Bilingual Indigenous or International language pupil means:

i. Kindergarten: a maximum of 100%, but no less than 38% of instruction time in an Indigenous or International language

ii. Grades 1 to 12: a maximum of 50%, but no less than 38% of instruction time in an Indigenous or International language

NOTE: Pupils reported with enrolment codes 410 (homeschool), 420/421 (pupils to adjoining provinces) and adult pupils are not eligible for Bilingual Indigenous and International Language support.

Indigenous and International Language Courses

Pupils enrolled in Indigenous or International Language courses are reported in the Languages field using the following codes:

430 Language Course: Indigenous

431 Language Course: International

The number of Indigenous or International Language Courses that a pupil is enrolled in is reported in the # of Courses field.

Indigenous or International language course means:

i. Grades 1 to 8: Instruction in an Indigenous or International language or in a subject in which the Indigenous or International language is used as the language of instruction for at least 120 minutes per six-day cycle

ii. Grades 9 to 12: An approved course in an Indigenous or International language or an approved course in which the Indigenous or International language is used as the language of instruction for a subject area

NOTE: Kindergarten pupils are not eligible for Indigenous and International Language Courses support.

3.3 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 realize their potential within Manitoba's school system. These programs and services provided should be identifiable and distinct from classroom differentiations that are normally 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. Curriculum information and other resources can be found on the Department's website here.

NOTE: Reports of EAL Eligible and Non-eligible pupils are provided to divisions by Education Funding Branch based on EIS Collection reporting. School track reporting must be consistent with the EAL code selected.

Eligible EAL Pupils

i. Pupils without diplomas who are under 21 years of age on 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

NOTE: An "E" designation indicates that a subject-area course has been significantly differentiated to accommodate the special language learning needs of an EAL pupil, 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.

Commencement and Duration of Support

Support is provided for a maximum of three consecutive school years unless a pupil has left Manitoba prior to the expiration of their three consecutive years. The three-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 in 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 in EIS for the pupil. The three-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 4. Pupils who enroll in the Français program after Grade 4 must be reported as receiving EAL services by the second year in which enrolment is reported in EIS for the pupil. The three-year EAL eligibility period begins with the first year in which the pupil is reported as receiving EAL services.

Where a pupil, including an adult pupil, has left Manitoba prior to receiving three consecutive years of EAL support and subsequently returns, the pupil remains eligible for the unexpired portion of their three years of EAL eligibility provided that they are receiving EAL services and are claimed for EAL support in the year of return based after the first Wednesday in October enrolment reporting, and consecutively thereafter.

Full-Time Equivalency (FTE)

	Adult Students (See Part I-Definitions)	**Kindergarten Students**	**All Other Students**
English & Senior Years Technology Programs	Eligible % = FTE	0.5 FTE	1.0 FTE
French Immersion Program (1)	Eligible % X 0.5 = FTE	N/A	0.5 FTE
Français Program (2)	Eligible % X 0.5 = FTE	N/A	Gr. 1 to 3 N/A Gr. 4 to 12 = 0.5 FTE

Note: (1) Kindergarten pupils in the French Immersion program are not eligible for EAL.
(2) Kindergarten to Grade 3 pupils in the Français program are not eligible for EAL.

Please note that in the interest of capturing information pertaining to EAL learners in Manitoba, school divisions should continue to code EAL students who require EAL supports even after funding eligibility has ended. Once an EAL student no longer requires EAL supports, the code should no longer be applied to the student when reporting enrolment data.

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 (homeschool) and 420/421 (pupils to adjoining provinces) are not eligible for EAL support.

