

**MINISTRY OF EDUCATION
PRIVATE SCHOOL PRE-INSPECTION REPORT**

School		School BSID #	
Address			
Principal			
Phone			
E-Mail		Web Site	
School Description			
Number of Credit Courses Taught: (The total number of different courses in each grade level that your school offers.)			
Grade 9		Grade 10	
Grade 11		Grade 12	
Total Student Enrolment in Credit Courses: (The total number of students that are enrolled in each grade level.)			
Grade 9		Grade 10	
Grade 11		Grade 12	
Number of students in Grades 8 taking "reach ahead" courses:			
Grade 8			
<p>The school must submit the Pre-Inspection Report to the Ministry of Education within the timeline noted in the covering letter. Information in this Pre-Inspection Report will help ministry staff conducting the inspection (referred to in this document as 'the inspector') prepare for the site visit to the school.</p>			
SECTION A: Follow-up from Previous Inspection Report			
<p>If applicable, please attach to this document a report on the steps the school has taken to address the <i>Issues and Recommendations</i> noted in the previous inspection report.</p>			

SECTION B: Material to be Submitted

Along with the completed Pre-Inspection Report, the school must submit the following materials to the Private Schools and International Education Office. Put an "X" in the appropriate column to verify that materials are attached. An "X" in the "NO" column requires the school to comment on why the material is not being submitted. An "X" in the "N/A" column indicates that the school is not offering this option.

* = this section not available for selection

MATERIAL	Yes "X"	No "X"	N/A "X"	Comments
Outline of Courses of Study for Grade 9 courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of Courses of Study for Grade 10 courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of Courses of Study for Grade 11 courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outline of Courses of Study for Grade 12 courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sample Report Card template	<input type="checkbox"/>	<input type="checkbox"/>	*	
School Course Calendar	<input type="checkbox"/>	<input type="checkbox"/>	*	

<p>School year calendar: To assist you in planning your school year calendar, you may wish to consult the Ministry of Education's website related to the school year calendar (http://www.edu.gov.on.ca/eng/general/list/calendar/holiday.html). On the calendar, please indicate the start and end of each school term.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*</p>	
<p>Timetable for the school's secondary programs for the period from September 1 to August 31 of the current school year. Indicate the combined maximum hours of instruction per day for courses leading to credits for the OSSD.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*</p>	
<p>Student schedule for an average week, indicating dates and times the courses are running, and break/lunch times.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>*</p>	

SECTION C: Questionnaire

Answer all of the following questions.

If the question does not apply, put an "X" in the column marked "N/A"

* = this section not available for selection

ITEM	Yes "X"	No "X"	N/A "X"	Comments
<p>Does the School Course Calendar contain complete, detailed, accurate, and up-to-date information on diploma requirements, programs and courses offered by the school?</p> <p>Use the attached checklist to review your School Course Calendar</p>	<input type="checkbox"/>	<input type="checkbox"/>	*	
<p>Are courses scheduled for 110 hours and documented on the school's timetable?</p>	<input type="checkbox"/>	<input type="checkbox"/>	*	
<p>Are the school's Outlines of Courses of Study on file and up to date?</p> <p>Use the attached checklist to review your school Outlines of Courses of Study.</p>	<input type="checkbox"/>	<input type="checkbox"/>	*	
<p>Does the school have written procedures for the approval and recording of activities for the community involvement diploma requirement?</p>	<input type="checkbox"/>	<input type="checkbox"/>	*	
<p>Does the school have a written procedure for fulfilling the Provincial Secondary School Literacy Requirement through the OSSLT and, if applicable, the OSSLC?</p>	<input type="checkbox"/>	<input type="checkbox"/>	*	
<p>Does the school have documented policies and procedures for the establishment, maintenance, use, retention, transfer, and disposal of the OSR in accordance with the <i>Ontario Student Record Guideline, 2000</i>?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	Yes "X"	No "X"	N/A "X"	Comments
Are report cards filed for each reporting period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the school holds the OSR, does the school maintain, issue, and store an OST for every student, in accordance with the <i>Ontario Student Transcript Manual, 2013</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	*	
Does the school have a written procedure for waiving prerequisites ?	<input type="checkbox"/>	<input type="checkbox"/>	*	
Does the school have a written procedure for the substitution of compulsory courses?	<input type="checkbox"/>	<input type="checkbox"/>	*	
Does the school have a written procedure for students wishing to challenge courses? (PLAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school offer cooperative education programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school have a written procedure on earning credits through other means (alternative ways of earning credits) : correspondence courses offered by the Independent Learning Centre; distance education; independent study; private study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	Yes "X"	No "X"	N/A "X"	Comments
Does the school offer Ministry-approved locally developed courses ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school have a written procedure for the supervision of elementary students who take " reach ahead " courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school have a written policy regarding student attendance and a procedure for recording student absences ?	<input type="checkbox"/>	<input type="checkbox"/>	*	
Are copies of certificates on file for programs in music taken for credit outside the school?	<input type="checkbox"/>	<input type="checkbox"/>	*	
Do students take some courses online?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do students take all courses online?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	Yes "X"	No "X"	N/A "X"	Comments
<p><i>If "yes" to either of the above, please complete Appendix G and G-1.</i></p> <p>If "yes" to either of the above, please indicate if the credit is granted by:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Your School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Independent Learning Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A district school board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Another on-line private school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A private school consortium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the school delivers only some of its credit courses online, please provide the course code(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ITEM	Yes "X"	No "X"	N/A "X"	Comments
Does the school offer summer courses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school operate some of its courses at times other than between the hours of 9:00 am and 4:00 pm on any school day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the school submitted all statistical data required within the last 12 months, as per the legislative requirement under subsection 16(5) of the <i>Education Act</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional School Comments

Add any comments that will help the inspector prepare for the inspection e.g. offering half-credit courses, split classes, IDC courses, offering International Baccalaureate or Advanced Placement courses, giving opportunity to take courses delivered by other providers, etc.

NOTE: Please have copies of all policies, procedures and related documentation records available during the on-site inspection.