

**FUNDING OF INDEPENDENT SCHOOLS  
AND  
REPORTING REQUIREMENTS  
2021/2022 SCHOOL YEAR**



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

September 2021



## TABLE OF CONTENTS

### FUNDING OF INDEPENDENT SCHOOLS

INTRODUCTION.....	3
INSTRUCTION AND SERVICES GRANT .....	3
SPECIAL NEEDS SUPPORT.....	5
CURRICULAR MATERIALS.....	5
SHARED SERVICE AGREEMENTS.....	6
1.    Clinician Services.....	6
2.    Facilities and Resources.....	6
3.    Transportation .....	6
INTRODUCTION AND UP-DATE INFORMATION .....	7
PART I: REPORTING WITH EIS COLLECTION .....	9
Definitions .....	9
1. ENROLMENT.....	10
1.1    Administrative Requirements and Reporting Guidelines.....	10
1.2    Definition of an Enrolled Pupil.....	12
1.3    Age on December 31 .....	13
1.4    School.....	13
1.5    School Student Number .....	14
1.6    Enrolment Date.....	14
1.7    Grade .....	14
1.8    Enrolment Codes .....	14
1.9    Resident Division .....	18
1.10    Postal Code (Residence).....	19
1.11    Diploma Already Attained.....	19
1.12    Attendance (Eligible %).....	19
1.13    Homeroom.....	23
2. TRANSPORTATION.....	23
3. SPECIAL NEEDS.....	23
4. NEWCOMER.....	23
5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA.....	24
6. REQUESTS FOR ADJUSTMENTS .....	25
PART II: REPORTING WITH PAPER FORMS .....	26
1.    EIS Certification Form & Non-Certified Teachers Report.....	26

2.	<b>School Days Summary Report</b> .....	26
3.	<b>Incidental School Closure Notification Form (website)</b> .....	27
4.	<b>Shared Services: Facility and Resources Enrolment (website)</b> ...	27
5.	<b>Attendance and Enrolment</b> .....	27
6.	<b>Newcomer - SFB 116A - Not Assessed Newcomers</b> .....	29
	<b>CERTIFICATION OF OTHER DATA</b> .....	29
	<b>DEADLINE FOR SUBMISSION</b> .....	29
	<b>CONTACT LIST</b> .....	30
	<b>APPENDIX A</b> .....	31
	<b>The Activities and Programs – Learning to Age 18</b>	
	<b>Regulation(Manitoba Regulation 139/2011)</b> .....	31
	<b>APPENDIX B</b> .....	32
	<b>Checklist for reporting to Education Funding Branch</b> .....	32
	<b>APPENDIX C</b> .....	33
	<b>MET # REQUESTS</b> .....	33
	<b>APPENDIX D</b> .....	34
	<b>Updates for EIS Collection 2021</b> .....	34
	<b>EIS Collection 2021 Changes</b> .....	35

## **FUNDING OF INDEPENDENT SCHOOLS INTRODUCTION**

In order to receive funding for eligible enrolled students, independent schools must conform to the requirements set out in **The Public Schools Act**, Manitoba Regulations and Departmental Policies.

This brief summary is intended to be an easy-to-read reference guide describing the funding parameters for the 2021/2022 school year. In cases of dispute, **The Public Schools Act** and **Manitoba Regulations** remain the legal reference. If additional or more complete information is required, the reader should refer to the legal documents.

Direct funding is provided to eligible independent schools for:

- Instruction and Services,
- Special Needs Level 2 and Level 3, and
- Curricular Materials, a portion of which is provided through the Manitoba Learning Resource Centre and the balance is included in the monthly payments.

Indirect funding is provided to Independent Schools through Shared Service Agreements with Public School Divisions for:

- Clinician Services,
- Facilities and Resources, and
- Transportation

### **INSTRUCTION AND SERVICES GRANT**

A grant which is the lesser of:

- (a) \$6,123 per eligible pupil at September 29, 2021, or
- (b) 2021 - 2022 total operating expenditures of the independent school less:
  - Special Needs grants,
  - Curricular Materials grant,
  - The cost of non-certified teachers teaching courses other than non-credit religion,
  - The cost of non-credit religious instruction in excess of ½ hour per day (maximum 2 ½ hours per week), and
  - The expenditures related to teaching non-funded pupils.

