

GENERAL REPORTING INSTRUCTIONS

- Report data in all sections of the questionnaire as of September 30, 2004.
- Do not report data for students and educators in continuing education programmes (e.g. night schools).
- Report data only for students and educators located in Canada:
 - Do not report data for students and educators at affiliated schools or campuses that are located abroad, but are related to Canadian institutions.
 - Report data for students and educators at affiliated schools or campuses that are located in Canada, but are related to foreign institutions.
- Campuses should report individually provided their statistics are not reported by the parent institution. If their statistics are already reported by the parent institution, these campuses should not report again separately.

C. SCHOOL DESCRIPTION

Note: "Official language" refers only to the two official languages of Canada, English and French. For example, "Inuktitut" should be listed as "Other main language of the school" in question 2 below.

1. Official language of school:⁰¹⁰¹

- ¹ English
- ² French
- ³ Bilingual (English/French)

2. Other main language of school (if applicable):⁰¹⁰²

3. Type of students enrolled (check one only):⁰¹⁰³

- ¹ Day students only
- ² Boarders only
- ³ Both boarders and day students

4. Semestered school:⁰¹⁰⁴

- ¹ Semestered
- ³ Non-semestered

D. SCHOOL YEAR 2003-2004 GRADUATES

Instruction Notes:

- Report all secondary level graduations from the 2003-2004 school year, including late graduates of the same school year.
- Ensure that late graduates are not reported again in the following year.

GRADUATES OF THE 2003-2004 SCHOOL YEAR								
Sex \ Age	15 and under	16	17	18	19	20	21 and over	Total
Boys	1001	1002	1003	1004	1005	1006	1007	1008
Girls	1011	1012	1013	1014	1015	1016	1017	1018
Total	1021	1022	1023	1024	1025	1026	1027	1028

E. ENROLMENTS 2004-2005

Instruction Notes:

- Report enrolments as of the last school day in September. Do not include students who were enrolled earlier in the month and withdrew before the end of September.
- Ensure that students with special needs (section H) are included in the grade and age enrolment tables below.
- Ensure that totals of the grade table agree with totals of the age table.
- Ensure that both full and part-time students are included.

ENROLMENT BY GRADE AND SEX				
Grade		Boys	Girls	Total
Junior-kindergarten	Part-time	2001	2021	2041
	Full-time	2002	2022	2042
Kindergarten	Part-time	2003	2023	2043
	Full-time	2004	2024	2044
1		2005	2025	2045
2		2006	2026	2046
3		2007	2027	2047
4		2008	2028	2048
5		2009	2029	2049
6		2010	2030	2050
7		2011	2031	2051
8		2012	2032	2052
9		2013	2033	2053
10		2014	2034	2054
11		2015	2035	2055
12		2016	2036	2056
Ungraded	Elem.	2017	2037	2057
	Sec.	2018	2038	2058
Total		2019	2039	2059

Total must agree with Enrolment by Age and Sex table.

ENROLMENT BY AGE AND SEX			
Age	Boys	Girls	Total
3 and under	2061	2081	2101
4	2062	2082	2102
5	2063	2083	2103
6	2064	2084	2104
7	2065	2085	2105
8	2066	2086	2106
9	2067	2087	2107
10	2068	2088	2108
11	2069	2089	2109
12	2070	2090	2110
13	2071	2091	2111
14	2072	2092	2112
15	2073	2093	2113
16	2074	2094	2114
17	2075	2095	2115
18	2076	2096	2116
19	2077	2097	2117
20 and older	2078	2098	2118
Total	2079	2099	2119

Total must agree with Enrolment by Grade and Sex table.

F. OFFICIAL LANGUAGE PROGRAMMES 2004-2005

1. Does your school offer second language instruction, i.e. the study of French as a subject (in Quebec, English as a subject) up to a maximum of 24.9% of the school week, which can include one or more additional subjects taught in the second language?³⁰⁰⁰

¹ Yes ³ No If yes, complete the Second Language Instruction table below.

