



SCHOOL YEAR 2025/26

This form is to be completed by all Independent Schools with Inclusive Education Designation that received the additional Independent School with Inclusive Education Designation grant of \$2,000 per HC for the 2025/26 school year.

As the Educator to Student Ratio Form and the auditor's report are completed alongside the ES Audit Form, schools have the option of submitting this form at the same time as the ES Audit Form (due May 29) OR submitting the form and auditor's report no later than June 15 to the Independent Schools Team.

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.

Table with 3 columns: SCHOOL CODE, SCHOOL NAME, CITY, AUTHORITY NO, AUTHORITY (SOCIETY) NAME

SECTION I - ELIGIBLE STUDENT FTE
Enrolled in Kindergarten to Grade 12 between July 1, 2025 - May 15, 2026
ELIGIBLE FTE
1. Total Eligible Student FTE (K-12): Enter FTE from 2025/26 ES Audit Form

SECTION II - EDUCATOR FTE
Include: 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.
Exclude: Members of the students' integrated support teams that are not employed or contracted by the school.
TOTAL EDUCATOR FTE
1. The number of educators employed by the school (full time = 1FTE)



SECTION III - EDUCATOR / STUDENT RATIO CALCULATION
(Please use in the fillable boxes below)

Educator to Student Ratio = 1 : x

	/		=	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 2025/2026 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 Independent School with Inclusive Education Designation additional grant and must be received by the Ministry no later than June 15, 2026. Questions about the completion of this form should be emailed to EDUC.IndependentSchoolsOffice@gov.bc.ca.

Email the completed form and auditor's report to: EDUC.IndependentSchoolsOffice@gov.bc.ca, the email address for the Independent Schools Team within the Specialized Education Programs Branch, Ministry of Education and Child Care. Subject line of email should contain the school name and school code - Example: Name of Independent School 065-12345