The 2021 - 2022 Instruction and Services grant is determined as:

- The sum of the following calculation for each public school division.
- the 2019 - 2020 net operating cost per public school division F.T.E.<sup>1</sup> pupil

---

<sup>1</sup> Full Time Equivalent (FTE) means the number of pupils enrolled as at September 29 less the nursery pupils and one half of the kindergarten pupils

- multiplied by the number of eligible independent school pupils residing in that public school division at September 30, 2020
- divided by the total eligible enrolment in funded independent schools at September 30, 2020
- multiplied by 50%

Where the 2019 - 2020 net operating cost per public school division F.T.E. pupil is calculated as:

- 2019 - 2020 total school division N-12 operating expenditures
- Less revenues from Other School Divisions, expenses for Adult Learning Centres and Community Education and Services, Level 2 grant, Level 3 grant, and Curricular Materials Support
- Divided by the public school division F.T.E. enrolment as at September 30, 2019

**An eligible pupil is defined as an enrolled pupil who:**

- is under the age of 18 years, is a Canadian citizen or a permanent resident within the meaning of The Immigration Act (Canada), and resides in Manitoba with his or her parent or legal guardian; or
- if 18 years of age or older, resides in Manitoba and is a Canadian citizen or a permanent resident within the meaning of **The Immigration Act** (Canada);

But does not include:

- a nursery pupil;
- a pupil also enrolled in a public school or another independent school taking a greater number of approved courses at that other school;
- a First Nations pupil for whose education a First Nations Band or the Government of Canada is required to make a contribution to the independent school;
- a pupil who resides on land owned or administered by the Government of Canada and for whose education the Government of Canada is required to make a contribution to the independent school; or
- a pupil the cost of whose education is paid by an organization, school division or institution.

## **SPECIAL NEEDS SUPPORT**

Level 2 and 3 support is provided, on an application basis, for approved pupils who require and receive exceptional supports within the guidelines for Level 2 and 3 funding support. Applications are completed by schools and submitted to the Funding Review Team, Program and Student Services Branch, to determine eligibility. The process for application and guidelines for support are available at [Special Needs Funding - Level 2 & Level 3 \(gov.mb.ca\)](https://www.gov.mb.ca/education/special-needs-funding).

Funding for pupils approved for Level 2 support is \$ 9,500 per eligible F.T.E. pupil.

Funding for pupils approved for Level 3 support is \$21,130 per eligible F.T.E. pupil.

Special Needs support is determined based on the number of eligible F.T.E. pupils enrolled on September 29, 2021 and is, thereafter, adjusted to ensure that additional pupils identified throughout the school year receive funding.

A grant which is the lesser of:

- a) The sum of Level 2 and 3 support
- b) Expenditures for Special Needs Level 2 and Level 3 pupil.

Further information regarding Special Needs Funding is available at [Special Needs Funding - Level 2 & Level 3 \(gov.mb.ca\)](https://www.gov.mb.ca/education/special-needs-funding).

## **CURRICULAR MATERIALS**

The Curricular Materials grant is \$60 per eligible pupil at September 29, 2021.

## **SHARED SERVICE AGREEMENTS**

Shared Service Agreements are provided for in the **Shared Services Regulation 131/2012**. An agreement between a public school division and an independent school must be approved by the **Minister of Education and Training**. Shared Service Agreements need not be with the school division in which the school is physically located. Agreements are at the discretion of the public school division. Support will be paid to the public school division for eligible independent school pupils for the following services:

### **1. Clinician Services**

Where a public school division provides clinician services by a qualified certified school clinician to independent school pupils, a per pupil grant is determined by dividing the clinician support for the school division for the preceding year by the eligible enrolment of the school division pertaining to that same year, and multiplying that per pupil amount by the current year eligible enrolment of the independent school.

### **2. Facilities and Resources**

Where eligible pupils from the independent school attend a public school for home economics or industrial arts courses not available in the independent school, a full-time equivalent grant is determined by dividing the Base and Equalization Support for the school division for the preceding year by the eligible enrolment of the school division pertaining to that same year and multiplying that per pupil amount by the current year full time equivalent pupils from the independent school attending the public school for home economics or industrial arts.

### **3. Transportation**

A grant is paid to the public school division, which provides transportation to eligible independent school pupils at September 29, 2020. Pupils must be transported from a point on an existing regular public school bus route to another point on the same route.

## REPORTING REQUIREMENTS

### INTRODUCTION AND UP-DATE INFORMATION

The Education Funding Branch collects enrolment and teacher data necessary to perform grant calculations for funded independent schools under the **Private School Grants Regulation** (M.R. 61/2012). Data is collected through the use of EIS Collection and paper forms. This document will assist schools in meeting the requirements for reporting for the 2021 - 2022 school year.

Independent school will be required to **email** enrolment reported through EIS Collection to the Education Funding Branch. Data that is exported from EIS Collection is automatically encrypted and password protected (ensure that check boxes are checked). Information on reporting requirements, indicators and codes used in EIS Collection is provided in **Part I: Reporting with EIS Collection**. Information on reporting and submission requirements and file location of the internet for paper forms is provided in **Part II: Reporting with Paper Forms**.

The primary changes from the 2020/2021 instruction booklet and other pertinent information are listed below.

