

January 14, 2022

Memorandum to: Directors of Education
Secretary/Treasurers of School Authorities

From: Julia Danos
Executive Lead, Reopening Secretariat

Subject: **Attendance Reporting Tool Update**

To support ongoing monitoring and public transparency related to COVID-19 impacts on schools, the ministry will be requiring schools to monitor their own absenteeism rates and report on student and staff absences, and school closures, daily through the absence reporting tool (ART).

As outlined in the January 12, 2022 memorandum, the ART will be updated to support the new, streamlined reporting. Schools should begin reporting in ART starting on January 19, 2022. Data will be publicly available for parents and will begin being published on Ontario.ca starting January 24, 2022, using data submitted by schools from the previous day.

Schools will be required to enter data daily by 11:00am. An updated user guide is attached to this email and regional office staff will work with board COVID-19 leads to support the transition. Required data includes total student and staff absences and a field to indicate if the school is closed. Absences will be presented as percentages of total combined student and staff absences.

School boards are also required to refresh their COVID-19 Advisory Pages and post school closure data on their websites and ensure that websites are kept updated.

It is the expectation that all schools report daily on absenteeism and any closures. We ask that school boards distribute this information to all principals to support them in meeting these obligations.

Thank you for your ongoing efforts as we work to keep schools safe and open.

Sincerely,

Julia Danos
Executive Lead
Reopening Secretariat

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