2. Does your school offer immersion programmes, i.e. the study of French as a subject (in Quebec, English as a subject) for 25.0% or more of the school week, which includes one or more additional subjects taught in the second language?³⁰⁴⁰

¹ Yes ³ No If yes, complete the Immersion Programmes table below.

Grade		SECOND LANGUAGE INSTRUCTION (maximum 24.9% of school week)		IMMERSION PROGRAMMES (minimum 25.0% of school week)	
		Number of pupils studying the second language ^a	% of school week to the nearest decimal ^b	Number of pupils enrolled in immersion ^a	% of school week to the nearest decimal ^b
Example		27	12.5%	36	45.3%
Junior-kindergarten	Part-time	3001	% 3021	3041	% 3061
	Full-time	3002	% 3022	3042	% 3062
Kindergarten	Part-time	3003	% 3023	3043	% 3063
	Full-time	3004	% 3024	3044	% 3064
1		3005	% 3025	3045	% 3065
2		3006	% 3026	3046	% 3066
3		3007	% 3027	3047	% 3067
4		3008	% 3028	3048	% 3068
5		3009	% 3029	3049	% 3069
6		3010	% 3030	3050	% 3070
7		3011	% 3031	3051	% 3071
8		3012	% 3032	3052	% 3072
9		3013	% 3033	3053	% 3073
10		3014	% 3034	3054	% 3074
11		3015	% 3035	3055	% 3075
12		3016	% 3036	3056	% 3076
Ungraded	Elem.	3017	% 3037	3057	% 3077
	Sec.	3018	% 3038	3058	% 3078
Total		3019		3059	

a. Instructions for reporting number of pupils:

- Official language programmes refers to pupils studying English in Quebec and French in the rest of Canada.
- Report each pupil in one table only, based on programme and % of school week.
- Official language programme enrolments must not exceed total school enrolments reported in Enrolments 2004-2005 (section E).
- If semestered, (i.e. full credit taken in one-half year): Number of pupils = number in 1st semester + estimated number in 2nd semester.

F. OFFICIAL LANGUAGE PROGRAMMES 2004-2005 (continued)

3. Does your school offer the minority language as the language of instruction, i.e. French schools and/or programmes for Francophones (in Quebec, English schools and/or programmes for Anglophones)?³⁰⁸⁰

¹ Yes ³ No If yes, complete the Minority Language as Language of Instruction table below.

Grade		MINORITY LANGUAGE AS LANGUAGE OF INSTRUCTION (minimum 25.0% of school week)	
		Number of pupils studying in the minority language ^a	% of school week to the nearest decimal ^b
Example		41	86.2%
Junior-kindergarten	Part-time	3081	% 3101
	Full-time	3082	% 3102
Kindergarten	Part-time	3083	% 3103
	Full-time	3084	% 3104
1		3085	% 3105
2		3086	% 3106
3		3087	% 3107
4		3088	% 3108
5		3089	% 3109
6		3090	% 3110
7		3091	% 3111
8		3092	% 3112
9		3093	% 3113
10		3094	% 3114
11		3095	% 3115
12		3096	% 3116
Ungraded	Elem.	3097	% 3117
	Sec.	3098	% 3118
Total		3099	

b. Instructions for reporting % of school week:

To obtain consistency in reporting between schools operating on different cycles (e.g. week, 6-day cycle, 7-day cycle, etc.), the calculation of the percentage of French (English in Quebec) instruction is based on each school's own cycle.

If your school does not function with timed periods, estimate the percentage of the school week (on a 5-day cycle basis) that the students are studying French (English in Quebec) and report it in the appropriate column.

With respect to total minutes in a cycle, a school day represents the total minutes allocated to the teaching of the structured learning program (you must not include recess, lunch, or after class study supervision activities).