- **September 29** is the 2021 reporting date for enrolment data. Refer to the Reporting Guidelines in Section 1.1 for further information on determination of the specific date of reference for other reporting or deadline dates. The reporting checklist in **Appendix A** has been updated to reflect the actual due dates for the 2021/2022 year.
- The **DEADLINE** for submission of **September 29, 2021** data to the Education Funding Branch is **October 15, 2021**.
- **IS 114N - Incidental School Closure Days Notification** forms submitted for approval will be returned to schools along with the School Days Summary at the **end of May**. Schools will only be notified if questions arise regarding incidental closures.
- The enrolment file and all applicable documents are to be **submitted by email** to the Education Funding Branch at [efb@gov.mb.ca](mailto:efb@gov.mb.ca). The email subject line and the file name should only include the **Independent School name and school year**.
- PDF copies of the EIS CERT Part I and II forms and other required reports from EIS Collection must be signed, dated and emailed (no faxes) to Education Funding Branch with the enrolment file to [efb@gov.mb.ca](mailto:efb@gov.mb.ca). Originals are to be kept on file in the school and made available upon request.
- **Consistent reporting of MET #'s, legal surnames and given names and birthdates for pupils is crucial for the maintenance and accuracy of the pupil database. Inconsistent reporting of this data from year to year, including birthdate transpositions and name differences causes duplicate reporting errors and in some instances may affect funding eligibility.**
- Where indicated, **MET #'s** and **enrolment codes** must be provided for pupils on forms.

- Schools are responsible for determining a pupil's eligibility 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 in physical 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, as 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 1.12)
  - 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 1.12)
- Requests for adjustments (Part I Section 6) should be submitted to the Education Funding Branch, signed by the principal. A brief explanation of the reason for the adjustment is required. Requests for changes to pupil data **MUST** include **MET#'s, Enrolment Codes** and **Birthdate**. Requests for the addition of pupils with enrolment code **300 Non-Supportable – Not in Attendance/Expected by November 30<sup>th</sup>** will not be processed.
- To assist schools in compiling a request for adjustment, a template that may be customized for school use is available for download at [Finance and Statistics | Manitoba Education \(gov.mb.ca\)](https://www.gov.mb.ca/education/finance-and-statistics/).
- A copy of the annual **Updates for EIS Collection 2021** letter is in **Appendix D**. Please review this letter and the attachment for information regarding validation and other changes that have been made.
- Contact List has been updated.
- **Appendix B – Checklist** has been updated to reflect the actual due dates for the 2021 - 2022 year.

Personal information is being collected under the authority of the **Private School Grants Regulation** (M.R. 61/2012) and will be used for the purpose of determining and verifying funding eligibility. It is protected by the Protection of Privacy provisions of **The Freedom of Information and Protection of Privacy Act**.

## **PART I: REPORTING WITH EIS COLLECTION**

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

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

### **Definitions**

#### **Adult Pupil**

A pupil 21 years of age or older at December 31<sup>st</sup> or a pupil, regardless of age, who has been issued a diploma or a certificate of completion.

#### **Certificate of Completion**

A certificate of completion for an Individualized Senior Years Program issued under authority of the **High School Graduation Requirements Regulation** (M.R. 167/99).

#### **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.

#### **Home School Pupil**

A resident pupil, who is not an adult, who is schooled at home but who attends a funded independent school part of the time to receive instruction in approved Manitoba curriculum courses or in accordance with an Individual Education Plan.

#### **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** (the public school division that the student resides in) (see Section 1.9).

#### **Full Course Load**

The number of credits required in each of Grade 9 to Grade 12 through a combination of compulsory and optional courses 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)**

[Educational Information System \(EIS\) | Manitoba Education \(gov.mb.ca\)](http://gov.mb.ca)

## 1. ENROLMENT

Enrolment must be reported in accordance with the administrative requirements, guidelines and definition of an enrolled pupil described in section 1.1 and 1.2. The data fields required for reporting enrolment detail are outlined in sections 1.3 to 1.13.

### 1.1 Administrative Requirements and Reporting Guidelines

The following administrative requirements ensure that there are procedures, practices and controls in place at the school 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. Homeroom teachers **must** report attendance by indicating on a classroom list the pupils that were present. In cases where there are no homeroom teachers, each classroom teacher for every class on September 29 **must** complete the attendance report. In both cases, **marking absences is not sufficient. Attendance reports must be signed and dated by the reporting teacher.**
2. 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.
3. 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.
4. 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 school and made available upon request.
5. The principal and board chair are responsible for ensuring the establishment and maintenance of procedures, practices and controls at the school, 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.
6. Enrolment must be reported electronically using EIS Collection and submitted by email to the Education Funding Branch, accompanied by PDF copies of certification from the principal and board chair that confirm the enrolment data is accurate and in accordance with the definition of an enrolled pupil.
7. The school external auditor` will audit the EIS Enrolment File Verification Report (Part 2 of the IS 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 incidental reason, then the alternate date of reference for that school becomes the last day of school prior to the in-service 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 day of reference.
- 4) Pupils attending for second semester only should not be reported in enrolment.
- 5) Schools are required to set full course loads to be used in the calculation of eligible percentage (see Section 1.12). Full course load requirements are based on the number of full courses taken in a school year that the independent school 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 funded independent school has reported the same pupil, the pupil will be included in the enrolment of the school:
  - a) in which the pupil was in attendance on September 29, or
  - b) if the pupil is in attendance in more than one funded independent school on September 29, the school where the pupil is deemed to be in regular attendance for the duration of the school year, or
  - c) if the pupil was not in attendance on September 29, 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 funded independent schools on September 29, the pupil is included in the enrolment of the funded independent school where the pupil is taking the greater number of approved courses during the regular school day.
  - i) A pupil enrolled in a public school and a funded independent school on September 29 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,
    - 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 school 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 September 29<sup>th</sup>

An enrolled pupil is a pupil who is registered in a school on or before September 29 and is in attendance on September 29.

