Ontario
Ministry of Citizenship and Immigration

Continuing Education: Adult Non-Credit Language Training Grey Register, 2009–10

School

Instructor

Location of course (if different from school)

Course Data

Check (✓) one: ☐ Adult Citizenship and Language Training ☐ Adult English As a Second Language ☐ Adult French As a Second Language

Dates

Start Y M D Finish Y M D

Days

Sun. ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thur. ☐ Fri. ☐ Sat. ☐

Time of day

Start ☐ a.m. ☐ p.m. Finish ☐ a.m. ☐ p.m.

September 2009 to June 2010				*Summer 2010*			
Hours of classroom instruction			Total enrolment	Hours of classroom instruction			Total enrolment
Number of sessions	X Hours per session	= Total number of hours		Number of sessions	X Hours per session	= Total number of hours	

Learner Data

Number of learners as of the end of October M F **Number of learners September 2009 to June 2010** M F **Number of learners Summer 2010** M F

September 2009 to June 2010				*Summer 2010*			
Hours recognized for funding			Enrolment	Hours recognized for funding			Enrolment
Sessions recognized (from register)	X Hours per session	= Total number of learner hours	Enrolment as of the 4th session	Sessions recognized (from register)	X Hours per session	= Total number of learner hours	Enrolment as of the 4th session

I certify that I have examined the course data and learner data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

Signature of principal or authorized signature | Date | Name and Title (please print)

Instructions

Obligations Pertaining to the Registers

The Ministry of Citizenship and Immigration requires that, for audit purposes, the current year's register and the previous year's register be retained.

Disclosure of the information in the registers to the Ministry of Citizenship and Immigration for audit purposes is permitted by subsection 32(l) of the *Municipal Freedom of Information and Protection of Privacy Act*, and the collection of such information by the Ministry of Citizenship and Immigration is permitted by clause 39(1)(b) of the *Freedom of Information and Protection of Privacy Act*.

Anyone needing additional information regarding the collection of this information should contact the principal of the Adult Non-Credit Language Training Program.

Also available at www.ontario.ca/languagetraining

Responsibilities of the Principal of the Program

Administration of the Program

It is not required that the instructors for the courses in the Adult Non-Credit Language Training Program be qualified teachers. However, the principal shall ensure that the instructors are directly employed and paid by the board, since these are conditions for receiving ministry funding for the program.

The principal shall ensure that learners are not charged any registration fees and/or other fees pertaining to administration. Learners may, however, be asked to pay nominal refundable textbook deposits and/or reasonable charges for consumable items needed for the course. Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

The principal shall ensure that courses are offered in a school or in any location deemed suitable by the board. Courses may be offered during or after the school day.

The principal shall oversee each session of each course offered, whether or not a course is conducted in a school and whether or not instructors are qualified teachers. If the principal assigns another board official to oversee the course, that official's title should be indicated on page 1 of the register along with the official's signature.

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents learners from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a "C" in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Use of the Register

The principal shall ensure that this register contains data on enrolment and attendance *only* on learners enrolled in the following courses in the Adult Non-Credit Language Training Program:

– **Adult Citizenship and Language Training**
– **Adult English As a Second Language**
– **Adult French As a Second Language**

The principal shall ensure that this register is used to record the attendance of all learners enrolled in an adult non-credit language training course both during the school year and during the summer.

The principal shall ensure that learners enrolled in an adult-non-credit language training course meet the eligibility requirements as set out by the Ministry of Citizenship and Immigration.

The principal shall ensure that this register is *not* used to record enrolment of any learner who is a *day school pupil* in any publicly supported day school in Ontario.

The principal shall ensure that a separate register is used for each course and that a learner's name is not entered in the register until the day on which the learner actually begins to attend course sessions.

The principal shall ensure that page 1 of the register is completed accurately. It should be noted that the "total enrolment" in a course must include *all learners* who attended course sessions. This number is not reduced if a learner withdraws before completing the course.

Instructions for Staff Recording Enrolment and Attendance

Use a separate register for each course. Do not enter a learner's name in the register until the day on which the learner actually begins attending course sessions.

Indicate attendance at sessions by leaving the appropriate spaces on the register blank and absence by entering an "A", as shown in the sample register below. If a learner is admitted after the course begins, draw a horizontal line through all spaces up to the date on which the learner was admitted (see learner 7 in the sample). If a learner withdraws, draw a horizontal line through the remaining spaces (see learner 1). **Where an instructional session has been cancelled owing to exceptional circumstances, enter a "C" for that session for the first and last learners, join the "Cs" by a vertical line, and record the reason on the register (see session 35 in the sample).**

Using the information provided in this paragraph, determine the number of sessions for each learner during the school year or the summer, and enter this number in the appropriate column under "Number of sessions recognized for funding". If a learner has been absent for *three or more consecutive sessions*, subtract the number of consecutive sessions missed from the total number of sessions (see learners 3, 4, 5, 6, and 7). If a learner has begun the course late, subtract *all* sessions missed at the beginning from the total (see learner 7). If a learner withdraws from the course and/or is simply absent *and* thereby misses *three or more* consecutive sessions, subtract the number of consecutive sessions missed from the total (see learners 1, 2, and 6). It should be noted that the end of the calendar year does not break a series of sessions missed (see learner 5). **Note that a cancelled session (marked "C") is not included in the calculation of the number of consecutive sessions for which a learner has been absent (see learners 4 and 6).**

In the sample register, the record of enrolment and attendance is shown for a class conducted on Wednesday and Friday evenings.

Sample Register

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Ministry of Citizenship and Immigration

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(See reverse for instructions.)

Attendance at sessions

	Name of learner (surname, given name)	Gender	Home address	Telephone	Number of sessions recognized for funding: Sept. 2009 – June 2010	Summer 2010
1	Croft, Robin	F	1 Apple Cres.	282-1234	26	
2	Deeth, Kelly	F	27 Ash Court	281-2341	36	
3	Gallo, Dale	M	55 Beech St.	281-3412	37	
4	Green, Leslie	M	15 Birch Lane	281-4382	35	
5	Moran, Gale	F	44 Cedar Drive	281-2314	37	
6	White, Beverly	F	2 Dogwood Cr.	281-2413	35	
7	Burke, Marian	F	99 Cherry Rd.	281-4312	33	
8						
9						
10						
34	Feb. 7 – Session cancelled because of inclement weather					
35						
				Total number of sessions recognized for funding	239	0

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	Name of learner (surname, given name)	Gender	Home address	Telephone	Attendance at sessions (Month and day)	Number of sessions recognized for funding: Sept. 2009 – June 2010	Number of sessions recognized for funding: Summer 2010
1							
2							
3							
4							
5							
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35							

Total number of sessions recognized for funding