Calculation for % of French (English in Quebec) by school week = $\frac{\text{total minutes French (English) per cycle}}{\text{total minutes in cycle}} \times 100$

Example: French (English) is offered for four 45-minute periods in a 5-day cycle. The percentage is calculated as follows (based on a 300-minute school day):

$$\frac{45 \text{ (min./period)} \times 4 \text{ (periods/week)}}{1500 \text{ (300 min./day} \times 5 \text{ days)}} \times 100 = 12.0$$

If semestered, divide above % by 2. e.g., % of school week = $\frac{12.0}{2} = 6.0$

G. SCHOOL PERSONNEL 2004-2005

Instruction Notes:

- Please see Appendix 1 for Staff Category Definitions.
- Report educators as full- or part-time according to the standard definitions used in your school. If an educator works in more than one school, report full- or part-time status according to the number of hours worked in your school.

1. Full-time School Personnel

NUMBER OF FULL-TIME SCHOOL PERSONNEL BY AGE, SEX, AND STAFF CATEGORY										
Age	Sex	Teachers	Other Instructional Personnel	Teacher Aides	Pedagogical Support	Health and Social Support	School Administrators	Department Head/Other Supervisory Staff	Board or Higher Level Personnel	TOTAL
19 and under	Male	4001	4021	4041	4061	4081	4101	4121	4141	4161
	Female	4002	4022	4042	4062	4082	4102	4122	4142	4162
20-29	Male	4003	4023	4043	4063	4083	4103	4123	4143	4163
	Female	4004	4024	4044	4064	4084	4104	4124	4144	4164
30-39	Male	4005	4025	4045	4065	4085	4105	4125	4145	4165
	Female	4006	4026	4046	4066	4086	4106	4126	4146	4166
40-49	Male	4007	4027	4047	4067	4087	4107	4127	4147	4167
	Female	4008	4028	4048	4068	4088	4108	4128	4148	4168
50-59	Male	4009	4029	4049	4069	4089	4109	4129	4149	4169
	Female	4010	4030	4050	4070	4090	4110	4130	4150	4170
60-69	Male	4011	4031	4051	4071	4091	4111	4131	4151	4171
	Female	4012	4032	4052	4072	4092	4112	4132	4152	4172
70 and older	Male	4013	4033	4053	4073	4093	4113	4133	4153	4173
	Female	4014	4034	4054	4074	4094	4114	4134	4154	4174
Total	Male	4015	4035	4055	4075	4095	4115	4135	4155	4175
	Female	4016	4036	4056	4076	4096	4116	4136	4156	4176
TOTAL		4017	4037	4057	4077	4097	4117	4137	4157	4177

G. SCHOOL PERSONNEL 2004-2005 (continued)

2. Part-time School Personnel

NUMBER OF PART-TIME SCHOOL PERSONNEL BY AGE, SEX, AND STAFF CATEGORY										
Age	Sex	Teachers	Other Instructional Personnel	Teacher Aides	Pedagogical Support	Health and Social Support	School Administrators	Department Head/Other Supervisory Staff	Board or Higher Level Personnel	TOTAL
19 and under	Male	4201	4221	4241	4261	4281	4301	4321	4341	4361
	Female	4202	4222	4242	4262	4282	4302	4322	4342	4362
20-29	Male	4203	4223	4243	4263	4283	4303	4323	4343	4363
	Female	4204	4224	4244	4264	4284	4304	4324	4344	4364
30-39	Male	4205	4225	4245	4265	4285	4305	4325	4345	4365
	Female	4206	4226	4246	4266	4286	4306	4326	4346	4366
40-49	Male	4207	4227	4247	4267	4287	4307	4327	4347	4367
	Female	4208	4228	4248	4268	4288	4308	4328	4348	4368
50-59	Male	4209	4229	4249	4269	4289	4309	4329	4349	4369
	Female	4210	4230	4250	4270	4290	4310	4330	4350	4370
60-69	Male	4211	4231	4251	4271	4291	4311	4331	4351	4371
	Female	4212	4232	4252	4272	4292	4312	4332	4352	4372
70 and older	Male	4213	4233	4253	4273	4293	4313	4333	4353	4373
	Female	4214	4234	4254	4274	4294	4314	4334	4354	4374
Total	Male	4215	4235	4255	4275	4295	4315	4335	4355	4375
	Female	4216	4236	4256	4276	4296	4316	4336	4356	4376
TOTAL		4217	4237	4257	4277	4297	4317	4337	4357	4377