3.4 EAL Coding Chart

	EAL Code		Corresponding Language Codes			
	170	171	101	110	111	112
English Track School	YES	NO	NO	NO	NO	NO
Immersion School	NO	YES	NO	YES	YES	YES
Français Schools	NO	YES	YES	NO	NO	NO

	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest
English	K	1	1	2	2	3
Immersion	K	N/A	1	2	2	3
Français	K	N/A	1	N/A	2	N/A

	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest
English	3	4	4	5	5	6
Immersion	3	4	4	5	5	6
Français	3	N/A	4	5	5	6

	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest
English	6	7	7	8	8	9
Immersion	6	7	7	8	8	9
Français	6	7	7	8	8	9

	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest	First EIS reporting year	EAL reporting year at the latest
English	9	10	10	11	11	12
Immersion	9	10	10	11	11	12
Français	9	10	10	11	11	12

4. NEWCOMER

4.1 Newcomer Educational Background

The Newcomer field is used to identify pupils who are newcomers to Canada and to report on their educational background. Newcomers are pupils who:

- are in their first year of being reported in EIS;
- whose first or primary language is other than English; and
- arrived in Canada from another country on or after December 1 of the previous school year and on or before November 30 of the current school year.

Pupils who are newcomers are reported in the Newcomer field using the following codes:

10 Near or above age-appropriate grade level for MB pupil
For pupils who, on arrival, are assessed as having previous education that is near or above the grade level normally expected of their age peers.

20 1 – 2 years below age-appropriate grade level for MB pupil
For pupils who, on arrival, are assessed as having previous education that is 1 to 2 years below the grade level normally expected of their age peers.

30 3 or more years below age-appropriate grade level for MB pupil
For pupils who, on arrival, are assessed as having previous education that is 3 or more years below the grade level normally expected of their age peers.

40 No formal schooling (pupil is over age 9 on December 31)
For pupils who, on arrival, are assessed as having no formal schooling and are over 9 years of age as of December 31. Pupils less than 9 years of age with no formal schooling should be reported using code 20 or 30 as appropriate.

50 Not assessed
It is expected that the educational background and language learning needs of newcomer pupils will be assessed as soon as possible in order to plan appropriate programming. However, where a newcomer pupil has not been assessed at the reporting date, the pupil should be reported with code 50 - Not Assessed.

4.2 Newcomer French Language Support

Newcomer pupils in Français or French Immersion Programs who require additional literacy and/or language support in the French language are reported in the Needs Additional French Language Support field using the following codes:

Y Needs support
N Does not need support

NOTE: To ensure that newcomer profiles are as accurate as possible, the SFB116A-Not Assessed Newcomers report (Part II Section 6) listing all newcomer pupils with code 50–Not assessed at the reporting date will be compiled and distributed to divisions by Education Funding Branch. Divisions will be asked to update the educational background (Newcomer field) for the pupils listed on the report.

The Newcomer and Needs Additional French Language Support fields cannot be used for pupils with non-supportable enrolment codes.

5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA

Enrolment is reported electronically using EIS Collection and submitted via the Education Funding Branch Smartsheet Portal.

Part 1 – Certification Form for Reporting of Enrolment Electronically; and

Part 2 – EIS Enrolment File Verification Report

Submission of PDF copies of the certification form and accompanying verification report confirms that the enrolment and categorical information reported on the EIS Collection file submitted to the Education Funding 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 Education Funding 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, and 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 #, Enrolment Code and Birthdate. School divisions should contact the appropriate staff at Education Funding Branch (see Contact List) for instructions specific to the nature of the adjustment request(s) being made.

Requests for adjustments to the current school year's enrolment or categorical data must be received by April 1 to be included in the up-dated Funding of Schools support file sent to divisions at the end of April.

With the exception of data with a June 30 reporting date, and unless otherwise noted, final requests for adjustments to the current school year's enrolment or categorical data must be received by April 30.

In the event of wildfire and/or flooding evacuations, school divisions are required to use code 196 to report evacuated students who are enrolled in their divisions as described in Part I Section 1.9. The students' resident school division must also be selected in the applicable field.

NOTE: To assist divisions in compiling a request for adjustment, a template is available for download here. The file also contains an FB 108 form to request adjustments to October 1 claims for specially equipped vehicle support (see Part II Section 1).

Requests for adjustments to add pupils to enrolment with enrolment code 300 Non-Supportable - Not in Attendance/Expected by November 30 will not be processed (see Part I Section 1.9).

