

- 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 1st 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, 2024 and on or before November 30, 2025.

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 and Early Childhood Learning \(gov.mb.ca\)](http://www.gov.mb.ca/education/earlychildhoodlearning/)**. 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 and Early Childhood Learning \(gov.mb.ca\)](https://www.gov.mb.ca/finance-and-statistics/). **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 and Early Childhood Learning \(gov.mb.ca\)](https://www.gov.mb.ca/finance-and-statistics/)

2. School Days Summary Report

Report provided to divisions in May

DUE: June 24, 2025

The School Days Summary Report is provided to school divisions at the end of May by the Education Funding Branch. 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.

3. Incidental School Closure Notification Form

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 schools 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. 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.

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

Reporting Date: September 29

Due Date: October 16

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.

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 31st 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.

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 subsection 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 2024 - 2025 School Year For School Use Only (Do Not Submit)

Form Location	Form	Due Date: September 29, 2024 Description	Submit via	Paper Size	School Use
Website		Shared Services Agreement – Clinicians Shared	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, 2024 Description	E-File EIS Collection	Submit via	Paper Size	School Use
EIS Collection	Data File	EIS Funded Independent Schools Enrolment Submission	Export file	Portal		
EIS Collection	EIS Cert	Certification Form & Enrolment Verification Report	Export file	Portal	Legal	
Website		Shared Services Enrolment Report – Facilities & Resources (if applicable)		Portal	Legal	
Website		Teacher Certification Form & Non-Certified Teachers Report		Portal	Letter	

Form Location	Form #	Due Date: October 31, 2024 Description	Submit via	Paper Copy	School Use
Website		Independent Schools Financial Statements	Email	Yes	

Form Location	Form #	Due Date: December 5, 2024 Description	Submit via	Paper Size	School Use
EIS	IS 113D	Verification of Attendance Report	Portal	Legal	
Website	IS 113N	Request for Addition of a New Manitoba Resident Pupil	Portal	Letter	

Form Location	Form #	Due Date: May 30, 2025 Description	Submit via	Paper Size	School Use
Website	Adjustments	FINAL requests for adjustments to enrolment for the 2024/25 school year	Portal	Legal	

Form Location	Form #	Due Date: June 24, 2025 Description	Submit via	Paper Size	School Use
EFB	Days Open	School Days Summary Report – Current School Year pdf & excel file	Portal	Legal	

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

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



Education and Early Childhood Learning

Business Support Services

304 – 1181 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0T3

August 2024

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

Updates for EIS Collection 2024

On behalf of Manitoba Education and Early Childhood Learning, I am providing you with information on changes to EIS collection for 2024. Changes to codes, validation and reports have been summarized in the attachment.

For the 2024/25 school year, the EIS Collection application, including all updates and changes, will be distributed through the Manitoba Education website: <www.edu.gov.mb.ca/k12/eis>. This will be available in the latter part of August.

The reporting date for enrolment and categorical data is **September 29, 2024**. The data is due **October 15, 2024**. 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 2024 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

Sincerely,

c. Superintendents

Vijay Babu Banerjee
A/Director
Business Support Services Branch

