

Ministry of Education
Private Schools Unit
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Ministère de l'Éducation
Unité de l'inspection des écoles
privées
Direction des services régionaux
12^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2
Télécopieur : 416-325-2517



September 18, 2017

Dear Ronnie Miller,

Thank you for your correspondence dated July 17, 2017 seeking clarification of ministry requirements for course outlines as part of the inspection process of private schools.

In the first year of a school's inspection, once a school has met the ministry's requirements for pre-inspection materials, the ministry will consider on a case-by-case basis a subsequent request from the school for an inspector's review and approval of additional course outlines. A private school may submit a request in writing to fsb.psie@ontario.ca. As a reminder, please find information on the submission of pre-inspection materials process.

For the start-up of a new private school that is seeking authority to grant credits towards the Ontario Secondary School Diploma (OSSD), the Ministry of Education requires the submission of pre-inspection materials at least two months before the intended start date of the school. The Private Schools: Policy and Procedures Manual, 2013, specifies that pre-inspection materials include "Outlines of Courses of Study for all the OSSD credit courses that will be taught in the school" and that due dates for submission of pre-inspection materials are:

For Credit Courses Beginning:	Materials Must be Submitted By:
September	July 1
February	December 1
July	May 1

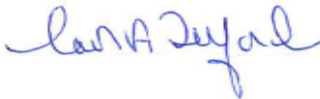
In keeping with the information available in this regard on pages 18 and 25 in the manual, the ministry website is updated annually to confirm the business day deadline for the submission of pre-inspection materials. For the 2017-18 school year, the Ministry of Education website indicates:

- For credit courses starting in September, the materials must be submitted by June 30, 2017.
- For credit courses starting in February, the materials must be submitted by December 1, 2017.
- For credit courses starting in July, the materials must be submitted by May 1, 2018.

After the first year of operation as an inspected private school authorized by the ministry to grant OSSD credits, a school scheduled for an inspection will receive written instructions from the ministry regarding the submission of pre-inspection materials, including a specified deadline (e.g. June 30, 2017). The written instructions sent directly from the ministry to the school include a reminder of the requirement for "Outlines of Courses of Study for each course that will be taught".

I trust that you will find this information helpful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carol Telford". The signature is fluid and cursive, with the first name "Carol" and last name "Telford" clearly distinguishable.

Carol Telford
Manager, Private Schools and International Education Unit