

Elementary & Secondary Secretary PA Day Program

Date	October 6, 2023
Length	8:30 – 12:00
Topic	Edsembli, Ministry Enrolment Instructions, Easy Connect and Privacy
Entity Hosting/Location	Denis Morris
Presenter(s)/Facilitator(s)	Diane van der Veldt/Jessica Cioffi/John Forte
Description	
<p>This session will cover topics in edsembli SIS, Ministry of Education enrolment register instructions, the use of Easy Connect and the role of the Privacy and Risk Advisor.</p> <p>This session will be attended by all secondary secretaries (minus those with finance responsibilities) and elementary secretaries.</p>	

Date	October 6, 2023
Length	8:30 – 12:00
Topic	School Finances
Entity Hosting/Location	Denis Morris
Presenter(s)/Facilitator(s)	Karen Mansell
Description	
<p>This session will cover best practices for School Generated Funds and School Budgets.</p> <p>This session will be attended by all secondary secretaries with finance responsibilities.</p>	

Date	October 6, 2023
Length	1:00 – 3:00
Topic	Secondary Edsembli, Registration and Ministry of Education Topics
Entity Hosting/Location	Denis Morris
Presenter(s)/Facilitator(s)	Diane van der Veldt
Description	
<p>This session will cover topics in edsembli SIS, registration and Ministry of Education enrolment. This session will be attended by all secondary secretaries.</p>	

Date	October 6, 2023
Length	1:00 – 3:00
Topic	School Finances
Entity Hosting/Location	Denis Morris
Presenter(s)/Facilitator(s)	Karen Mansell
Description	
<p>This session will cover best practices for School Generated Funds and School Budgets.</p> <p>This session will be attended by all elementary secretaries.</p>	

