



SCHOOL YEAR 2023/24

This form is to be completed by all independent Designated Special Education Schools that received the additional Special Education School grant of \$2,000 per HC for the 2023/24 school year and submitted to the Ministry by June 15, 2024.

**Management of the Authority is responsible for the completion of this form (not the auditor) which represents their assertion regarding compliance. This form should be prepared and signed off by the Authority and submitted to the Ministry along with an Auditor's Report/Cover Letter.**

SCHOOL CODE:	SCHOOL NAME:	CITY:
AUTHORITY NO:	AUTHORITY (SOCIETY) NAME:	

<b>SECTION I – ELIGIBLE STUDENT FTE</b> Enrolled in Kindergarten to Grade 12 between July 1, 2023 – May 15, 2024	
<b>ELIGIBLE FTE</b>	
1. Total Eligible Student FTE (K-12): Enter FTE from 2023/24 ES Audit Form	= <input style="width: 100px;" type="text"/>

<b>SECTION II – EDUCATOR FTE</b>	
<b>Include:</b> Full-time, part-time and contracted educators that meet the criteria, as per guidelines provided in the accompanying FAQ (Questions 12-17) and Appendix A.	
<b>Exclude:</b> Members of the students' integrated support teams that are <b>not</b> employed or contracted by the school.	
<b>TOTAL EDUCATOR FTE</b>	
1. The number of educators employed by the school (full time = 1FTE)	= <input style="width: 100px;" type="text"/>

<b>SECTION III – EDUCATOR / STUDENT RATIO CALCULATION</b> (Please use in the fillable boxes below)								
Educator to Student Ratio = <u>  1  </u> : <u>  x  </u> .								
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	/		=	1	:	X		

(Dividing the Total Student FTE by the Total Educator FTE will give you 'x')



- Our Auditor is qualified under the *Societies Act*, and has appropriate licensing from the Chartered Professional Accountants of BC (CPABC)
- Attached Auditors' Report/Cover Letter as provided to the Authority by the external auditor (verifying the Educator FTE). Questions 6-8 on the Ratio Form FAQ provides guidance on the Ministry's request for an Auditor's Report.

*The following declaration must be signed by an individual authorized by the Independent School Authority (not the auditor) - e.g. Authority Chair or Principal.*

Declaration: I declare that \_\_\_\_\_ has maintained a 1:6 educator/student ratio (or less)  
(Name of School)  
during the 2023/2024 school year.

Signature of Authorized Individual	Date
Name of Authorized Individual	Position / Title

Completion of the Educator/Student Ratio form is required in order to maintain eligibility for the Special Education School additional grant and must be received by the Ministry no later than June 15, 2024. If you have any questions about the completion of this form, please email [Sophia.Malczewska@gov.bc.ca](mailto:Sophia.Malczewska@gov.bc.ca).

**Email the completed form and auditor's report to: [EDUC.IndependentSchoolsOffice@gov.bc.ca](mailto:EDUC.IndependentSchoolsOffice@gov.bc.ca).**  
Independent Schools and International Education Branch, Ministry of Education and Child Care - Phone: 250-387-3711.  
Subject line of email should contain the school name and school code - Example: Name of Independent School 065-12345