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.

Generally, reporting of the data identified in this part is done through the use of the FB series of forms available for download here. 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 F 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. Education Funding Branch also issues reminders of pending due dates to divisions.

For specific details regarding the formulas used to calculate funding, please refer to the Funding of Schools 2026-2027 School Year booklet. 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
- Vocational Education Unit Credit & Program Support
- Verification of Attendance Report for Enrolment Code 300
- Addition of New Manitoba Resident Pupils in Enrolment
- Newcomer not assessed report
- Pupils Enrolled With Diplomas & Post Credit Diploma Verification
- 4 year olds in Kindergarten verification & Previously Enrolled Kindergarten Pupils
- School Closure Days
- Occupancy

NOTE: The requirements for school division planning and reporting are outlined in the K-12 Framework for Continuous Improvement. Detailed information about the Framework can be found here.

1. PUPILS REQUIRING SPECIALLY EQUIPPED VEHICLES

The FB 108 series of forms provides Education Funding Branch with information required to support claims for specially equipped vehicle support. Divisions are required to describe the special equipment (e.g. wheelchair, walker, crutches, seatbelt, etc.) 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. 160/2022) 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 (i.e. D250 and 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 reporting after the first Wednesday in October 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 1.9.

Form FB 108A is printed from EIS Collection. The FB 108B series of forms are downloaded online. Divisions requiring adjustments after the first Wednesday in October reporting (i.e. form FB 108A) should refer to Part I Section 6. Claims for support for pupils reported on the FB 108 series of forms are approved by the Inclusion Support Branch and Education Administration Services.

NOTE: Transportation code 500 is used for pupils transported by divisions on specially equipped vehicles including school buses, handi-vans and wheelchair taxis. Transportation code 501 is used only where an allowance is paid to parents or legal guardians in lieu of transportation on a specially equipped vehicle by the division.

FB 108B ADD - Additions after the first Wednesday in October and June 30

Reporting Date: As applicable, after the first Wednesday in October to June 30 Due Date: July 5

Impaired mobility pupils transported on specially equipped vehicles for the first time after the first Wednesday in October and June 30 are reported on the FB 108B ADD form. Divisions are required to indicate the first day that transportation on a specially equipped vehicle was provided, enter information to describe the special equipment related to a pupil's mobility impairment, and identify the vehicle being used to provide transportation where an allowance is not being claimed. Department approval is required to provide an allowance in lieu of transportation on a specially equipped vehicle. Enrolment codes applicable to pupils at the time of reporting based on the descriptions in Part I Section 1.9 are required as confirmation of supportable status.

FB 108B DEL - Deletions after the first Wednesday in October and June 30

Reporting Date: As applicable, after the first Wednesday in October to June 30 Due Date: July 5

The FB 108B DEL form is used to report impaired mobility pupils reported on FB 108A or FB108B ADD who are no longer transported as of June 30. Divisions are required to indicate the last day that transportation on a specially equipped vehicle was provided. This information is being

collected for purposes of statistical analysis only. The data is not reflected in the calculation of specially equipped vehicle support.

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: the first Wednesday of October

The FB 111 form is used by school bus drivers for reporting data for each eligible bus route after the first Wednesday in October 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 Education Funding Branch.

FB 111S - Bus Route Summary

Reporting Date: the first Wednesday of October Due Date: October 15

Bus route data collected on the FB 111 forms is summarized on the FB 111S – Bus Route Summary form. This data is used by Education Funding Branch in the calculation of loaded kilometer support. The total number of buses reporting ridership for approved rural or DSFM routes is also reported on the FB 111S form and used for the calculation of Bus Grant Support. The form is submitted in electronic format only.

FB 111S CERT - Certification of the Bus Route Summary

Reporting Date: the first Wednesday of October Due Date: October 15

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

3. BOARD AND ROOM PUPILS

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, or who are attending a public school in another division for a program not offered in the resident division, and who would also be required to travel a minimum one-way distance of 80 kilometers from their residence to the school attended are eligible for Board and Room Support. The SFB 107 report and FB 107 form provide Education Funding Branch with information required to support claims for Board and Room Support.

