

Pre-Inspection Materials Overview

Required Pre-Inspection Materials

You are required to submit:

- A completed **Private School Pre-Inspection Report**
- Your **School Course Calendar** and a completed **Checklist for the School Course Calendar**
- School Year Calendar** (refer to a template can be found at <http://www.edu.gov.on.ca/eng/general/list/calendar/holidaye.html>)
- Your **Outlines of Courses of Study** for each course to be taught this year and a completed **Checklist for Outlines of Courses of Study**
- Materials listed in Section B of the Pre-Inspection Report**
- A **Weekly Timetable** with all courses. The timetable should indicate the length of each class, and the start and end date of each class (i.e. September 8 to June 10) or the total number of classes for the course. This will allow the inspector to verify that each course is at least 110 hours.

Also:

- The **Teacher Preparation for Classroom Inspection** document must be distributed to all teachers

If you are offering on-line courses, additionally you are required to submit:

- Pre-Inspection Report Addendum For Online Schools** (Appendix G)

For your information only, the pre-inspection package includes a blank inspection report.

Submission of Pre-Inspection Materials

Pre-inspection materials are to be submitted **by email**. All pre-inspection materials must be emailed to private.schools@ontario.ca

Pre-inspection materials will not be accepted by regular mail, courier or in person. If you experience difficulties emailing us the materials, please contact our office at 416-325-1981 or fsb.psie@ontario.ca.