



School District 8
Kootenay Lake

1701 – High Schools & DL



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1.0 Checklist

	Task	Navigation	Comments
1	Check school Details	School view > School top tab > Setup side tab > Details leaf	<ul style="list-style-type: none"> • Ensure School Identifier displays the ministry school code. • Confirm school Type is set to properly. • Ensure Principal and Vice-Principal information is updated. • Click the Address sub-top tab and ensure the school address is correct.
2	Review student data – <i>General Demographics</i>	School view > Student top tab > Primary Active Students filter > 1701 Student Demographics field set	<ul style="list-style-type: none"> • Check that student count is correct in the Primary Active Students filter • Sort by PEN header to look for missing PENS. Contact Ministry representative if the PEN has not populated within 48 hours of student registration. • Sort by GrSubLvl header to look for students with a sub-grade level: <ul style="list-style-type: none"> ○ HS – Homeschooled – minimum funding ○ SU – Secondary Ungraded ○ GA – Graduated Adult • Sort by PhysAdrs > Zip header to look for missing postal codes. Populate any missing postal codes in the student's record. • Sort by HomeLang header. No student should have a blank value.
3	Review student data – <i>Citizenship</i>	School view > Student top tab > Primary Active Students filter > 1701 Student Demographics field set	<ul style="list-style-type: none"> • Sort by Citizenship Code header to look for blanks. Populate missing citizenship codes. • Confirm non-funded citizenship codes are correct: <ul style="list-style-type: none"> ○ Int'l Funding Not Eligible ○ OutofProvCdn Funding Not Elig
4	Review student data – <i>Ancestry</i>	School view > Student top tab > Primary Active Students filter > 1701 Student Demographics field set	<ul style="list-style-type: none"> • Sort by Aboriginal Ancestry. Students with a code of Status – On Reserve MUST have a Band of Residence value as well. • Student top tab > Reports menu > Ministry Reporting > BC 1701 Report – By First Nations. Provide to Advocate for confirmation. • Student top tab > Reports menu > Ministry Reporting > BC 1701 Report – Nominal Roll. Provide to Advocate to ensure that students on the nominal roll are funded by the band of residence.
5	Check Course Count	School view > Schedule top tab > Schedules side tab > extract to CSV.	<ul style="list-style-type: none"> • Student top tab > Reports > Other Jurisdiction > Student Course Counts. Check student with less than a full schedule.

	Task	Navigation	Comments
6			•
7	Validate Active Dates – DL Schools	Grades top tab > Transcripts side tab > Set  icon to All .	<ul style="list-style-type: none"> • Set  icon to Active Dates. <ul style="list-style-type: none"> ○ Review records to ensure students have active dates for courses reported in this 1701 session.
8	Assign general student programs	<p>School view > Student top tab > Reports > Ministry Reporting</p> <p>Student top tab > Membership side tab > Programs sub-side tab</p>	<ul style="list-style-type: none"> • Student top tab > Reports > Ministry Reporting > BC 1701 Report – By Program to view currently assigned programs • Assign Core French to all students enrolled in a French course code (ex. MFR). Students in French Immersion do NOT receive this program. • Assign Aboriginal Language and Culture to Aboriginal students, as appropriate. • Assign Aboriginal Support to Aboriginal students, as appropriate • Assign career program codes to Grade 11 and 12 students, as identified by counsellors.
9	Validate data	School view > Student top tab > Reports > Ministry Reporting	<ul style="list-style-type: none"> • Run reports and provide to the appropriate personnel for final validation. The report and any changes should be signed and returned by the person responsible: • Administrator: <ul style="list-style-type: none"> ○ BC 1701 Report - By International: confirm these students have paid for their own education and are not funded by the Ministry of Education. ○ BC 1701 Verification Report: All data for all students. Confirm it is correct. ○ BC 1701 Report – By Program: confirm students are correctly assigned to programs (Core French, ELL, etc.) ○ BC 1701 Report – By Student Services: confirm designated students are correctly assigned. • Aboriginal Family Resource Worker: <ul style="list-style-type: none"> ○ BC 1701 Report – First Nations. confirm correct students are coded as Aboriginal ○ BC 1701 Report – Nominal Roll: confirm students funded by their Band of Residence. ○ BC 1701 Report – By Program: confirm Aboriginal students are correctly assigned to Aboriginal Language and Culture and Aboriginal Support programs.

	Task	Navigation	Comments
10	Run 1701 extract	Student top tab > Options > Exports > BC 1701 STD Extract	Print this checklist and sign-off form, signed by the Administrator as complete, and send to L1 support.
11	Load data to Ministry K-12 Data Collections site	Kindergarten-12 Data Collections	<ul style="list-style-type: none">• Follow instructions on loading data, verifying data, and viewing Ministry reports.• Export verified file and submit to district.