Board and Room Support for a pupil cannot exceed 10 months in total. Where a pupil is reported for Board and Room Support in more than one division that in total exceeds 10 months, support will be adjusted for the division that provided the least number of eligible days in the month of transfer. Where Board and Room Support that in total exceeds 10 months is provided by more than one division equally in the month of transfer, support will be adjusted for the division that provided the least number of eligible days in the school year.

Examples:

Division A reports a pupil as eligible for September through May, Division B reports the same pupil as eligible for May and June for a combined total of 11 months of support claimed. It is determined that the transfer date was May 10. Division A will receive 8 months of support, Division B will receive 2 months of support.

Division A reports a pupil as eligible for September through November, Division B reports the same pupil as eligible for November through June for a combined total of 11 months of support claimed. It is determined that the transfer date was November 20. Division A will receive 3 months of support, Division B will receive 7 months of support.

Division A reports a pupil as eligible for September through April, Division B reports the same pupil as eligible for April through June for a combined total of 11 months of support claimed. It is determined that the transfer date was April 15. Division A will receive 8 months of support, Division B will receive 2 months of support.

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 after the first Wednesday in October are not eligible for Transportation support after the first Wednesday in October.

EFB 107 - Board and Room Pupils – after the first Wednesday in October (provided by Education Funding Branch)

Reporting Dates: As applicable, after the first Wednesday in October to June 30 Due Date: July 5

The SFB 107 report will list all pupils reported with enrolment codes 105 Regular - Resident of Division Claimed for Board and Room Support, 505 - Attending a Public School in Another Division Claimed for Board and Room Support and 580 - Attending a First Nations School Claimed for Board and Room Support - For Frontier School Division Only after the first Wednesday in October. Divisions will be required to up-date the report indicating the actual months for which the listed pupils are eligible for Board and Room Support. For reporting purposes, pupils should be reported for the first month, or part of the month, in which the board and room eligibility begins, and the last month, or part of the month, in which board and room eligibility ends. The SFB 107 will be sent to divisions at the end of April.

FB 107 - Board and Room Pupils – after the first Wednesday in October to June 30

Reporting Date: As applicable after the first Wednesday in October to June 30 Due Date: July 5

Pupils who become eligible for Board and Room Support after the first Wednesday in October and June 30 and their period of eligibility are reported on the FB 107 form. For reporting purposes, pupils should be reported for the first month, or part of the month, in which the board and room eligibility begins, and the last month, or part of the month, in which board and room eligibility ends.

The enrolment code applicable to the pupil at the time of reporting is required as confirmation of supportable status according to the descriptions in Part I Section 1.9.

Enrolment codes are limited to:

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

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

580 - Attending a First Nations School Claimed for Board and Room Support - For Frontier School Division Only

Information regarding the school attended must also be provided.

4. TECHNOLOGY VOCATIONAL EDUCATION (TVE)

Information in support of Technology Education Unit-Credit and Program Support is reported on the FB 115. Information with respect to programs and courses is available in the Subject Table Handbook Technology Education.

Claims for Technology Education support reported on the FB 115 and are approved by the Learning and Outcomes Branch.

FB 115 – Technology Vocational Education Vocational Education (TVE)

Applied Commerce Education Program, Unit-Credits and Program support

Due Date: May 15

The total number of pupils enrolled either in a full year (10 month), Semester 1 (5 month) or Semester 2 (5 month) course within an approved vocational technology education program is reported on the FB 115 form. 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. FB 115 form must be completed for each school offering eligible senior years technology education programs as outlined in the workbook instructions. Divisions must provide information with respect to the teacher(s) responsible for the programming such as PSP number and qualification s (red seal, journeyperson etc.) for program support verification. The total number of supportable pupils enrolled in each Applied Commerce Education course are reported on the FB 115D sheet. Each pupil is counted as 1.0 unit-credit. An FB 115D form must be completed for each school offering the Applied Commerce Education program. Divisions must provide information with respect to the instructor(s) responsible for the programming such as PSP number and qualifications (Business Technology Education Teaching Certificate) for program support verification. Consult the Subject Table Handbook: Technology Education for additional information.