3. Average percentage of school week worked by **all** part-time staff: %⁴⁶⁰¹

4. Number of New Entrants to the Teaching Profession (includes Teachers or Other Instructional Personnel as defined in Appendix 1). ⁴⁶⁰²

H. STUDENTS WITH SPECIAL NEEDS 2004-2005

Instruction Notes:

- Report all students identified as having special needs, whether enrolled or not in special education programs.
- Ensure that these students are included in the Enrolments 2004-2005 tables by grade and by age (section E).
- A **gifted student** can be defined as follows: significantly advanced level of general and/or specific intellectual ability, creative thinking, artistic ability, musical ability, social ability, or kinaesthetic ability, as assessed by a variety of means, which may include psychological testing, evaluation of academic performance, and input from parents and teachers.

1. Number of gifted students
2. Students with disabilities (*Report each student in one category only. Ensure that gifted students with disabilities are included*)
 - a. Number of students who are blind or visually impaired only
 - b. Number of students who are deaf or hearing impaired only
 - c. Number of students who are both blind/visually impaired and deaf/hearing impaired only
 - d. Number of students who are both blind/visually impaired and/or deaf/hearing impaired and have other disabilities
 - e. Number of students with other disabilities and/or multiple disabilities (other than students included in "c" or "d" above)

Boys	Girls	Total
5001	5002	5003

Boys	Girls	Total
5101	5102	5103
5104	5105	5106
5107	5108	5109
5110	5111	5112
5113	5114	5115

I. INFORMATION TECHNOLOGY AND COMMUNICATION

Instruction Notes:

- Report approximate number of computers and file servers regardless of age.
- Instructional computers include computers used for all activities directed towards lesson preparation, execution or evaluation.

1. Total number of Computers and File servers at your school 6001
2. Number of Instructional Computers and File servers 6002
3. Number of Administrative Computers and File servers 6003
4. Number of Microcomputers with simultaneous Internet Access 6004
5. Number of Microcomputers allocated for teacher use 6005
6. Number of Specialized Microcomputers for Students with exceptionalities/special needs 6006

J. CONTACT INFORMATION *Name of Person Completing this Report (If other than Principal)*

Mr. 1 <input type="checkbox"/>	Miss 2 <input type="checkbox"/>	Ms. 3 <input type="checkbox"/>	Mrs. 4 <input type="checkbox"/>	Other _____	0201	Name _____	0202	Given name _____	0203
Telephone () 0204	Ext. _____ 0205	Fax () 0206	E-mail _____	0207	Web Site _____	0208			

K. COMMENTS *(if more space is required use a separate sheet)*⁰³⁰⁰

THANK YOU FOR YOUR COOPERATION

Appendix 1

Staff Category Definitions

Please use the following definitions to complete section G of the questionnaire.

Instruction Notes:

- Report educators as full- or part-time according to the standard definitions used in your school. If an educator works in more than one school, report full- or part-time status according to the number of hours worked in your school.
- **School Level Administrative Personnel** – are NOT included as Educators. Includes all personnel who support the administration and management of the school. These staff include: Administrative Assistant, Administrative Trainee, Bookkeeper, Senior Assistant, Clerks, Photocopying Assistants, Receptionist, Secretary, Typist/Word processors, School monitor, etc.

a) Teachers – Includes personnel involved in direct student instruction in a group or on a one-on-one basis, inside or outside a regular classroom. Chairpersons of departments whose duties include some amount of student instruction should also be reported in this category.

e.g.