### b) Not in Attendance on September 29<sup>th</sup> but in attendance on or before October 10<sup>th</sup>

An enrolled pupil is a pupil who is not in attendance in any school on September 29, who was:

- i) registered in the reporting funded independent school on or before September 29 and begins or resumes regular attendance in the same funded independent school between October 1 and October 10 (inclusive), or
- ii) registered and in attendance in a school in a school division or another funded independent school on or before September 29 but registers and begins regular attendance in the reporting funded independent school between October 1 and October 10 (inclusive), or
- iii) not in attendance in any school on or before September 29 but who registers and begins regular attendance in the reporting funded independent school between October 1 and October 10 (inclusive).

### c) Other Provisions

- i) An enrolled pupil is a pupil who, on or before October 10:
  - a) registers with the reporting funded independent school, 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 1.8) 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 1.9) 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 the reporting funded independent school.

To add qualifying pupils to eligible current enrolment, schools are required to submit a completed **IS 113N – Request for Addition of a New Manitoba Resident** by December 5<sup>th</sup> (see Part II, Section 5, for reporting instructions and verification requirements). This provision does not apply to Temporary Residents or Nursery pupils.

- iii) An enrolled pupil is a pupil who, was not in attendance in any school between September 29 and October 10, and:
  - a) registered and established regular attendance in the reporting funded independent school on or before September 29, and
  - b) provided written documentation that they would not be in attendance between September 29 and October 10 but anticipate resuming regular attendance in the reporting funded independent school on or before November 30, and
  - c) resumes regular attendance in the reporting funded independent school on or before November 30.
- iv) An enrolled pupil is a pupil who under normal circumstances would attend school on a regular basis in the reporting division, but due to the COVID-19 pandemic, was not in attendance in any school in September to October 10, and
  - a) registered or completed a course registration in a school on or before October 10 (registration for the current school year may have been completed in the previous school year),
  - b) provided notice that they registered with homeschooling for the current school year or has not confirmed current year attendance status, and
  - c) resumes regular attendance in a school in the reporting division on or before November 30.

See enrolment code 300 (Section 1.8) 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, 2021. 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.

## 1.5 School Student Number

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

## 1.6 Enrolment Date

The **Date** field is the date the pupil begins school for the current school year (e.g., 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 the pupil is enrolled in at the reporting date. Please note that **SE** refers to pupils of age 4 to 13 years in special un-graded classes and **SS** refers to pupils of age 14 or older in special un-graded classes.

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

- MET #;
- Surname and Given Names;
- Birthdate and Gender;
- School and School Student Number;
- Enrolment Code (cannot be enrolment code 300);
- Grade;
- Enrolment Date;
- Resident Division;
- Postal Code.

## 1.8 Enrolment Codes

Funded independent schools are responsible for determining a pupil's eligibility for funding under the **Private School Grants Regulation** (M.R. 61/2012) 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 schools to the Department through EIS Collection.

Eligible enrolment is calculated as follows:

Total enrolment (does not include pupils reported with enrolment codes 300 and 410) on September 29 less:

- nursery pupils (all enrolment codes)
- ½ of the number of supportable kindergarten pupils (100 series enrolment codes)
- non-supportable pupils (enrolment codes 210, 310, 320, 340, and 390)
- the non-supportable portion of enrolment for eligible part time pupils (100 series enrolment codes)

**plus:**

- 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 Eligible pupil**

Eligible pupils per regulation attending the independent school.

### **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 Resident**

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

### **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 for the same length of time, with the exchange completed by the end of the school year. See enrolment codes 190 and 390 for the coding of foreign pupils who do not meet the criteria for enrolment code 210.

### **300 Non-Supportable - Not in Attendance/Expected by November 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 funded independent schools should ensure that the pupil was not registered and in attendance in any other school. Independent schools are required to provide a completed **IS 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 and Given Names;
- Birthdate and Gender;
- Enrolment Date and Enrolment Code;
- School and Grade (cannot be Nursery).

**NOTE:** Requests for adjustments (see Part II Section 5) 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 school 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 other sources.

### **340 Non-Supportable – First Nations Pupil**

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

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

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

First Nations pupils eligible for provincial funding should be reported as eligible pupils, enrolment code 100.

### **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 1.12). Homeschool pupils are not eligible for transportation, All other eligible funding, including Level 2 and 3 Special Needs support, 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**.

#### **1.9 Resident Division**

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

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

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

**NOTE:** Supportable temporary residents (i.e. enrolment code 190) must be entered as residents of the school division where they reside.