5. ATTENDANCE AND ENROLMENT

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

Reporting Date: As applicable on or before November 30 Due Date: December 4

LATE SUBMISSIONS WILL NOT BE PROCESSED

The FB 113D report is printed from EIS Collection. Each school is printed on a separate page which lists pupils who have been reported in EIS Collection with enrolment code 300 (Non-Supportable - Not in Attendance/Expected by Nov. 30) as per c) i) and c) iii) 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 30, and provide the required enrolment information for those pupils. Education Funding Branch will update 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 report summarizes enrolment code 300 data by school and by grade, and is for school division use only. MET#'s are required for reporting.

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 as the EIS submission to Education Funding 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 5 deadline.

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

Reporting Date: As applicable on or before November 30 Due Date: December 4

LATE SUBMISSIONS WILL NOT BE PROCESSED

The FB 113N form is required in support of pupils who have been identified as new Manitoba resident pupils, i.e. pupils who have not been reported in EIS Collection in the past and qualify under c) ii) of the Definition of an Enrolled Pupil (see Part I Section 1.2). Furthermore, a pupil who has moved out of Manitoba for a minimum of two consecutive years, and has subsequently returned to the province is also considered a new Manitoba resident pupil. For pupils who have returned to the province in less than two years after leaving, please refer to enrolment code 300 (see Part 1 Section 1.9). Please note that divisions are required to provide a completed FB113D (as above) certifying which pupils are in attendance on or before November 30, where regular enrolment eligibility applies.

Completion of form FB 113N confirms that the pupil re-located to Manitoba on or before November 30 and is in attendance on or before November 30. Do not submit the FB 113N if the pupil re-located to Manitoba after November 30. Divisions must also provide all of the detail necessary to add the pupil to enrolment. Education Funding Branch will enter enrolment and other codes as applicable based on information provided on the FB 113N form. Single or multi-entry versions of the FB 113N form are available. Either form must be completed electronically.

Please note that previous versions of the FB 113N form have included a restriction that prohibited adding temporary resident pupils as new Manitoba residents for enrolment purposes. This

restriction has since been removed, and divisions may use FB 113N forms to add a temporary resident pupil as a new Manitoba resident in accordance with the aforementioned guidelines.

NOTE: Divisions are asked to complete and submit FB 113N forms on an ongoing basis, but no later than December 5, as eligible pupils commence regular attendance. FB 113N forms should include MET #'s.

MET #'s for pupils eligible for support as new Manitoba Resident Pupils can be requested at any time through the Education Administration Services Branch. Division requests should indicate that the MET # is required for new resident enrolment reporting purposes. Information regarding requests for MET#'s is available here.

SFB 113E – Pupils Enrolled With Diplomas (provided by Education Funding Branch)

Due Date: Varies

The SFB 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 Part I Section 1.13). This report is compiled and distributed to divisions by Education Funding Branch throughout the school year.

SFB 113K – Previously Enrolled Kindergarten Pupils (provided by Education Funding Branch)

Report Date: Varies

Eligibility for kindergarten funding for pupils who are 5 years of age or more on December 31 of the year in which they start school is unrestricted. Eligibility for kindergarten funding for pupils who are less than 5 years of age by December 31 in the year in which they start school is restricted to one year. The SFB 113K lists pupils who are in their second year of kindergarten, were 5 years of age or less on December 31 in their first year of Kindergarten, and were reported with a supportable enrolment code. Generally, enrolment codes for the pupils listed are updated by Education Funding Branch to enrolment code 320 Non-Supportable-Other Pupils. This report is compiled and distributed to divisions by Education Funding Branch throughout the school year.

