

Ministry of Education

Education Labour and Finance
Division

315 Front Street West
11th Floor
Toronto ON M7A 0B8

Ministère de l'Éducation

Division des relations de travail et du
financement en matière d'éducation

315, rue Front Ouest
11^e étage
Toronto (Ontario) M7A 0B8

2023:SBXX

Date: September XX, 2023

Memorandum to: Directors of Education
Senior Business Officials

From: Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: **2024-25 GSN Enrolment Forecast Template (District School Boards)**

I am writing to share information regarding the reporting process for submitting the 2024-25 Grants for Student Needs (GSN) Enrolment Forecast Template.

As part of the annual process of determining projected GSN operating funding, school boards are requested to provide the preliminary revised estimates Average Daily Enrolment (ADE) for the 2023-24 school year (reflecting actual October 31 count data) and projected ADE for the 2024-25 to 2027-28 school years in the 2024-25 GSN Enrolment Forecast Template.

New Submission Process

Starting this year, the completed enrolment forecast template is to be submitted through the ministry SharePoint site (<https://ontariogov.sharepoint.com/sites/EDU-Extranet/FAAB>) where school boards currently provide supporting documentation for financial reporting. Instructions on using the SharePoint site, including on how to submit the enrolment forecast template, can be found in [placeholder].

Submission Timeline

Please submit the completed enrolment forecast template by **November 24, 2023**. Please note that once the template is submitted, it will be removed from the site after it is processed by ministry staff. If there is a need to submit a revised enrolment forecast template after the initial submission, school boards should notify the ministry.

It is important that the ministry receive your completed enrolment forecast template within the above timelines as late submissions may not be reflected in the GSN Projections for the 2024-25 School Year.

If you have any questions on enrolment, the new submission process (including access to the SharePoint site), or in completing the enrolment forecast template, please contact Education.Enrolment.Submissions@ontario.ca.

Thank you for your co-operation and attention in meeting this request.

Sincerely,

Original signed by

XXXXXXXX

Director

Education Modelling and Forecasting Branch

Attachments: 2024-25 GSN Enrolment Forecast Template