



POLICY:

REGULATION: JEE STUDENT ATTENDANCE ACCOUNTING

EXHIBIT:

- a) Requirements for Reporting Enrolments on September 30th.

Please see the requirements .

- b) Principals' Monthly Report

The Principals' Monthly Report (Form F31-97) shall be submitted to the Division Office by the first divisional courier of each month.

ELECTRONIC STUDENT DATA MANAGEMENT

By September of 1997, all schools will be expected to electronically transmit requested student data to Manitoba Education and Training. This data will be forwarded by diskette to the division office which will prepare and submit a master (divisional) file.

For the present, schools which do not use the TREV LAC software are encouraged to use the Manitoba Student Directory Program which is available at no cost from the Board Office.

REQUIREMENTS FOR REPORTING ENROLMENTS

Among the administrative requirements set out by Manitoba Education and Training is the requirement that: "The divisional external auditor will review the adequacy of systems and controls established by the Secretary-Treasurer of the school division for the reporting of enrolment to the Schools' Finance Branch for the purpose of calculating provincial funding and report on same in the annual Auditor's Supplementary Report."

In order to meet the above requirement, the following criteria and procedures will be in effect:

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE:



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EXHIBIT:

A) Definition of an Enrolled Pupil

1. An enrolled pupil is a pupil who, if 21 years of age or less:
 - i) is registered in a school, and
 - ii) is in attendance on September 30th, or
 - iii) is not in attendance on September 30th but has been in attendance during the month of September and is in attendance on or before October 10th
 - iv) is not in attendance on September 30th and has not been attendance on or before October 10th, but for whom the school has supporting written documentation to be submitted to Division Office indicating that the pupil will be in regular attendance.

2. If over 21 years of age:
 - i) is “as per criteria (i) to (iv) for pupils 21 years of age or less” and
 - ii) attends school full time will be reported as one pupil, or
 - iii) attends school part-time will be equated to a full time equivalent pupil.

N.B. For pupils beyond the age of 21 years, please indicate on the form FB 113C or the computerized pupil list by school, the percentage of time they attend school. The calculation of the percentage should be based on the number on minutes in the cycle, assuming each day is of 300 minutes duration. The percentage is rounded up to the next higher whole number.

3. A pupil attending kindergarten, if the kindergarten program is offered on at least a half-time basis.
4. A exchange student if enrolled in an approved exchange program. The Schools’ Finance Branch will be informing school divisions of the organizations approved and the specifics.

N.B. Please indicate on FB 113C beside the pupil’s name “EXCHANGE” and name of program.

5. Foreign students are to be listed on FB 133C by clearly indicating beside their name “FOREIGN”. These students do not earn any grants and are subject to Board policy requirements before being accepted in a school.

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EXHIBIT:

B) Administrative Requirements for Reporting Enrolment

1. Enrolled pupils are reported as of September 30th, but if September 30th is not a school day then the enrolment count is to be taken on the last school day in the month of September.

N.B. Pupils must be counted only once and should be reported in the school where they attend the majority of their time. Do not include pupils who will be attending for the second semester only.

2. The assigned homeroom teacher and the principal must sign the appropriate pages on enrolment form number F-27-93 (or a computer printout with the same format) for:

- i) all students in attendance on September 30th (point A), 1., ii)
- ii) all students not in attendance on September 30th but who have been in attendance during the month of September and are in attendance on or before October 10th. Written verification signed by the teacher and principal must be attached confirming that students listed but not in attendance (point A) 1, iii) are reported accurately.
- iii) all students not in attendance on September 30th and who have not been in attendance on or before October 10th, but for whom the school has supporting documentation indicating that the pupil will be in regular attendance.

N.B. This supporting documentation must be in written form, indicating when attendance is to begin, and must be signed by the principal confirming its accuracy.

APPROVED:

REVISED:

SOURCE:

OTHER REFERENCE: