



## Background Information

- **\$7.4 billion is provided directly as Operating Support to Public and Separate Schools.**
- **98% of this funding is flexible and can be used at the discretion of the local school board.**
- **The factors above determine a requirement to monitor.**

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## Enrolment Monitoring

- **Governed by:**
  - *School Act*,
  - *Student Record Regulation*; and
  - *Funding Manual for School Authorities*.

## Types of Enrolment Monitoring

### Information to substantiate funding claims:

- **Desk Audit**
  - Information is requested to support citizenship, residency and age.
- **On-Site Verifications**
  - School site information to support citizenship, residency, age and count/coding claims

## On-Site Enrolment Verification

- **What does Education look for?**

- Funded Student Criteria

- Daily attendance records (September 30 count date)
- Birth certificate – Age
- Documentation to support Canadian citizenship or lawful admittance to Canada permanent or temporary residence
- Alberta residency with a parent or legal guardian\* who resides in Alberta on the count date or Independent Student

*\*Must be a guardianship order from the Court of Queen's Bench.*

## On-Site Enrolment Verification

- **What else does Education look for?**

- Confirmation of student's legal name and birth date
- Does the student record contain data to substantiate coding?
- How does a school determine and substantiate residency?
- Is the *Student Record Regulation* being followed?
- Is the student entitled to education under Section 8 of the *School Act*?

## Confirmation of Student's Legal Name and Birthdate

- **Age**
  - Appropriate at September 1
- **Birth Certificate**
- **Canadian Citizenship Card or Certificate**
- **Type of Visa or other document for entrance into Canada for permanent or temporary residence.**

## Citizenship

- **Funded Child/Funded Student is a Canadian citizen on the count date or**
  - Is lawfully admitted to Canada for permanent residence; or
  - Is a child of a Canadian citizen; or
  - Is a child of an individual who is lawfully admitted to Canada as a permanent or temporary resident; or
  - Is a stepchild (who has been issued a study permit) of a temporary foreign worker that is in Canada on a work permit and who is the biological or adopted child of the temporary foreign worker's spouse or partner; or
  - Is a stepchild of a Canadian citizen and is the biological or adopted child of the Canadian citizen's non-Canadian spouse or partner.

## Canadian Citizenship

- As of February 2012, Citizenship Cards are no longer provided and have been replaced with the certificate.



- Prior to February 2012:



## Confirmation of Permanent Residency / Permanent Resident Card

- Confirmation of Permanent Residency document
- The Permanent Resident (PR) Card is the official proof of your status as a permanent resident in Canada. A PR card is valid for 5 years from the date of issue.



## Permanent Resident

- **To be eligible for a PR you must:**
  - be a permanent resident of Canada;
  - be physically present in Canada;
  - not be under an effective removal order;
  - not be a Canadian citizen; and
  - not be convicted of an offense related to the misuse of a PR card.

## Losing Your PR Status

- **You may lose your PR status if:**
  - an adjudicator determines that you are no longer a PR following an inquiry; or
  - a visa officer determines you do not meet the required residency when you apply for a PR travel document.
- **You may lose your PR status in one of the ways described above if:**
  - you don't live in Canada for 2 out of 5 years;
  - you are convicted of a serious crime and told to leave Canada; or
  - or you become a Canadian citizen.

## Losing Your PR Status

- You do not lose your PR status if your PR card expires.
- However, an expired card that has not been renewed could indicate a loss of PR status.
- The *Student Record Regulation* requires the student record to be updated annually, including the type of visa or other document pursuant to which the student is lawfully admitted to Canada for permanent or temporary residence and the expiry date of that visa or other documents.

