



KENORA CATHOLIC DISTRICT SCHOOL BOARD

100 General Administration Procedures

AP 121: Enrollment and Reporting of Students and ONSIS

The Kenora Catholic District School Board recognizes the need to ensure timely submission of Ministry of Education reports. The accuracy and monitoring of these reports is necessary to ensure accountability at all levels of the organization.

Confirmation of data for reports, specifically for the October 31st, March 31st and June 30th enrollment summary reports, must be signed off by the principal in a timely manner (preferably within two weeks of each reporting date).

The data will include student type (regular or tuition), FTE and language. The principal shall also provide class lists that support the data (in a secure and verifiable format).

Legal Reference:

Forms Associated with this procedure:

Effective Date: September 1, 2011
Latest Review Date: August 23, 2011, November 2011