<i>Associate Teacher</i>	<i>Remedial Teacher</i>
<i>Alternative Program Teacher</i>	<i>Special Education Teacher</i>
<i>Exchange Teacher</i>	<i>Supernumeracy Teacher</i>
<i>Regular Classroom Teacher</i>	<i>Visiting Teacher</i>

b) Other Instructional Personnel – Includes only professional personnel

e.g.

<i>Itinerant Teacher</i>	<i>Relief Teacher</i>
<i>Distance Education / Correspondence</i>	<i>Resource Teacher</i>
	<i>Substitute Teacher</i>

c) Teacher Aides – Includes non-professional personnel who support teachers in providing instruction to students. Student teachers and other personnel who do not get paid for their employment are not included.

e.g.

<i>Educational Assistant</i>	<i>Student Teachers (if paid)</i>
<i>Laboratory Assistant</i>	<i>Teacher Aide</i>
<i>Paraprofessional</i>	<i>Teaching Assistant</i>
<i>Research Assistant</i>	

d) Pedagogical Support – Includes professional staff who provide services to students in order to support their instructional program.

e.g.

<i>Assessment Counsellor</i>	<i>Guidance Counsellor</i>
<i>Assistant Librarian</i>	<i>Librarian</i>
<i>Attendance Officer</i>	<i>Pedagogical Consultant</i>
<i>Computer Technician</i>	<i>Professional Development Counsellor</i>
<i>Curriculum Writer</i>	
<i>Educational Media Specialist</i>	

e) Health/Social Support – Includes all personnel employed in the education system who provide health and social support services to students.

e.g.

<i>Audiologist</i>	<i>Occupational Therapist</i>
<i>Chaplain</i>	<i>Ophthalmologist</i>
<i>Clinician</i>	<i>Optometrist</i>
<i>Dentist</i>	<i>Psychiatrist</i>
<i>Diagnostician</i>	<i>Psychologist</i>
<i>Doctor</i>	<i>Psychometrist</i>
<i>Hygienist</i>	<i>Social Worker</i>
<i>Learning Assistant Centre Clinician</i>	<i>Speech Pathologist</i>
<i>Nurse</i>	

f) School Administrators – Includes all administrative or assistant administrative directors of a school.

e.g.

<i>Assistant Headmaster/ Headmistress</i>	<i>Principal</i>
<i>Headmaster/Headmistress</i>	<i>Principal Designate/ Relief Principal</i>
<i>President</i>	<i>Vice-President</i>
	<i>Vice-Principal</i>

g) Department Head/Other School Supervisory Staff

e.g.

<i>Administrator</i>	<i>Curriculum Chair</i>
<i>Assistant Co-ordinator</i>	<i>Department Head</i>
<i>Assistant Supervisor</i>	<i>Principal of more than one school</i>
<i>Co-ordinator</i>	<i>Supervisor</i>

h) Board/Higher Level Personnel – Includes personnel whose primary responsibility is quality control and the management of higher levels of the education system. These personnel may be employed by local boards of education, or by provincial/territorial ministries or departments of education.

e.g.

<i>Accountant</i>	<i>Evaluator</i>
<i>Analyst</i>	<i>Financial Aid Officer</i>
<i>Assistant Superintendent</i>	<i>Grant Developer</i>
<i>Assistant Director</i>	<i>Informational Services Officer</i>
<i>Associate/Assistant Commissioner</i>	<i>Lawyer</i>
<i>Auditor</i>	<i>Network Administrator</i>
<i>Commissioner of Education</i>	<i>Public Relations Registrar</i>
<i>Computer Programmer</i>	<i>Superintendent</i>
<i>Director</i>	<i>Systems Analyst</i>
<i>Educational Consultant</i>	

If you have any questions, please contact Statistics Canada at 1-888-301-6058 or 1-877-540-3973 or by email at Education.oid@statcan.ca. Operations and Integration Division, Education and Culture Surveys Section, Jean Talon Building, 2-C9, Tunney's Pasture, 120 Parkdale Ave, Ottawa, Ontario K1A 0T6