## Child of a Temporary Resident

Is a child of an individual who is lawfully admitted to Canada as a permanent or temporary resident

- **Temporary Resident Document types:**
  - Study Permits
  - Work Permits
  - Visitor Record
  - Temporary Resident Permit

## Example: Study Permit

**STUDY PERMIT/PERMIS DE ETUDES**

**PERSONAL INFORMATION**

Family Name/Nom de famille: [REDACTED]  
 Given Name/Prénoms: [REDACTED]  
 Date of Birth/Date de naissance: [REDACTED]  
 Gender: FEMALE  
 Country of Birth/Pays de naissance: CHINA, PEOPLE'S REPUBLIC OF  
 Country of Issuance/Pays de délivrance: CHINA, PEOPLE'S REPUBLIC OF  
 Travel Doc No./N° du document de voyage: [REDACTED]  
 Passport: [REDACTED]

**STUDY INFORMATION**

Date Issued/Date de délivrance: 20100827  
 Date of Expiry/Date d'expiration: 20110827  
 Case Type/Genre de cas: 20  
 Institution/Institution d'enseignement: [REDACTED]  
 Field of Study/Domaine d'études: [REDACTED]  
 In Period/En période: [REDACTED]

**Conditions:**

- MUST HOLD EMPLOYMENT ON THE CAMPUS OF THE INSTITUTION AT WHICH REGISTERED IN FULL-TIME STUDIES
- MUST LEAVE CANADA BY [REDACTED]

**Remarks/Remarques:**

\*\*\*THIS DOES NOT AUTHORIZE RE-ENTRY/VOUS NE POUVEZ PAS LA RE-ENTRER\*\*\*

## Example: Work Permit

**WORK PERMIT**

**CASE TYPE**: 20

**PERSONAL INFORMATION**

TRAVEL DOC: [REDACTED]  
 BORDER: [REDACTED]  
 OCCUPATION: [REDACTED]  
 EMP. STATUS: [REDACTED]  
 FEES: [REDACTED]

**WORK INFORMATION**

1. UNLESS OTHERWISE STATED, MUST NOT ATTEND ANY VOCATIONAL, INSTITUTIONAL OR TRADE AND ACADEMIC, PROFESSIONAL OR VOCATIONAL TRAINING COURSE.  
 2. MUST LEAVE CANADA BY 09 JUL 2015

**PERSONAL INFORMATION**

SURNAME, GIVEN NAMES/ NOM DE FAMILLE, PRÉNOMS: [REDACTED]

**PERSONAL INFORMATION**

IRTH/DATE OF BIRTH: [REDACTED]  
 SEX/SEX: FEMALE  
 COUNTRY OF BIRTH/PAYS DE NAISSANCE: CHINA  
 COUNTRY OF CITIZENSHIP/CITIZEN DE: CHINA

**EMPLOYEE INFORMATION**

EMPLOYEE NO./N° DE L'EMPLOI: [REDACTED]  
 CLIENT/CLIENT: [REDACTED]

**ISSUANCE INFORMATION**

DATE ISSUED/DATE DE DELIVRANCE: 09 JUL 2012  
 EXPIRES/DATE D'EXPIRATION: 09 JUL 2015  
 DEPT NO./CODE DE DÉPT: 02

微信号: yhyimin

## Example: Visitor Record

**CANADA IMMIGRATION**  
**BB116 603 152**  
 CB20421445

**CANADA**  
 VISITOR RECORD

**CANADA**  
 SURNAME, GIVEN NAMES - NOM DE FAMILLE, PRÉNOMS  
 TESTNADA, EKEEMPLATRE  
 SEX - SEXE  
 FEMALE

**CANADA**  
 BIRTH DATE - DATE DE NAISSANCE  
 01 JAN 1970  
 COUNTRY OF BIRTH - PAYS DE NAISSANCE  
 LIECHTEN  
 COUNTRY OF CITIZENSHIP - CITIZENSCHEIP  
 ARAB EMI  
 OFF. FILE NO. - N° DE FICH. DU BUREAU  
 5231 - 9549  
 CLIENT ID - ID DU CLIENT

**CANADA**  
 DATE ISSUED - DATE DE DÉLIVRANCE  
 15 NOV 2002  
 VALID UNTIL - DATE D'EXPIRATION  
 30 DEC 2002  
 EXT. NO. - CODE PRODUIT  
 00

**CANADA**  
 THIS DOES NOT AUTHORIZE RE-ENTRY.  
 CICI: VANCOUVER IA 5120 **Canada**  
 THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA.  
 LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA.  
 906 1442 (20-0002) B