6. NEWCOMER

SFB 116A - Not Assessed Newcomers

Due Date: Varies

The SFB 116A is a list of all newcomer pupils for whom assessment information on their educational background was not available after the first Wednesday in October. The report will be compiled and distributed to divisions by Education Funding Branch in early February. Divisions are required to update the educational background (Newcomer field) and additional French language support indicator for pupils who have been assessed, as of the date upon which the SFB 116A is completed. Where applicable, the Needs Additional French Language Support indicator is also required to be updated.

7. SCHOOL 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 (M.R. 101/95). School Boards are also required to provide 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.

- If an instructional day is less than five and one-half hours because students have been dismissed for a staff meeting or a professional development activity, the lost time must be:

  (a) deducted from the 10 days set aside for teacher in-service and related matters under subsection 8(1) of the School Days, Hours and Vacations Regulation (M.R. 101/95); or

  (b) added to one or more instructional days that is extended beyond five and one-half hours.

- The number of days set aside in each school year for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Kindergarten through grade 12 **must not exceed** 10 days of which at least

  (a) five of the days **must be used** for teacher in-service; and

  (b) except in The Frontier School Division and the Division scolaire franco-manitobain, eight of the days must be scheduled one dates common to all schools in the school division or school district.

- Notwithstanding any other provisions of this regulation, the school board may, with the consent of the minister and subject to any conditions the minister may impose, operate one or more schools or offer courses in a school, in terms, semesters or other periods and at hours different than those set out in this regulation.

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 Education Funding Branch via the online application Incidental School Closure Online Notification Form will fulfill a school board's obligation for the prompt notification of an incidental school closure to the Minister. Divisions will only be notified if the reported incidental school closure days will result in a loss of operating grant under the Funding of Schools Program.

FB 114 - Principal's Yearly Report (For Division Use Only - Do Not Submit)

Reporting Date: June 30

The FB 114 form is used by school principals for reporting data for each school in order to verify the FB 114S – School Days Summary report. 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 Education Funding Branch.

FB 114S – School Days Summary Report (Report provided by Education Funding Branch)

Reporting Date: June 30 Due Date: July 5

Divisions verify school year data collected on the FB 114 (Principal Yearly Report) form(s) to the FB 114S School Days Summary report. The data in the School Days Summary report is obtained from the School Calendar and any incidental closure forms submitted to ensure that the requirements of M.R. 101/95 have been met. Divisions should therefore ensure that incidental school closure days have been submitted to Education Funding Branch. The report is provided by the Education Funding Branch in May.

8. RENTED AND LEASED SPACE

FB 190 - Survey of Rented and Leased Space

Reporting Date: the first Wednesday of October Due Date: October 15

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 provincial approval, operating costs and lease costs are required. The area data from the FB 190 factors into the total area of active school buildings in the divisions used in the calculation of Occupancy Support. NIL reports are required.

CONTACT LIST

EIS Collection Technical Questions

- Help Desk Services — AppSupportEISCOLL@gov.mb.ca

Bureau de l'éducation française

- Eric Jamieson — Eric.Jamieson@gov.mb.ca

Governance and Policy Branch

- General Inquiry — 204-945-6899 or EASAdministration@gov.mb.ca
- Student Records — 204-945-0201 or StuRecords@gov.mb.ca

Inclusion Support Branch

- Information — 204-792-6269 or ISBinfo@gov.mb.ca

Indigenous Excellence in Education

- General Inquiry — 204-583-1424 or IE@gov.mb.ca

Learning and Outcomes Branch

- Newcomer Inquiries — 204-945-8806 or LOBDirector@gov.mb.ca
- Vocational Education — 204-945-7947 or TVE@gov.mb.ca

Continuous Improvement Branch – Report Cards Guidelines

- Provincial Assessment Program Unit — assesseval@gov.mb.ca

Education Funding Branch

- General Inquiries — 204-945-6910 or EFB@gov.mb.ca
- Enrolment Report, Transportation (Bus Routes, Specially Equipped Vehicles), Support Documents — 204-945-6910 or EFB@gov.mb.ca
- Enrolment, Adjustments, English as an Additional Language, Board & Room, Indigenous and International Languages, Vocational Education Unit Credits, Residents & Temporary Residents, Incidental School Closure & Summary, EIS Collection — 204-945-6910 or EFB@gov.mb.ca

