

INSTRUCTION GUIDE

Elementary Class Size Reporting 2026-2027

Table of Contents

INTRODUCTION.....	3
IMPORTANT INFORMATION FOR 2026-27.....	3
PROCESS INSTRUCTIONS.....	4
FORM INSTRUCTIONS & TIPS.....	5
ELEMENTARY CLASS SIZE COMPLIANCE FRAMEWORK.....	12
GENERAL TIPS & FAQs.....	14

INTRODUCTION

The purpose of this document is to provide user instructions for the elementary class size reporting process.

Questions should be directed to the ministry's email address dedicated to issues related to elementary class size reporting at csreporting@ontario.ca. Please provide a telephone number if you wish to be contacted directly. Please note that any questions directed to ministry contacts will be redirected to this class size email address.

Please note that once finalized, class size data will be made publicly available and is subject to Freedom of Information requests. School boards are responsible for ensuring the integrity of all data submitted to the ministry.

IMPORTANT INFORMATION FOR 2026-27

Please note the following for the 2026-27 class size reporting process:

- As in previous years, school boards are required to submit their elementary class size reports by October 31, 2026 as specified under the class size regulation ([Ontario Regulation 132/12: Class Size](#)).
- School boards will receive a warning message if they do not select a count date from the drop-down menu.
- The *2025-26 Elementary Class Size Reporting Form* is no longer valid and will not be processed. School boards must use the **2026-27 Elementary Class Size Reporting Form** for reporting elementary class size data to the ministry.
- To ensure the reporting form does not generate an error message in tab 3 when reporting students at a remote learning school, please remove the letters "SC" from the Board School Identification (BSID) number in the BSID column. In addition, please ensure the latest or most up-to-date BSID numbers are used in the BSID column.
- When completing the reporting form, school boards must ensure that each class number or identifier for a class within a school is unique to that class and distinct from other classes in the school. Whilst the guidance does not mandate class numbers/identifiers, having classes from the same school with the same class numbers/identifiers leads to confusion in our calculations, and slows down the ministry's quality assurance process.

- School boards are reminded of the requirement in the class size regulation to make elementary class size data publicly available on the school board's website or through the schools' and school board offices by October 31.
- For the 2026-27 school year, each school boards' compliance with Ontario Regulation 132/12: Class Size will be determined by rounding class size averages to the nearest tenth (i.e., one decimal place).

PROCESS INSTRUCTIONS

CLASS SIZE REPORTING PROCESS

1. School boards must populate and complete the ***Elementary Class Size Reporting Form***. Please note only the following two sheets require completion:
 - ***Board Summary & Attestation*** Sheet – includes school board contact, count date and attestation on the class size data submitted.
 - ***Class Size Data*** Sheet – detailed class size information for all schools of the school board.

All other sheets of the *Elementary Class Size Reporting Form* (i.e. Board Statistics, Class Properties Legend and School List) are either pre-populated or will populate automatically. ***Detailed Instructions & Tips for completing this form are provided beginning on page 5.***

Class size information reported in the above form must be based on an instructional school date in September as chosen by the school board.

2. Completed forms must be approved by the Chief Executive Officer of the school board.
3. Completed forms must be emailed to the ministry at csreporting@ontario.ca to finalize the class size reporting submission. The Chief Executive Officer must be copied on this email.
4. School boards must make elementary class size data publicly available on the school board's website and through the schools' and school board offices.

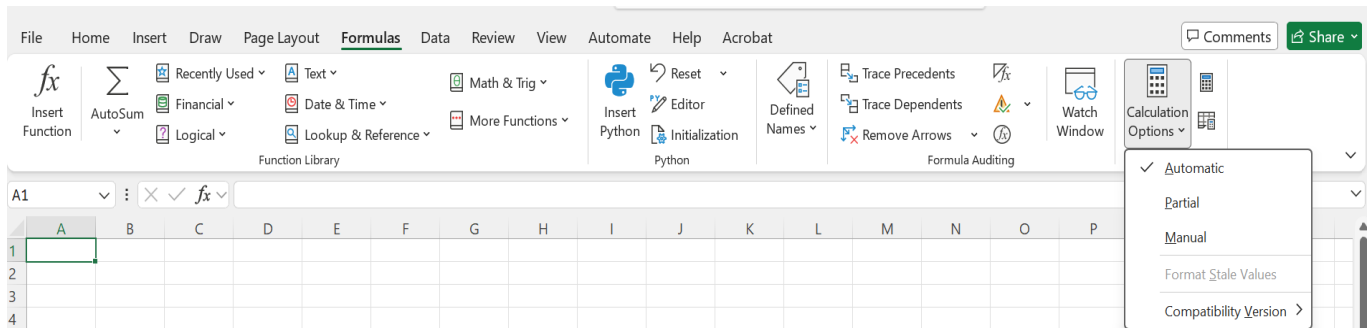
FORM INSTRUCTIONS & TIPS

These are technical instructions to support school boards in filling out the *Elementary Class Size Reporting Form*. For details regarding class size limits and regulations, please see the class size regulation (Ontario Regulation 132/12: Class Size).