## Example: Temporary Resident

**CANADA IMMIGRATION**  
**BB092 612 575**  
 M902416712

**CANADA**  
 TEMPORARY RESIDENT PERMIT

**CANADA**  
 SURNAME, GIVEN NAMES - NOM DE FAMILLE, PRÉNOMS  
 TESTNADA, EKEEMPLATRE  
 SEX - SEXE  
 MALE

**CANADA**  
 BIRTH DATE - DATE DE NAISSANCE  
 01 JAN 1970  
 COUNTRY OF BIRTH - PAYS DE NAISSANCE  
 LIECHTEN  
 COUNTRY OF CITIZENSHIP - CITIZENSCHEIP  
 ARAB EMI  
 OFF. FILE NO. - N° DE FICH. DU BUREAU  
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 CLIENT ID - ID DU CLIENT

**CANADA**  
 DATE ISSUED - DATE DE DÉLIVRANCE  
 15 NOV 2002  
 VALID UNTIL - DATE D'EXPIRATION  
 30 DEC 2002  
 EXT. NO. - CODE PRODUIT  
 00

**CANADA**  
 AUTHORIZED TO LEAVE AND RE-ENTER

**CANADA**  
 REMARKS: THIS IS WHERE THE OFFICER'S REMARKS WOULD APPEAR.

**CANADA**  
 CICI: HULL 2104 **Canada**  
 THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA.  
 LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA.  
 906 1442 (20-0002) B

## Stepchild of a Temporary Foreign Worker

Is a stepchild (who has been issued a study permit) of a temporary foreign worker that is in Canada on a work permit and who is the biological or adopted child of the temporary foreign worker's spouse or partner

- **Valid study permit for child**
- **Valid work permit for the step parent**
- **Marriage Certificate**
- **Linkage of biological/adoptive parent and child**

## Stepchild of a Canadian Citizen

Is a stepchild of a Canadian citizen and is the biological or adopted child of the Canadian citizen's non-Canadian spouse or partner

- **Valid study permit for the student**
- **Proof of Canadian citizenship of step parent**
- **Linkage of biological/adoptive parent and child**
- **Proof of marriage of step parent to the biological/adoptive parent of student**
- **Proof of application of permanent resident status and fee payment to CIC**

## What is Implied Status?

- If individuals permits have expired, they may stay in Canada on what is called ***implied status*** as long as they applied for a new permit ***before*** the original permit expired and have remained in Canada.
- Once the decision has been made, the client will either have to leave Canada or will continue as a individual who holds a valid permit.
- Verify ***implied status*** if applicable by requesting proof of application and fee payment to CIC.
- Check application processing times for CIC:  
[www.cic.gc.ca/english/information/times/index.asp](http://www.cic.gc.ca/english/information/times/index.asp)

The screenshot shows the Government of Canada website's 'Check application processing times' page. A green oval highlights the 'Work permit extension (same employer)' section, which displays two processing time options: 'Online' at 68 days and 'Paper' at 93 days. The page also includes a 'What are you applying for?' dropdown menu and a 'Get processing time' button.

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Check application processing times

Why did processing times information change?

\*What are you applying for? (required)

Visiting, studying, working temporarily

\*Which temporary residence application? (required)

Work permit extension (same employer)

Get processing time

Work permit extension (same employer)

These applications can be submitted online or by paper:

Online	Paper
68 days	93 days
Working on applications received on January 7, 2016.	Working on applications received on December 25, 2015.

Last update: April 16, 2016 (Estimated weeks)

Processing times tell you how long it took Immigration, Refugees and Citizenship Canada (IRCC) to process applications in the past after receiving a complete application package. Processing times can vary, depending on how many applications IRCC receives. Your application may be delayed if it's not complete.

If it has been longer than the time shown since you applied, and you cannot check the status of your application online, you may contact us by using the [app form](#).

## Guardianship

- **School Act**
  - Residency based on where parents reside
- **Court issued documentation**
  - Court of Queen's Bench

## Does the Student Record Contain Data to Substantiate Coding?

## Refugees 640

- **There are two streams of refugees: those making a claim from within Canada and those coming from outside Canada.**

### 1. Within Canada:

- If a CIC or a Canada Border Services Agency officer determines that the refugee claim is eligible, it is referred to the Immigration and Refugee Board of Canada for a hearing.
- If the claim is accepted, the refugee receives the “protected person” status. This means they can stay in Canada and apply to become a permanent resident. If their claim is rejected, they must leave Canada.

