

**Date:** June 30, 2020

**Subject:** 2020-21 School Year Calendars

**Memorandum to:** Chairs of District School Boards  
Directors of Education  
School Authorities

**From:** Stephen Lecce  
Minister of Education

Nancy Naylor  
Deputy Minister

In the school year update you received on April 28, 2020, school boards and school authorities were informed that 2020-21 school year calendars submissions were not being considered at that time due to the uncertainty around the reopening of schools for September.

The purpose of this memo is to provide you with new guidance and deadlines for 2020-21 school year calendar submissions. Please note that references to school boards also include school authorities.

Ontario Regulation 304 - School Year Calendar, Professional Activity Days under the *Education Act* outlines the requirements for school boards in preparing and submitting school year calendars to the ministry:

1. A regular school year calendar shall provide for a school year that commences on or after September 1 and ends on or before June 30.
2. The school year shall include a minimum of 194 school days. Of those, school boards must dedicate three (3) Professional Activity (PA) days to provincial education priorities. Boards may designate up to four (4) additional PA days per school year. School days not designated as PA days are instructional days. Up to 10 instructional days may be examination days.
3. Boards may implement modified school year calendars that provide for alternative start and end dates and holidays that differ from those prescribed in the regulation, subject to the approval of the Minister of Education.

In light of the recent release of the Ontario's [Approach to Reopening Schools for the 2020-21 School Year](#), the Minister of Education is prepared to approve any modified calendars that would start before September 1, provided that the calendars meet the other requirements of the regulation and that schools are able to plan for the range of delivery scenarios outlined in the Approach to Reopening Schools for the 2020-21 School Year document, and implement based on local public health advice.

In order to maximize instruction time for students, school boards and school authorities are encouraged to start their school year by September 1. It is also advised that boards schedule three PA days prior to the start of student instruction. There are consultations currently underway with the sector's stakeholders on PA days and training that may be necessary to prepare for the reopening of school. Further direction will be provided in the future.

## **Timelines**

The following are the revised timelines for the submission of your 2020-21 school year calendars:

### **Previously submitted calendars with no changes**

If your board/authority previously submitted either a modified or regular calendar that meet the above requirements and for which you will not be making any changes, please notify your regional office in writing no later than July 10, 2020. Notifications regarding regular calendars provided in advance of July 10 will be reviewed immediately and in the order they are received.

### **Previously submitted calendars with further changes**

If your board/authority intends to change a previously submitted calendar, any changes to a modified calendar must be submitted to the ministry for approval through the [Ontario School Year Calendar online application](#) no later than July 10, 2020. If approval of your modified calendar is not granted by July 20, 2020, or if the changed calendar is still a regular calendar, the board/authority will be required to submit a regular calendar by July 24, 2020.

### **No previous calendar has been submitted**

If your board/authority has not yet submitted a 2020-21 calendar, you must submit a calendar to the ministry through the [Ontario School Year Calendar online application](#). Modified calendars must be submitted no later than July 10, 2020. If approval of your modified calendar is not granted by July 20, 2020, or if your board/authority has not yet submitted a regular calendar, the board/authority will be required to submit a regular calendar by July 24, 2020.

Regional offices will provide confirmation letters in accordance with regular practice before the end of July.

### **PA day descriptions**

PA day descriptions for both modified and regular calendars must be submitted through the [Ontario School Year Calendar online application](#) no later than July 24, 2020.

We thank you for completing your 2020-2021 school year calendar submissions. Should you have any questions, please contact your regional office representative.

Thank you for your continued efforts and ongoing cooperation.

Sincerely,

The Honourable Stephen Lecce  
Minister of Education

Nancy Naylor  
Deputy Minister of Education

- c. President, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)  
Executive Director, Association des conseils scolaires des écoles publiques de l'Ontario (ACÉPO)  
President, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
Executive Director, Association franco-ontarienne des conseils scolaires catholiques (AFOCSC)  
President, Ontario Catholic School Trustees' Association (OCSTA)  
Executive Director, Ontario Catholic School Trustees' Association (OCSTA)  
President, Ontario Public School Boards' Association (OPSBA)  
Executive Director, Ontario Public School Boards' Association (OPSBA)  
Executive Director, Council of Ontario Directors of Education (CODE)  
President, Association des enseignantes et des enseignants franco-ontariens (AEFO)  
Executive Director and Secretary-Treasurer, Association des enseignantes et des enseignants franco-ontariens (AEFO)  
President, Ontario English Catholic Teachers' Association (OECTA)  
General Secretary, Ontario English Catholic Teachers' Association (OECTA)  
President, Elementary Teachers' Federation of Ontario (ETFO)  
General Secretary, Elementary Teachers' Federation of Ontario (ETFO)  
President, Ontario Secondary School Teachers' Federation (OSSTF)  
General Secretary, Ontario Secondary School Teachers' Federation (OSSTF)  
Chair, Ontario Council of Educational Workers (OCEW)  
Chair, Education Workers' Alliance of Ontario (EWAO)  
President of OSBCU, Canadian Union of Public Employees – Ontario (CUPE-ON)  
Co-ordinator, Canadian Union of Public Employees – Ontario (CUPE-ON)