Please ensure that ALL required fields in the Form have been completed before submitting the final report to the ministry.

Important tip: Please ensure that the calculation mode in Excel is set to automatic or the form will not be able to display any potential errors in the submission when sending the class size data to the ministry.

To confirm this mode on the Formulas tab, select Calculation Options and ensure the check mark is set to “Automatic” (as shown below).



Sheet 1: Board Summary & Attestation

Section A: School Board Information

School boards are required to enter board-specific information, including the primary contact for elementary class size reporting. Please select school board name from the drop-down menu. The school board number will be pre-populated when the school board name is selected.

School boards must also select a count date from the drop down menu and ensure that all elementary class size data is accurate and true for all schools as of that date.

Note: School boards will receive a warning message if they do not select a count date from the drop-down menu.

Please refer to screen shot below for reference.

2026-2027 Board Summary & Attestation

Section A: Board Information	
Board Name:	Algoma DSB
Board Number:	828010
Contact Name:	
Contact Email:	
Board Count Date (dd/mm/yyyy): Select from drop down menu	

To be filled out before submitting to ministry
To be filled out before submitting to ministry
To be filled out before submitting to ministry

Section B: Status of Class Size Compliance

This section will populate automatically as data is entered in *Sheet 3: Class Size Data*. The school board is required to review the summary statistics contained in this section prior to attesting to the contents of the submission in Section C, below.

Section C: Attestation

The purpose of this section is to document the school board's Chief Executive Officer's approval of all class size data submitted by the school board in the *Elementary Class Size Reporting Form*.

Summary statistics on the school board's class size data are provided in *Section B* in order to ensure that school boards are aware of their compliance status with regard to the class size regulations. Additional summary statistics for the school board are provided for reference in *Sheet 2: Board Statistics*.

This section should be completed after all class size data for the school board has been entered in *Sheet 3: Class Size Data* and the compliance status for the school board is reviewed in *Section B*.

Please ensure that there are no data errors prior to attesting. *Sheet 2: Board Statistics* will indicate to the user when there are errors present in *Sheet 3: Class Size Data* (See Row 7 on *Sheet 2: Board Statistics*).

When attesting, please ensure that the submission is representative and accurate as of the count date chosen by the school board (to attest, the Chief Executive Officer of the school board must select “Yes” in the Attestation section of *Sheet 1: Board Summary & Attestation*).

By completing *Section C* and indicating “Yes” in the bottom right corner, the school board confirms that the Chief Executive Officer of the school board has reviewed and attested to the elementary class size data submission contained within the form.

Section C: Attestation		
Attention: Data must be entered in Sheet 3: Class Size Data prior to attesting		
By selecting “Yes” the board confirms that the Director of Education of the board has reviewed the elementary class size data contained in this form and attests that: • The data contained in this report has been developed in accordance with the Ontario Class Size Regulation (O. Reg. 132/12); and • The data contained in this report is representative and accurate as at the count date selected by the board (Row 8 of this sheet, above).	This form, once completed, must be submitted to the Ministry of Education at CSReporting@ontario.ca. The Director of Education must be copied on this email.	Yes

Section D: Comments (Optional)

This section is available for school boards that wish to provide other comments regarding the data submission.

Sheet 2: Board Statistics

This section will be updated automatically based on inputs to *Sheet 3: Class Size Data*. The purpose of this Sheet is to ensure that school boards are able to review class size information at the board-level.

- Please check the field on row 7, titled “Number of Reporting Errors in DATA”, prior to approval and attestation of the submission. This field must indicate “0” errors in order for the submission to be valid. If this field is greater than 0, it means that the data submitted in *Sheet 3: Class Size Data* contains errors.
- The school board will need to review the data in *Sheet 3: Class Size Data* and resolve all errors prior to attesting. Error messages will appear in *Sheet 3: Class Size Data*, highlighted in red, at the far right section of each data row that has an error. It is up to the user to resolve the error by entering an appropriate option or data.

Note: If there are issues with the automatic data updates, please refer to the “Important Tip” about the calculation mode in Excel on page 5 of this document.

Sheet 3: Class Size Data

All values entered in this sheet must be **numeric whole numbers**.

Please do not skip rows.

In the case of misreporting, an error message will appear in red on the far-right section of the form. The message will indicate the nature of the error. It is up to the user to resolve the error by entering an appropriate option or data.