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

### 1.10 Postal Code (Residence)

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

### 1.11 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 1.12).

### 1.12 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.

An entry is not required in the Eligible % field for supportable pupils under 21 years of age on December 31 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).

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

Schools 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 school 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 school 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 for 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 means 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 31 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 transportation or Level 2 or 3 Special Needs 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 school. 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	4	
Remaining credits required to graduate	<u>2</u>	
Maximum number of eligible courses		6 (A)
Number of courses enrolled in for the		<u>7 (B)</u>
Maximum eligible courses (lesser of A and		6 (C)
<u>Full course load for the school year</u>		<u>8 (D)</u>
<b>Eligible Percentage (C/D)</b>		<b>80%</b>

**b) Diploma - Receiving Instruction in Approved Courses**

i) **Under 21 years of age on December 31.** Funding, including Special Needs support, 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 support.

ii) **21 years of age or older on December 31.** 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 or transportation 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 school. 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	4	
Post Diploma Credits already taken	<u>0</u>	
Maximum number of eligible courses		4 (A)
Number of courses enrolled in for the		<u>3 (B)</u>
Maximum eligible courses (lesser of A		3 (C)
Full course load for the school year		<u>6 (D)</u>
<b>Eligible Percentage (C/D)</b>		<b>50%</b>

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

### c) Certificate of Completion - Receiving Instruction in Approved Courses

- i) **Under 21 years of age on December 31.** Funding, including Level 2 and 3 Special Needs support, is provided on a prorated basis according to the **percentage of time that they attend school** up to a cumulative maximum of 70% beyond the year in which the certificate of completion is awarded. Pupils in this category are not eligible for transportation support.
- ii) **21 years of age or older on December 31.** Funding is provided on a prorated basis according to the **percentage of time that they attend school** up to a cumulative maximum of 70% beyond the year in which the certificate of completion is awarded. Pupils in this category are not eligible for transportation or Level 2 or 3 Special Needs support.
- iii) 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 %	70	
Eligible % reported in prior	<u>0</u>	
Maximum eligible %		70 <b>(A)</b>
% of time attending for the		<u>40 <b>(B)</b></u>
<b>Eligible Percentage</b>		40 %

### Example 2:

Maximum eligible % allowed beyond	7	
Eligible % reported in prior years	4	
Maximum eligible % remaining		30 <b>(A)</b>
% of time attending for the current school		<u>40 <b>(B)</b></u>
<b>Eligible Percentage (lesser of A and B)</b>		<u>30 %</u>

### 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. All other eligible funding, including Level 2 and 3 Special Needs support, is provided on a prorated basis (eligible %) according to the:

i) percentage of time attended for Kindergarten to Grade 8 pupils and Grades 9 to 12 pupils receiving individualized programming is calculated by:

- divide 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%, 30%).

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%.

### 1.13 Homeroom

The **Homeroom** field is for reporting the room number 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 students in same classroom  
Room 30 Grade 2 and 3 split class = 30-2-3 students in same classroom

## 2. TRANSPORTATION

A grant is paid to public school divisions providing transportation to eligible independent school pupils under a shared services agreement between the two parties. Pupils must be transported from a point on an existing regular public school bus route to another point on the same route.

The Transportation field on the Enrolment screen is used for reporting of transported pupils. Pupils are reported with the following transportation code:

### 700 Transported by public division (Shared Service Agreement)

Eligible pupils transported to an independent school by a public school division under a shared services agreement.

**NOTE:** Reporting divisions/funded independent schools should coordinate EIS collection data being reported to ensure that valid combinations of enrolment coding, transportation coding and resident division status and correct MET #'s are being reported.

## 3. SPECIAL NEEDS

The calculation of Level 2 and 3 special needs funding is based on student specific assessment results data provided by the Inclusion Support Branch.

## 4. NEWCOMER

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 Collection, and
- arrived in Canada from another country on or after December 1<sup>st</sup> of the previous school year and on or before November 30 of the current school year, and
- whose first or primary language is other than English.

### **Example 1:**

Update the **Newcomer** field for pupils, not previously reported in EIS Collection, whose first or primary language is not English and who arrived in Canada from another country on or after December 1, 2020 and on or before November 30, 2021.

### **Example 2:**

Do not update the **Newcomer** field for a pupil who was previously reported in EIS Collection or whose first or primary language is English.

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 to 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 at 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**.

## **5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA**

Enrolment reported electronically using EIS Collection is submitted by email only, to the Education Funding Branch accompanied by PDF copies of the two part EIS CERT form and report from EIS Collection:

- **Part 1 – Certification Form for Reporting of Enrolment Electronically on September 29; and**
- **Part 2 – EIS Enrolment File Verification Report (2 parts)**

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.

