

**FUNDING OF INDEPENDENT SCHOOLS
AND
REPORTING REQUIREMENTS

2025/2026 SCHOOL YEAR**



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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 2025/2026 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.

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) \$6,837 per eligible pupil as of the first Wednesday in October, or
- (b) 2025 - 2026 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 2025 - 2026 Instruction and Services grant is determined as the sum of the following calculation for each public school division:

- the 2023 - 2024 net operating cost per public school division F.T.E.¹ pupil
- multiplied by the number of eligible independent school pupils residing in that public school division on September 29, 2024
- divided by the total eligible enrolment in funded independent schools on September 29, 2024
- multiplied by 50%

Where the 2023- 2024 net operating cost per public school division F.T.E. pupil is calculated as:

¹ 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

- 2023 - 2024 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 on September 29, 2024

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 and Refugee Protection Act** (Canada), and resides in Manitoba with his or her parent or legal guardian;
- 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 and Refugee Protection Act** (Canada); or
- Children of temporary residents, as well as those in Canada on a work or study visa, whose primary place of residence is Manitoba have the right to receive education in Manitoba can not be charged tuition provided certain criteria are met. Please refer to the [Funding for Temporary Residents Policy](#) for more information and criteria.

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 Program and Funding Review Unit to determine eligibility. The process for application and guidelines for support are available [here](#).

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 the first Wednesday of October 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 [here](#).

CURRICULAR MATERIALS

The Curricular Materials grant is \$60 per eligible pupil on September 29, 2024.

SHARED SERVICE AGREEMENTS

Shared Service Agreements are provided for as per 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 Early Childhood Learning.

Shared Service Agreements does not to be with the school division in which the school is physically located, and 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 that provides transportation to eligible independent school pupils as of the first Wednesday in October. 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 UPDATE 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 2025 - 2026 school year.

Independent schools will be required to submit enrolment reported through EIS Collection via the [Education Funding Branch portal](#). Data that is exported from EIS Collection is automatically encrypted and password protected (ensure that check boxes are selected).

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 2025/2026 instruction booklet and other pertinent information are listed below:

- **The first Wednesday in October** is the reporting date for enrolment data. For 2025/26, the reporting date is October 1, 2025. Refer to the Reporting Guidelines in Section 1.1 for further information on the specific date of reference for other reporting and deadline dates. The reporting checklist in Appendix B has been updated to reflect the actual due dates for the 2025/2026 year.
- The DEADLINE for submission of the first Wednesday in October data to the [Education Funding Branch portal](#) is **October 15, 2025**.
- The Funding for Temporary Resident Policy has been updated. Please visit [Temporary Resident Permits](#) to view the policy in full.
- The enrolment file and all applicable documents are to be submitted by email to the Education Funding Branch at efb@gov.mb.ca. The 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 uploaded to the [Education Funding Branch Portal](#) along with the enrolment file. 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 recorded as a resident pupil, defined in Part I Definitions
 - a resident pupil is an enrolled pupil that: lives with a parent or legal guardian who is residing in the school division/district; is residing with a responsible adult who is not their parent or legal guardian, but whose parent or legal guardian is a citizen or permanent resident and resides in Canada; or, is a resident through other valid criteria defined in Part I Definitions
 - pupils are 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) must be signed by the principal and submitted to the Education Funding Branch. 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 will not be processed.
- To assist schools in completing a request for adjustment, a customizable Independent Schools Adjustments template is available [here](#).
- For the 2025-26 School Year, EIS Collection only has the male or female selection available under Gender Identification. Any deviations to this must be submitted as an adjustment to the Education Funding Branch indicating the change to "Other Gender".
- 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**.
- Living with a Responsible Adult (LRA) has been added as a new field in EIS Collection.
- The Public Schools Act was amended on July 1, 2025 to expand the definition of a resident pupil:

- a resident pupil is an enrolled pupil that: lives with a parent or legal guardian who is residing in the school division/district; is residing with a responsible adult who is not their parent or legal guardian, but whose parent or legal guardian is a citizen or permanent resident and resides in Canada; or, is a resident through other valid criteria defined in Part I Definitions
- Beginning July 1, 2025, the compulsory school age, beginning in the fall term, is lowered from seven to six, and the age at which a child has the right to attend school is lowered from six to five.
- **Reminders:**
 - Pupils over 21 years of age who have not received a high school diploma or those under 21 years of age who have received a high school diploma no longer have right to attend status. However, these pupils may be funded on a prorated basis according to the number of K-12 courses being taken, up to a maximum of four approved courses beyond the number of courses taken by the end of the school year in which graduation occurs.
 - The FB 114N is a standardized reporting form provided to assist schools in meeting the incidental school closure days notification requirement under M.R. 101/95. Submission of the FB 114N to the 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.
 - FB 114N - Incidental School Closure Days Notification submitted for approval will be returned to schools along with the School Days Summary at the **end of May**.