Student Enrolment													Class Properties			Warning/Error Description	
BSID	Class Number	JK	K	G1	G2	G3	G4	G5	G6	G7	G8	Self Contained Special Education	Class Type / Track	Kindergarten Conditions	Class Delivery Type		
090210	1	26												1	1	1	
090210	2	26	6											1	2	1	
090210	3		31											1	3	1	
090210	4		32											1	4	1	
090210	5		33											1	5	1	
090210	6				19									1	2	1	Invalid Class Property Option Selected
090210	7				20									1	1	2	
090210	8													1	1	5	Class cannot have zero enrolment
090210	9					15								1	1	1	
090210	10					25								1	1	1	
090210	11												8	1	1	1	
090210	12						2						10	1	1	1	Self Contained Special Education classes must be reported separately
090210	13													1	1	1	Class cannot have zero enrolment
090210	14							27	28					1	1	1	
090210	15									24				1	1	5	Invalid Class Delivery Type Option Selected for class
090210	16										25			1	1	1	Invalid Option for Track
090210	17											28		999	1	1	Please Enter School Number

- The Board School Identification (BSID) number must be populated for each class in the **BSID** column. A list of BSIDs for the schools in your school board is provided in *Sheet 5: Schools List* for your reference.
- To ensure the reporting form does not generate an error message in tab 3 when reporting students at a remote learning school, please remove the letters “**SC**” from

the Board School Identification (BSID) number in the BSID column. And please ensure the latest or most up-to-date BSID numbers are used in the BSID column.

- Please note that the information provided in *Sheet 5: Schools List* is a reference list based on school board data from the previous school year. School boards must include class size information in *Sheet 3: Class Size Data* for any new school not included on the *List*.
- A **Class Number** must be assigned for each class within a school. Populate the columns as appropriate. Please ensure that each class number for a class within a school is unique to that class and distinct from other classes in the school.
- The **Enrolment** section must be populated by entering the number of students (headcount) from each grade (junior kindergarten (JK) to grade 8) that are in that class, as applicable.
- The **Self-Contained Special Education** section must be populated by entering the total enrolment of the Self-Contained Special Education class. A Self-Contained Special Education class is defined as a class with students who spend more than 50% of their instructional time together in a self-contained special education class.
- All **Class Properties** must be filled out for each class in order to report a valid entry. The following table describes the numeric values which must be entered for the various fields in the Class Properties section:

Class Properties	Valid Numeric Entry	Description	Further Details/Conditions
Class Size Type/Track	1	Main Language of Instruction/ Regular	Class is taught in the main language of instruction.
	3	French Immersion	This applies to French Immersion Classes in English-Language school boards only.
	105	HSP	Special education course code added at the request of Toronto District School Board
	106	ISP	Special education course code added at the request of Toronto District School Board

Class Properties	Valid Numeric Entry	Description	Further Details/Conditions
	10-14	Placeholder	If a school board wishes to select an alternative track that is not an option, please select this as a placeholder option and inform the ministry of the track and track ID for future updates.
	Other	Additional numeric values that have been accepted in previous years will still be recognized within the <i>Board-Level Form</i> .	
<i>Kindergarten Conditions</i>	1	Not Applicable	This option is for any class where a kindergarten exemption is not required, including: - Classes which do not have any students from junior kindergarten (JK) or kindergarten (K), OR - Classes with students from JK and/or K <u>and</u> students from other grades; OR - Classes with students from JK and/or K which have 29 students or fewer.
	2	Program is negatively affected	Up to 10% of kindergarten classes are permitted to have between 30 and 32 students only under certain circumstances, as outlined in the class size regulation. Please indicate which condition applies, using values 2 or 3.
	3	Compliance will increase the number of kindergarten-combined splits	
	4	Other	This option is for classes which are non-compliant, for example: - Classes with students from JK and/or K which have more than 32 students; OR - Classes with students from JK and/or K which have 30 or more students up to a maximum of 32 for reasons other than those listed in 2 or 3 above.
<i>Class Delivery Type ID</i>	1	In-Person	Classes taught in a conventional classroom setting with pupils attending in-person
	2	Remote	Classes taught remotely - when pupils are learning virtually
	3	Hybrid	Classes taught both in-person and remotely at the same time

Please correct any reporting errors in *Sheet 3: Class Size Data* before approval and attestation of the data. School boards cannot complete the reporting process unless all data errors (if any) are corrected.

Note: Sheet 2: Board Statistics will indicate the total “number of reporting Errors in DATA” on row 7. This field must indicate “0” in order for the submission to be valid.