## **6. REQUESTS FOR ADJUSTMENTS**

Requests for changes or additions to previously certified data submitted through EIS Collection must be in **writing and signed by the school principal on the Request for Adjustment form located on the internet at [Finance and Statistics | Manitoba Education \(gov.mb.ca\)](http://financeandstatistics.gov.mb.ca)**. A brief explanation of the reason for the adjustment is required. Requests for changes to pupil data **MUST** include MET #'s, Enrolment Codes and Birthdate. It is recommended that where applicable, that school's up-date their EIS Collection records accordingly.

**Final** requests for adjustments to the current school year's enrolment/support must be received on or before **May 31**.

**NOTE:** Request 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 1 Section 1.8).

## PART II: REPORTING WITH PAPER 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 those grants which have multi-period data submission requirements is also included in this part.

For the most part, reporting of the data identified in this part is done through the use of a series of forms that are available for download from the internet at [Finance and Statistics | Manitoba Education \(gov.mb.ca\)](http://Finance and Statistics | Manitoba Education (gov.mb.ca)). **Appendix A** contains a checklist of reporting requirements sorted by the actual date of submission for the current school year to assist schools in meeting the various reporting deadlines. Unless otherwise specified, **NIL** responses are required for forms.

The requirements for which information is reported outside of EIS Collection process are:

- EIS Certification Form & Non-Certified Teachers Report
- Incidental School Closure Notification Form
- Shared Services: Facility and Resources Enrolment
- Verification of Attendance Report for Enrolment Code 300
- Addition of New Manitoba Resident Pupils in Enrolment
- Pupils Enrolled with Diplomas
- Previously Enrolled Kindergarten Pupils
- Newcomer

### 1. EIS Certification Form & Non-Certified Teachers Report

Schools are required to submit a Certification Form confirming that all teachers reported through EIS Collection hold valid and subsisting teacher certificates issued in accordance with the **Teaching Certificates and Qualifications Regulation (M.R. 515/88)** under **The Education Administration Act**.

Teachers not meeting these requirements are to be reported on a Non-Certified Teachers Report. The forms are available at [Finance and Statistics | Manitoba Education \(gov.mb.ca\)](http://Finance and Statistics | Manitoba Education (gov.mb.ca))

### 2. School Days Summary Report

(emailed by EFB at the end of May) – DUE: **June 24, 2021**

The School Days Summary Report is now being provided by the Education Funding Branch and send out to schools by the end of May. Principals are required to review the data and submit a signed pdf summary, and the excel copy if changes were made to [efb@gov.mb.ca](mailto:efb@gov.mb.ca).

### 3. Incidental School Closure Notification Form (website)

Schools are required to operate for not less than the number of days in the school year as prescribed by the Minister under the **School Days, Hours and Vacations Regulation, Manitoba Regulation** (M.R.) 101/95. Funded Independent Schools 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 support where the requirements of M.R. 101/95 have not been met.

#### **IS 114N – Incidental School Closure Days Notification Form**

Reporting Date: As required during the school year                      **Due Date: As applicable**

The IS 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 IS 114N to Education Funding Branch will fulfill a school's obligation for the prompt notification of an incidental school closure to the Minister. Schools 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. Submitted forms will be returned to schools at the end of May along with the Days open report.

### 4. Shared Services: Facility and Resources Enrolment (website)

Report all pupils attending public schools for Home Economics and Industrial Arts under a shared services agreement between an independent school and a public school division.

**NOTE:** The **Shared Services: Facility and Resources Enrolment** form is to be forwarded to the applicable school division for signature once it has been certified by the school chair and principal.

### 5. Attendance and Enrolment

#### **IS 113D - Verification of Attendance Report for Enrolment Code 300**

Reporting Date: As applicable on or before November 30                      **Due Date: December 6**

**Late submissions will not be processed.**

The IS 113D report is printed from EIS Collection and lists pupils who have been reported in EIS Collection with enrolment code 300 (Non-Supportable - Not in Attendance/Expected by November 30) as per c) i) and c) iii) of the Definition of an Enrolled Pupil (see Part I, Section 1.2). Schools are required to complete the IS 113D 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 up-date enrolment codes and other data based on information provided on the IS 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.

**NOTE:** Schools may find it helpful to print the IS 113D report at the same time that 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.

### **IS 113N - Request for Addition of a New Manitoba Resident Pupil**

Reporting Date: As applicable on or before November 30      **Due Date:** December 6

#### **Late submissions will not be processed.**

The IS 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 1.8). Please note that schools are required to provide a completed IS113D (as above) certifying which pupils are in attendance on or before November 30, where regular enrolment eligibility applies.

Completion of form IS 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 IS 113N if the pupil re-located to Manitoba after November 30. Schools 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 IS 113N form. Single or multi-entry versions of the IS 113N form are available. Either form must be completed electronically.

**NOTE:** Schools are asked to complete and submit IS 113N forms on an ongoing basis, but no later than December 6, as eligible pupils commence regular attendance. Where possible, IS 113N forms should include a MET #.

MET #'s for pupils eligible for support as new Manitoba Resident Pupils can be requested at any time through the Student Records Office. School requests should indicate that the MET # is required for new resident enrolment reporting purposes. Information regarding requests for MET#'s is available at: [www.edu.gov.mb.ca/k12/studrec/metno](http://www.edu.gov.mb.ca/k12/studrec/metno).