## Refugees 640

### 2. Resettled from outside Canada:

- These refugees must be referred to the UN High Commissioner for Refugees or be sponsored by a private sponsorship group.
- They are granted permanent residency immediately upon arrival in Canada as the application is assessed through the visa office before they enter Canada.
- These refugees will enter Canada with a Confirmation of Permanent Residence Document and an entry visa (e.g. Convention Refugee Class or Asylum Class).



## English as a Second Language (ESL) 301, 302, 303

- Claimed for funded children/students who require English language supports and instruction to achieve grade level expectations.
- Annual assessment documentation to support coding and funding.
- [www.learnalberta.ca/content/eslapb/](http://www.learnalberta.ca/content/eslapb/)

## Francisation 306, 307 – Francophone Regional Authorities' Equivalent to ESL

- Claimed for funded children/students who require French Language Supports and instruction to achieve grade level expectations in Français.
- Annual assessment documentation that supports coding and funding.
- [education.alberta.ca/francisation-francophone-education/programming/](http://education.alberta.ca/francisation-francophone-education/programming/)

## First Nations, Métis and Inuit 331, 332, 333, 334

- Provided to assist school jurisdictions to meet local needs for First Nations, Métis and Inuit students.
- Students are offered to option to self-identify through a signed declaration on the school registration form annually.
- [education.alberta.ca/system-supports/results-reporting/](http://education.alberta.ca/system-supports/results-reporting/)

## Special Education Coding Criteria (Extranet)

- Diagnosed and assessed by a qualified professional to support code.
- A current Individualized Program Plan (IPP) or Instructional Support Plan (ISP) is mandatory for all students identified as having special education needs, includes mild, moderate, severe and gifted and talented.
- [www.learnalberta.ca/content/ieptLibrary/lib07.html](http://www.learnalberta.ca/content/ieptLibrary/lib07.html)

## Independent Students 121

- ***From the Funding Manual:***
  - is an independent student who is between 16 years of age and less than 18 years of age who resides in Alberta and has a parent that resides in Canada; or
  - is an independent student who is between 18 years of age and less than 20 years of age and who resides in Alberta.

## Independent Students 121

- **School jurisdiction policy on the definition of an independent student**
- **Student declaration on registration form**
- **Access to Student Records (s.23(2))**

## Recommendations

- **Ensure that age, residency and citizenship can be verified by information in the student record.**
- **Keep track of immigration documents that have an expiry date and follow up as required.**
- **Document attempts to obtain information from parents in the student file.**
- **Include documents to support codes.**
- **Due diligence in obtaining the information required in the Student Record and to substantiate the coding of students.**

## Credit Enrolment Unit (CEU)

## Credit Enrolment Unit (CEU) Monitoring

- ***Funding Manual for School Authorities* (Section 9)**
- **Senior High School**
- **Documentation to Substantiate Funding Claims**
- **Monitoring and Timelines:**
  - November (previous school year)

## High School CEU Submissions Regular (non-CTS) Courses

Earned a  
final mark of  
25% or greater

and

Attended at least 50% of the  
classes in the course  
OR  
Worked on and been assessed  
on at least 50% of the course  
content

- **Education requires a detailed marks record that shows the following:**
  - a) List of all course expectations; and
  - b) Student score, total possible marks, and weighting associated with each item





## High School Flexibility Funding

### History

- **Project began in 2009 with 16 participating Schools.**
- **As of 2017/18, 305 schools from 60 authorities will be on high school redesign.**
- **Guide to Education and Funding Manual for School Authorities require 25 hours of instruction per credit.**
- **Schools on HS Redesign are exempt from the 25 hours per credit requirement.**

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## High School Flexibility Funding Interim Funding Mechanism

- Funding for phases 2 through 6 will be based on the 3 year CEU average for each participating school.
- Delivers cost certainty for School Jurisdictions and Government.

## Questions?



## Contact Information

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