Elementary Class Size Compliance Framework

The ministry's compliance framework ensures measures are in place for school boards who do not meet the class size requirements outlined in the elementary provisions of Ontario Regulation 132/12: Class Size. The compliance measures set out under the framework are as follows:

Number of consecutive years of non-compliance	Compliance measure (applied in the same school year of non-compliance)
Year 1	school board Chief Executive Officers will be notified by the ministry and may be required to submit a compliance management plan detailing how the school board will become compliant with the class size regulation.
Year 2	a one per cent reduction to the school board administration expense limit will be applied. For example, if school boards are non-compliant for 2025-26 and 2026-27, the one per cent reduction (redirected to assist with class size compliance) applies to the 2026-27 school year.
Year 3	a three per cent reduction will be applied, similar to the year two reduction. For example, if school boards are non-compliant for 2025-26, 2026-27 and 2027-28, this reduction applies to the 2027-28 school year.
Year 4	a five per cent reduction will be applied similar to the other reductions.

When a school board, which has been non-compliant in the previous year(s) but demonstrates compliance with the class size regulation through reporting in the following year, it will have the above restrictions lifted, subject to the approval of the Minister, and the calculation of consecutive years for the purposes of compliance will be reset.

Please email the completed form to the Ministry of Education at
csreporting@ontario.ca.

General Tips and FAQs:

General Tips

- Please use only the form emailed by the ministry to your school board contact(s) for the current year's elementary class size collection. Forms from previous years are not valid and will not be accepted. Please do not alter the form name when completing the Class Size submission.
- Please do not skip rows.
- Please do not cut and paste in the Class Size Data tab.
- Every class property must be selected as appropriate to report a valid class.
- *Total Enrolment* cannot be equal to 0.
- Chief Executive Officer of the school board must complete the Attestation Section of the forms.
- School boards are responsible for providing an update regarding school openings and closures to the ministry. If your board has had school openings or closures that are not reflected in the list of schools in the reporting form template, please provide a list of new and closed schools (name of school and associated BSID) to csreporting@ontario.ca.

FAQs:

1. Are school boards required to attest to the data submitted?

School boards are required to attest to the data as part of the ministry submission process.

School boards are responsible for developing their own process to assist their Chief Executive Officer in verifying that the data is accurate.

The school board's Chief Executive Officer is required to approve the final submission to the ministry, which is demonstrated by completing the Attestation Section of the form (Sheet 1, Section C).

2. When is the Elementary Class Size Reporting Template due to the ministry?

As per Ontario Regulation 132/12: Class Size, school boards are required to submit detailed reports of their elementary class size data to the ministry each school year. The deadline for submitting reports, as prescribed by the regulation, is October 31, 2026.

The school board's Chief Executive Officer must be copied on the final class size reporting submission emailed to the ministry.

3. How can I tell if my data has errors?

In the case of misreporting, an error message will appear in red on the far-right section of *Sheet 3: Class Size Data*. The message will indicate the nature of the error (e.g., if there is missing data or an invalid option was chosen).

Sheet 2: Board Statistics will also provide the total number of reporting errors in the data. Please refer to Row 7 of the sheet.

Please note these error messages are specific to data errors and invalid entries. Error messages will not be shown if the school board is non-compliant with the class size regulation. However, *Section B* in *Sheet 1: Board Summary and Attestation* provides a summary of school board statistics related to the class size regulation requirements.

4. How do I select my school board?

Click on the "enable editing" button. Once you "enable editing" a drop-down menu will appear with a list of school boards.

5. How do I edit/add remote learning locations?

The "school list" tab of the excel form is just meant to be used as a reference. You can add or remove schools when reporting on the third tab ("Class Size Data"). There is no automation between the two tabs.

6. What are the remote learning class size requirements?

Classes delivered through remote learning are bound by the same class size requirements as in-person classes, outlined in the regulation.

7. How should class sizes for remote learning be reported?

School boards may offer remote learning instruction directly, they may partner with another school board to provide remote learning instruction on their behalf, or they may work with other school boards to deliver remote learning collaboratively.

Each school board with remote learning enrolment will need to create a remote Board School ID (BSID) for each panel to track remote learning average daily enrolment (ADE).

Where a school board chooses to partner with another board to deliver remote learning, the school board delivering the remote learning should report the class for class size reporting and include all students in the class, including those who are from other school boards.

8. Are school boards required to complete and submit separate class size reports based on the delivery model?

School boards are required to submit one class size report for the entire school board that should include remote learning, hybrid, and in-person classes.

9. How should students who are participating in asynchronous remote learning be counted?

If students are participating in asynchronous learning (i.e., learning that is not delivered in real time, such as students watching pre-recorded video lessons) with a school board, then they should have an assigned teacher and they should be counted as part of the class size report.

Please ensure that the school board is meeting the minimum requirements for asynchronous learners as set out in [Policy/Program Memorandum 164 Requirements for Remote Learning](#), including daily attendance tracking and a daily schedule or timetable in accordance with the 300-minute instructional day.