

MEMORANDUM TO: Directors of Education
Secretary Treasurers and Supervisory Officers of School
Authorities
Supervisory Officers of Provincial Schools
Consortium Centre Jules-Léger

FROM: Clayton La Touche, Assistant Deputy Minister
Student Support and Field Services Division

Yael Ginsler, Assistant Deputy Minister
Student Achievement Division

DATE: March 9, 2023

SUBJECT: Ontario School Year Calendar 2023-2024

The purpose of this memorandum is to provide you with information to support the development and submission of your 2023-24 school year calendars.

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. Please note the following:

- The regular school year calendar shall provide for a school year that commences on or after September 1 and ends on or before June 30.
- The minimum number of school days required in a school year calendar is 194. 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. Any school days not designated as professional activity days are to be designated as instructional days.
- Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days.
- A board may designate up to ten instructional days as examination days.

As stated in Regulation 304, the teaching staff shall be in school during regular school hours on examination days and accessible to pupils, unless the board directs otherwise. Student cohorts that are not writing any exams should be engaged in learning activities and may be in school for a portion of these days.

As always, in order to accommodate local needs, a board may request permission of the minister to use a modified school year calendar for a school (or schools) within its jurisdiction that is organized differently from the criteria outlined in Regulation 304. The request must be submitted along with a report that describes the process leading to the decision to use the modified calendar.

The report shall include:

- A letter signed by the Director of Education.
- A copy of the board's resolution approving the modified calendar.
- Documentation indicating that constituent stakeholders have been consulted and are aware of the proposed modifications (constituent stakeholders include parents, school councils, parent involvement committee, local branch affiliates of teachers' federations, unions, ratepayers, other members of the community and coterminous and neighbouring boards).

N.B. Prior to their boards' approval of the school year calendar, coterminous school boards participating in student transportation consortia are encouraged to discuss and consider the alignment of PA days to leverage opportunities for efficiency.

Submission deadlines for regular and modified calendars

The following are the revised timelines for the submission of your 2023-24 school year calendars through the [Ontario School Year Calendar online application](#).

Boards/authorities will be required to submit modified and regular calendars for approval on or before April 14, 2023. If approval of the modified calendars is not granted by April 28, 2023, the board/authority will be required to submit a regular calendar on or before May 15, 2023.

The Ministry will be providing direction in the near future on Professional Activity Days for the upcoming school year.

Ontario School Year Calendar Application

School year calendar submissions, supporting documents, and PA day descriptions are submitted through the Ontario School Year Calendar (OSYC) application which is available at <https://edcs.tcu.gov.on.ca/pr/collection>. An updated user guide is available by clicking on the HELP tab within the application.

New users requiring a user ID and password to gain access to the OSYC application are advised to contact their board local user authority for assistance. Otherwise, no further follow-up is required for individuals who had previous access to the OSYC application.

If you require further information about the Ontario school year calendar or any of the above, please contact Melissa Whyte at the East Regional Office at 613-225-9616 or toll-free at 1-800-267-1067, or by email at melissa.whyte@ontario.ca.

Sincerely,

Original signed by

Clayton La Touche

Attachments

Original signed by

Yael Ginsler