APPENDIX A

The Activities and Programs – Learning to Age 18 Regulation (Manitoba Regulation 139/2011)

A pupil participating in an activity or program approved under the Activities and Programs–Learning to Age 18 Regulation (M.R. 139/2011) is considered to be enrolled in, and attending school. As such, the pupil can be reported as an enrolled pupil for funding based on the criteria met within Part I Section 1.2 Definition of an Enrolled Pupil.

Pupils enrolled and participating in an activity or program after the first Wednesday in October that has been approved by the Deputy Minister under section 5 of the regulation meet the criteria of Part 1 Section 1.2 a). An attendance report signed after the first Wednesday in October, by the teacher who is monitoring and maintaining regular contact with the pupil as per clause 6(2)(d) of the regulation is required to be on file in the school division.

Pupils enrolled and participating in an activity or program, that has been approved by the Deputy Minister under section 5 of the regulation, may be claimed for funding under any other combination of enrolment/attendance date criteria as per Part 1 Section 1.2 b) and c). Documentation signed by the teacher under clause 6(2)(d) of the Activities and Programs – Learning to Age 18 Regulation or the principal of the school in which the pupil is enrolled in that verifies compliance with the provisions of Part I Section 1.2 b) and c) is required to be on file in the division.

Regardless of the criteria being met, the attendance documentation must verify that the pupil is engaged in the approved activity or program on the reporting date. Attendance documentation and the written notice of approval from the Deputy Minister under sub-section 5(2) of the regulation do not have to be submitted to Education Funding Branch, but must be on file in the division.

APPENDIX B

Websites

- Indigenous Academic Achievement Grant
- Manitoba Laws (Acts & Regulations (EAA, PSA, CFSA etc.)
- Administrative Handbook for Schools
- Categorical Grants Reporting
- Educational Information System (EIS)
- English as an Additional Language
- Enrolment Reports
- Temporary Resident Policy
- Funding of Schools Booklet
- FRAME Reports
- Guidelines on the Retention & Disposition of School Division/District Records
- Policy for Heritage Language Instruction
- Homeschooling
- Manitoba Pupil File Guidelines
- Kindergarten to Grade 12
- Professional Certification
- Public Schools Enrolment and Categorical Grants Reporting
- Student Records
- Schools Enrolment Reporting Forms
- Schools of Choice
- Special Needs Funding
- Student Services Grant
- Subject Table Handbook
- Subject Table Handbook: Technology Education
- Technology Education
- Bill 32- An Act Respecting Child and Family Services (Indigenous Jurisdiction and Related Amendments)

APPENDIX C

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

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.

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 D

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 apply, 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 Act—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.

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 Act—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 Education Administration Services by the ALC or high school at which the learner completed the course.

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 Education Administration Services as a part of the regular mark reporting process. This process parallels the process for reporting summer school marks.

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 Education Administration Services 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 Learning
403-1181 Portage Avenue
Winnipeg MB R3G 0T3
Phone: (204) 945-8247
Fax: (204) 948-1008
Toll Free: 1-800-282-8069
Email: all@gov.mb.ca

APPENDIX E

Division scolaire franco-manitobaine 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/Program Not Offered/School of Choice). 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) as applicable.