### **SFB 113E – Pupils Enrolled With Diplomas (Report provided by the Education Funding Branch)**

**Reporting Date:** September 29

**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. Schools are required to confirm diploma status and, where applicable, provide an **Eligible %** (see section 1.12). This report is compiled and distributed to schools by the Education Funding Branch throughout the school year.

## **SFB 113K – Previously Enrolled Kindergarten Pupils (Report provided by the Education Funding Branch)**

**Reporting Date:** September 29

**Due Date:** Varies

Eligibility for kindergarten funding for pupils who are 5 years of age or more at December 31<sup>st</sup> 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 at 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 schools by the Education Funding Branch throughout the school year.

### **6. Newcomer - SFB 116A - Not Assessed Newcomers**

**Reporting Date:** September 29

**Due Date:** Varies

The SFB 116A is a list of all newcomer pupils for whom assessment information on their educational background was not available on September 29. The report will be compiled and distributed to funded independent schools by Education Funding Branch in early February 2019. Schools are required to up-date the educational background (**Newcomer** field) for pupils who have been assessed, as of the date upon which the **SFB 116A** is completed.

### **CERTIFICATION OF OTHER DATA**

As indicated on the forms, funded independent schools are required to obtain certification by both the school chair and principal on the following reports:

- **EIS Teacher Certification Form & Non-Certified Teachers Report (2 parts)**
- **Shared Services: Facility and Resources Enrolment**

Certification confirms that the enrolment and teacher data is true and correct, and in accordance with the laws and regulations of the Province of Manitoba.

### **DEADLINE FOR SUBMISSION**

The EIS CERT, Certification Form – Employed Teachers and Non-Certified Teachers Report, are to be submitted to the Education Funding Branch by **October 15**.

The Shared Services Enrolment Report - Facilities and Resources is to be forwarded to the applicable school division for signature once it has been certified by the school chair and principal. The school division should forward it to the Education Funding Branch once it has been signed by the Secretary-Treasurer and Superintendent.

## CONTACT LIST

### FUNDING OF INDEPENDENT SCHOOLS AND REPORTING REQUIREMENTS

#### EIS COLLECTION TECHNICAL QUESTIONS

Help Desk Services E-mail: [AppSupportEISCOLL@gov.mb.ca](mailto:AppSupportEISCOLL@gov.mb.ca)

#### Governance and Policy Branch

General Inquiry 204-945-6897 [EASAdministration@gov.mb.ca](mailto:EASAdministration@gov.mb.ca)  
Student Records 204-945-0201 [sturecords@gov.mb.ca](mailto:sturecords@gov.mb.ca)

#### Bureau de l'éducation française

Daniel Simeone 204-945-0937 [Daniel.Simeone@gov.mb.ca](mailto:Daniel.Simeone@gov.mb.ca)

#### Inclusion Support Branch

Brent Epp (L23 Funding) 204-945-6885 [Brent.Epp@gov.mb.ca](mailto:Brent.Epp@gov.mb.ca)  
Leslie Goerzen (L23 Funding) 204-945-0943 [Leslie.Goerzen@gov.mb.ca](mailto:Leslie.Goerzen@gov.mb.ca)  
Cheryl Chorneyko (L3 EBD3) 204-945-5563 [Cheryl.Chorneyko@gov.mb.ca](mailto:Cheryl.Chorneyko@gov.mb.ca)  
Cheryl Beaumon (URIS-UGA) 204-792-7853 [Cheryl.Beaumont@gov.mb.ca](mailto:Cheryl.Beaumont@gov.mb.ca)

#### Learning and Outcomes Branch (Newcomer Codes)

Jayesh Maniar 204-945-7975 [Jayesh.Maniar@gov.mb.ca](mailto:Jayesh.Maniar@gov.mb.ca)  
Diana Turner 204-945-7148 [Diana.Turner@gov.mb.ca](mailto:Diana.Turner@gov.mb.ca)

#### Registration, Accountability & Student Financial Support (International Student Survey)

Josie Kshymensky 204-945-5941 [Josie.Kshymensky@gov.mb.ca](mailto:Josie.Kshymensky@gov.mb.ca)

#### Learning and Outcomes Branch - Report Cards Guidelines

Jennifer Maw 204-945-5886 [Jennifer.maw@gov.mb.ca](mailto:Jennifer.maw@gov.mb.ca)

#### Education Funding Branch

General Inquiries 204-945-6910 [sfb@gov.mb.ca](mailto:sfb@gov.mb.ca)

#### Enrolment, Enrolment Certification Part 1 & 2, Certified and Non-Certified Teachers Forms, School Days Summary, Incidental Closure Forms, New Manitoba Resident Requests, Enrolment Adjustments

Sandy Ranville 204-945-6912 [sandy.ranville@gov.mb.ca](mailto:sandy.ranville@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 on September 29 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 on September 29, 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.

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 school.

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 school.