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

Certificate of Completion

A certificate of completion 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).

Responsible Adult

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

Resident Pupil

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

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

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)

Additional information is available [here](#).

1. ENROLMENT

Enrolment must be reported in accordance with the administrative requirements, guidelines and definition of an enrolled pupil described in 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

Administrative Requirements:

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 (wet or electronic). Homeroom teachers must report attendance by indicating on a classroom list (wet or electronic) the pupils that were in attendance. Teachers are to enter either a PRESENT (IN-CLASS) or ABSENT record for each student in their homeroom for grades K-8, or every course they teach for grades 9-12. In cases where there are no homeroom teachers, each classroom teacher for every class on the first Wednesday in October must complete the attendance report. In both cases, **marking absences is not sufficient. Attendance reports must be signed and dated by the reporting teacher (wet or electronic).**
- 2) Each school shall run reports mid-afternoon on the first Wednesday in October (after the start of the last class of the day) to ensure that all classes have been recorded as required for the first Wednesday in October.
- 3) All pupil enrolment on a school basis must be verified by the principal as being accurate and in accordance with the definition of an enrolled pupil.
- 4) Enrolled pupils reported as per points b) and c) of the Definition of an Enrolled Pupil (Section 1.2) must be verified as accurate through documentation signed by a classroom/homeroom teacher and/or by the principal of the school.
- 5) Documentation in support of the definition of an enrolled pupil does not have to be submitted to the Education Funding Branch but must be on file in the school and made available upon request.
- 6) 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.
- 7) Enrolment must be reported electronically using EIS Collection and submitted the [Education Funding Branch Portal](#), 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.
- 8) 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 the first Wednesday in October, or
 - b) if the pupil is in attendance in more than one funded independent school on the first Wednesday in October, the school where the pupil is deemed to be in regular attendance for the duration of the school year, or
 - c) if the pupil was not in attendance on the first Wednesday in October, the school where the pupil is deemed to be in regular attendance for the duration of the school year
- 7) Where a pupil is enrolled in two funded independent schools on the first Wednesday in October, 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.
- 8) A pupil enrolled in a public school and a funded independent school on the first Wednesday in October is included in the enrolment of:
 - a) the school where the pupil is taking the greater number of approved courses, or
 - b) the public school, if the pupil is taking the same number of approved courses in each school,
 - 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 the first Wednesday in October

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

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

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

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

c) Other Provisions

- i) An enrolled pupil is a pupil who, on or before October 10:
 - a) registers with the reporting 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 6 (see Part II, Section 5, for reporting instructions and verification requirements). This provision does not apply to Nursery pupils.

- iii) An enrolled pupil is a pupil who, was not in attendance in any school after the first Wednesday in October to October 10, and:
 - a) registered and established regular attendance in the reporting funded independent school on or before the first Wednesday in October, and
 - b) provided written documentation that they would not be in attendance between the first Wednesday in October and October 10 but anticipate resuming regular attendance in the reporting funded independent school on or before November 30, and
 - c) resumes regular attendance in the reporting funded independent school 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.

Please note that previous versions of the FB 113N form included a restriction that prohibited adding temporary resident pupils as new Manitoba residents for enrolment purposes. This restriction has since been removed. Independent schools may use FB 113N forms to add a temporary resident pupil as a new Manitoba resident in accordance with the aforementioned guidelines.

1.3 Age on December 31

The **Age on December 31** field automatically calculates and displays the age of the pupil on December 31, 2025. 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 the first Wednesday in October less:

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

plus:

- e) 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.

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 Resident 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:

- a) lives with a parent or legal guardian who is residing in the school division/district and:
 - a. is a Canadian citizen or permanent resident as defined in the Immigration and Refugee Protection Act (Canada); or
 - b. is a member of a visiting force under the Visiting Forces Act (Canada); or

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

NOTE: 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).