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

APPENDIX F

Checklist for reporting to Education Funding Branch

Form Location	Form #	**Due Date: October 15, 2026** Description	Submit via	E-File EIS Collection	Paper Size	Div Use
	Data File	EIS Public Schools Enrolment	Email	Export file		
EIS	EIS Cert	Certification Form & Enrolment	Email	Export file	Legal	
EIS	FB 108A	Pupils Requiring Specially Equipped Vehicles	Email	Export file	Legal	
Website	FB 111S	Bus Route Summary & Certification	Email		Legal	
Website	FB 190	Survey of Rented or Leased Space	Email		Legal	

Education Funding Branch Portal Checklist (items/information required in submission)		Div Use
Subject Line	Division Name & School Year & Enrolment Submission	
xxxxenr.asc	Validated unencrypted exported EIS Collection enrolment file	
CertEIS	Public School EIS Certification and Verification forms (2 parts)	
108A	Students required Specially Equipped Vehicles (fields filled in)	
FB 111	Bus Route **Excel File** and signed Certificate and Summary	
FB 190	Signed (NIL forms are required)	

Form Location	Form #	**Due Date: December 4, 2026** Description	Submit via	Paper Size	Div Use
EIS	FB 113D	Verification of Attendance Report	Email	Legal	
Website	FB 113N	Request-Addition of a New MB Resident Pupil	Email	Letter	

Form Location	Form #	**Due Date: May 14, 2027** Description	Submit via	Paper Size	Div Use
EFB	EFB 115	Technology Education	Email	Legal	
Website	Adjustment	FINAL requests to enrolment or categorical adjustment for the current school year	Email	Legal	

Form Location	Form #	**Due Date: July 2, 2027** Description	Submit via	Paper Size	Div Use
EFB	EFB 107	Board And Room Pupils - after the first Wednesday in October	Email	Legal	
Website	FB 107 add	Board And Room Pupils – October 11 to June 30	Email	Legal	
Website	FB 108B ADD	Pupils on Specially Equipped Vehicles ADD – Oct11 & Jun 30	Email	Legal	
Website	FB 108B DEL	Pupils on Specially Equipped Vehicles DEL – Oct 11& Jun 30	Email	Legal	
EFB	FB 114S	Summary of School Days Closed	Email	Legal	

NOTE: All forms must include a digital or wet signature where applicable.

This checklist is available on the Internet here.

The Categorical Grants listed below are reported under the K-12 Framework for Continuous Improvement. Detailed information about the planning and reporting process can be found here.

- Indigenous Academic Achievement
- Early Childhood Development Initiative
- Education for Sustainable Development
- English as an Additional Language
- Literacy and Numeracy
- Senior Years Technology Education

APPENDIX G

Manitoba
Education and Early Childhood Learning
Corporate Services Division
Business Planning and Technology Support Services
304–1181 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0T3
www.edu.gov.mb.ca/k12/eis/

July 22, 2026

To: Secretary Treasurers, School Divisions
Principals, Funded Independent Schools
First Nations Schools
Adult Learning Centres

Updates for EIS Collection 2026

For the 2026-2027 data collection, several updates have been made to the EIS Collection application. A summary of these changes is provided below to assist divisions and schools in preparing for the upcoming collection cycle.

- Help Menu - The FAQ is available on the Help Menu for improved navigation and ease of use. It is also accessible on the website.
- Marks - The Graduate by School report can now be generated and exported in Excel format.
- Export Report - A new marks code, CC, is in EIS Collection. This code serves as a temporary placeholder for courses scheduled for completion in a future term or academic year and will be replaced with the appropriate final grade once course requirements are fulfilled. The CC code will be accepted during EIS Collection validation to prevent submission errors; however, it will not appear on official transcripts**.**

The updated EIS Collection application, installation materials, and supporting documentation will be available through the Manitoba Education and Early Childhood Learning website in late August. A subsequent communication will be issued once the software and related resources are available for download.

As a reminder, the reporting date for enrolment and categorical data is as of the **first Wednesday in October** with the data being due **October 15, 2026**. Enrolment and other related data from all school divisions and funded independent schools must be uploaded before provincial funding levels for the current and next budget years can be determined. Therefore, it is crucial that the 2026 timeline is met.

Questions regarding the EIS Collection application and changes can be directed to:
AppSupportEISCOLL@gov.mb.ca

Thank you in advance for your continued cooperation,
Manitoba Education and Early Childhood Learning
c. Superintendents