## APPENDIX B

### Checklist for reporting to Education Funding Branch 2021 - 2022 School Year For School Use Only (Do Not Submit)

Form Location	Form	Due Date: September 29, 2021 Description	Submit via	Paper Size	School Use
Website		Shared Services Agreement – Clinicians	Mail	Legal	
Website		Shared Services Agreement – Facilities and Resources	Mail	Letter	
Website		Shared Services Agreement - Transportation	Mail	Legal	

Form Location	Form	Due Date: October 15, 2021 Description	E-File EIS Collection	Submit via	Paper Size	School Use
	Data File	EIS Funded Independent Schools Enrolment Submission	Export file	Email		
EIS	EIS Cert	Certification Form & Enrolment Verification Report	Export file	Email	Legal	
Website		Shared Services Enrolment Report – Facilities & Resources		Email	Legal	
Website		Certification Form – Employed Teachers		Email	Letter	
Website		Non-Certified Teachers Employed Report		Email	Letter	

Form Location	Form #	Due Date: October 31, 2021 Description	Submit via	Paper Copy	School Use
Website		Independent Schools Financial Statements	Email	Yes	

Form Location	Form #	Due Date: December 6, 2021 Description	Submit via	Paper Size	School Use
EIS	IS 113D	Verification of Attendance Report	Email	Legal	
Website	IS 113N	Request for Addition of a New Manitoba Resident Pupil	Email	Letter	

Form Location	Form #	Due Date: May 31, 2022 Description	Submit via	Paper Size	School Use
Website	Adjustments	FINAL requests for adjustments to enrolment for the 2020/21 school year	Email	Legal	

Form Location	Form #	Due Date: June 24 , 2022 Description	Submit via	Paper Size	School Use
SFB	Days Open	School Days Summary Report – Current School Year pdf & excel file	Email	Legal	

Location	Form #	Due Date: As Applicable Description	Submit via	Paper Size	School Use
Website		Incidental School Closure Notification Form	Email	Letter	

## APPENDIX C

### MET # REQUESTS

#### Reporting Guidelines

MET# requests prior to the January release of student MET# lists by the Education Administration Services Branch are to be reported using the MET# Request Form available at [www.edu.gov.mb.ca/k12/studrec/metno](http://www.edu.gov.mb.ca/k12/studrec/metno).

The following fields are to be completed (typed):

- School Name
- School Number
- Fax Number
- Telephone Number
- Surname
- Complete Legal Given Names(s)
- Previous Name (if applicable)
- Date of Birth (DD-MMM-YYYY)
- Gender
- Grade
- **Clearly stated reason for the request (if required for special circumstances)**

#### **For example:**

- New Manitoba Resident
- Grade 7 or 8 registration
- Post September 29 enrolment
- Special Needs
- Provincial Exam, etc.

## APPENDIX D



Business Planning and Technology Support Services  
506 – 1181 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0T3

June 2021

To: Secretary Treasurers, School Divisions Principals  
of Funded Independent Schools

### Updates for EIS Collection 2021

On behalf of Manitoba Education, I am providing you with information on changes to EIS collection for 2021. Changes to codes, validation and reports have been summarized in the attachment.

For the 2021/22 school year, the EIS Collection application, including all updates and changes, will be distributed primarily through the [Educational Information System \(EIS\) | Manitoba Education \(gov.mb.ca\)](http://www.gov.mb.ca/education/eis) web site.

This will be available in the latter part of August. Detailed instructions on how to download the application will be distributed when the changes to the application are complete.

The reporting date for enrolment and categorical data is **September 29, 2021**. The data is due **October 15, 2021**. Enrolment and other related data from all school divisions/funded independent schools must be uploaded to the department's EIS database before provincial funding levels for the current and next budget years can be determined. Therefore, it is crucial that school divisions/funded independent schools maintain efforts to meet the 2021 timeline.

On behalf of all the branches that collect data through the EIS Collection, I want to thank school and division staff for their cooperation. Questions regarding the changes to EIS Collection in the attachment can be directed to [AppSupportEISCOLL@gov.mb.ca](mailto:AppSupportEISCOLL@gov.mb.ca)

Sincerely,

Melissa Nishizeki

A/Director

Business Planning and  
Technology Support Services

## EIS Collection 2021 Changes

### Changes – Public & Funded Independent Schools

Screen / Export	Change
Division List/Options	<b>Division Merge:</b> 0116 CATHOLIC SCHOOLS COMMISSION and 0181 ARCH. OF WINNIPEG CATHOLIC SCHOOLS have been merged into <u>MANITOBA CATHOLIC SCHOOLS</u>
Teachers/Experience	<b>Days Taught:</b> The maximum acceptable value for Full Days Taught in EIS Collection is now 200. The Full Days Taught over 200 will be defaulted to 200
	<b>Adjustment Codes:</b> Users can now enter up to two Adjustment Codes for Teachers employment record.
Enrolment/Language	A new field "% FR Time" is now available. This is a pilot, only the divisions included in the pilot are required to complete the field for the 2021/22.