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

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

NOTE: A pupil's age is determined as of December 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	4	
Remaining credits required to graduate	<u>2</u>	
Maximum number of eligible courses remaining		6 (A)
Number of courses enrolled in for the school		<u>7 (B)</u>
Maximum eligible courses (lesser of A and B)		6 (C)
Full course load for the school year		<u>8 (D)</u>
Eligible Percentage (C/D)		80%

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

Example 2:

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

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

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 % allowed	70	
Eligible % reported in prior	0	
Maximum eligible %		70 (A)
% of time attending for the		40 (B)
Eligible Percentage (lesser		40 %

Example 2:

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

d) Homeschool Pupils

Funding is provided for eligible homeschool pupils attending school to receive individualized programming or instruction in approved Manitoba curriculum courses taught by Manitoba certified teachers. Parent(s) or guardian(s) of a homeschool pupil must furthermore, have met the notification, information and reporting conditions in Section 260.1 of **The Public Schools Act**. Homeschool pupils are not eligible for Transportation. 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

1.14 Living with Responsible Adult (LRA)

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

Pupils who are living with a responsible adult other than their parent(s)/legal guardian(s) are reported with a "Y" in the **LRA** field. The determining factor for selecting the LRA indicator for a pupil is whether the pupil is living with a responsible adult (see Part I, Definitions).

2. TRANSPORTATION

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;
- whose first or primary language is other than English; 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.

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 on December 31)

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

50 Not assessed

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

5. CERTIFICATION AND SUBMISSION OF ENROLMENT DATA

Enrolment reported electronically using EIS Collection is submitted via the [Education Funding Branch Portal](#), 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 the first Wednesday of October; 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](#). 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: Requests for adjustments to add pupils to enrolment with enrolment code 300 Non-Supportable – Not in Attendance/Expected by November 30 will not be processed (see Part 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 [here](#). Appendix B 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 \(115/2015\)](#) under **The Education Administration Act**.

Teachers not meeting these requirements are to be reported on a Non-Certified Teachers Report. The forms are available [here](#).

2. School Days Summary Report

Report provided to divisions in May

Due Date: 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 the [Education Funding Branch Portal](#).

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: first Wednesday of October

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 5

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 5

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 [here](#).

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

Reporting Date: First Wednesday in October

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: First Wednesday in October

Due Date: Varies

Eligibility for kindergarten funding for pupils who are 5 years of age or more on 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 on December 31 in their first year of kindergarten and were reported with a supportable enrolment code. Generally, enrolment codes for the pupils listed are updated by Education Funding Branch to enrolment code 320 Non-Supportable-Other Pupils. This report is compiled and distributed to schools by the Education Funding Branch throughout the school year.

6. Newcomer - SFB 116A - Not Assessed Newcomers

Reporting Date: First Wednesday in October

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 the first Wednesday of October. The report will be compiled and distributed to funded independent schools by Education Funding Branch in early February. 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

Funded independent schools are required to obtain certification by both the school chair and principal on the following reports:

- [EIS Teacher Certification & Non-Certified Teachers eform](#)
- [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 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

EIS Collection Technical Questions

- Help Desk Services

AppSupportEISCOLL@gov.mb.ca

Governance and Policy Branch

- General Inquiry
- Student Records

204-945-6899 or EASAdministration@gov.mb.ca

204-945-0201 or StuRecords@gov.mb.ca

Bureau de l'éducation française

- Eric Jamieson

Eric.Jamieson@gov.mb.ca

Inclusion Support Branch

- Information

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

Indigenous Excellence in Education

- General Inquiry

204-583-1424 or IE@gov.mb.ca

Learning and Outcomes Branch

- Newcomer Inquiries
- Vocational Education

204-945-8806 or LOBDirector@gov.mb.ca

204-945-7947 or TVE@gov.mb.ca

Continuous Improvement Branch – Report Cards Guidelines

- Provincial Assessment Program Unit

assesseval@gov.mb.ca

Education Funding Branch

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

204-945-6910 or EFB@gov.mb.ca

Sandy Ranville

204-945-6912 or 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 the first Wednesday of October that has been approved by the Deputy Minister under section 5 of the regulation meet the criteria of Part 1 Section 1.2 a). An attendance report signed on the first Wednesday of October, by the teacher who is monitoring and maintaining regular contact with the pupil as per clause 6(2)(d) of the regulation is required to be on file in the school.

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

Form Location	Form	Due Date: September 29, 2025 Description	Submit via	Paper Size	School Use
Website		Shared Services Agreement – Clinicians Shared Services Agreement: Facility and Resources	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, 2025 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	

Form Location	Form	Due Date: October 31, 2025 Description	Submit via	Paper Copy	School Use
Website		Independent Schools Financial Statements	Email	Yes	

Form Location	Form #	Due Date: December 5, 2025 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, 2026 Description	Submit via	Paper Size	School Use
Website	Adjustments	FINAL requests for adjustments to enrolment for the 2025/26 school year	Portal	Legal	

Form Location	Form #	Due Date: June 22, 2026 Description	Submit via	Paper Size	School Use
EFB	Days Open	School Days Summary Report – Current School Year pdf & excel file	Portal	Legal	

Form 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 [here](#).

The following fields are to be completed:

- 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 first Wednesday in October enrolment
- Special Needs
- Provincial Exam, etc.