FORM 1701: Student Data Collection Instructions

These instructions provide information and clarification on the data being submitted and verified for funding. Users involved in entering, validating and submitting data should be familiar with these instructions to ensure data is entered correctly to qualify for appropriate funding.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections>

▼ K-12 Data Collection **1**

- September** **2**
- February
- May
- Summer Learning and Public School Grade 8 and 9 Cross Enrolment
- Employment Data and Analysis System
- Student Achievement Data Exchange
- Class Organization Web Form Help

► Distributed Learning

- e-boards
- Enhancing Student Learning
- English Language Learning
- French Federal Funding

► Graduation

► International Education

- Special Education

► Literacy

- Personal Education Number (PEN)
- Personalized Learning
- Personalized Learning Methods (PLM)

Expand All | Collapse All

Public Schools **3**

Overviews

- [Fall Data Collection](#) (PDF)

Instructions

- 1701 Verification Web Instructions
 - [Public Web Instructions](#) (PDF)
 - [District Web Instructions](#) (PDF)
 - [Independent Web Instructions](#) (PDF)
 - [Public Duplicate Resolution Web Instructions](#) (PDF)
 - [District Duplicate Resolution Web Instructions](#) (PDF)
 - [Independent Duplicate Resolution Web Instructions](#) (PDF)
 - [Duplicate Resolution Rules](#) (PDF)
- [District Echo Instructions](#) (PDF)
- [School Echo Instructions](#) (PDF)

Form Instructions

- [Instructions for Form 1530](#) (PDF)
- [Instructions for Form 1601](#) (PDF)
- [Instructions for Form 1701](#) (PDF) **4**

2.0 Preparing 1701 Data

Ensuring data is correct is critical to receiving maximum funding for the school. The following school resources will need to participate in validating data:

- **School Administrator:** ultimately responsible for ensuring all data is correct and signing off.
- **Aboriginal Family Resource Worker:** ensuring Aboriginal Ancestry is indicated correctly for Aboriginal students and confirming their program participation in Aboriginal Language & Culture and Aboriginal Support programs. These individuals should also confirm that the students coded Status – On Reserve are actually on reserve and have a band of residence indicated.
- **Clerical staff:** ensuring data is updated in MyEducation BC prior to the district deadline for submission.

2.1 School Details



1. In the **School** top tab, click the **Setup** side tab.
2. Click the **Details** leaf.
 - a. **School identifier:** This field should have the 7-digit school Ministry number. Contact district support if this field is blank.
 - b. **Type:** This field should be set to **Standard** for most schools. **DL**, **Continuing Ed**, and **Alternate** may only be used if the school meets those reporting criteria.
 - c. **Principal:** Ensure this field has current information.
 - d. **Vice-Principal:** Ensure this field has current information.
3. Click **Save**.
4. Click the **Address** sub-top tab. Ensure the school address is correct. Update if necessary.

A screenshot of a web form for school details. The form includes fields for School Identifier (807013), Name (L V Rogers Secondary), and Type (Standard). A dropdown menu is open for the Type field, showing options: Alternate, Continuing Ed, Distance, DL, Early Learning, Independent, Long Term Program, Self Directed, Short Term Program, Standard (highlighted), Summer School, and Youth Custody. There are also fields for School level, Start grade, Number of grades, Build Year Context > School year, Default Transcript Definition > Name, Phone 1, Phone 2, and Fax Number. Save and Cancel buttons are at the bottom.





A screenshot of the 'Address' sub-tab in the school setup form. The 'General' tab is selected. The form contains three input fields: Street address (201 Prince Rupert Blvd), RR Number / PO Box (PO Box 520), and City Prov PC (Prince Rupert BC V8J 3R7). Each field has a small '...' button to its right. The interface includes a 'Setup' menu with 'Options', 'Reports', and 'Help' buttons, and a 'Guided Tasks' sidebar with 'Schedules' and 'Calendars' options. A red arrow points to the 'Address' tab.

2.2 Student Demographics



2.2.1 Personal Education Number (PEN)

1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter.
2. Use the  icon to select the **1701 Student Demographics** field set.
3. Ensure that the first page in the list of students is displayed.
4. Click the **PEN** header **once**. Students with blank values in this field will filter to the top. There should not be any blank values before the 1701 extract is run.
5. Report missing PENs to the Ministry of Education if they have not populated within 48 hours of registering the student. *If it is the snapshot date, note missing PENs on the school 1701 Checklist & Signoff sheet when it is submitted to the district.*

2.2.2 Grade Sub-Level





1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter.
2. Use the  icon to select the **1701 Student Demographics** field set.
3. Ensure that the first page in the list of students is displayed.
4. Click the **GrSubLvl** header **twice**.
 - a. Students with a value in this field will filter to the top.
 - b. **HS**: This indicates that the student is home-schooled. The school receives minimal funding for these students. Confirm the homeschool identification is correct.
 - c. **SU**: This indicates Secondary Ungraded, which means that school personnel have determined that the student is not in a specific grade level. This setting has no funding implications.
 - d. **GA**: This indicates a student who is a Graduated Adult. This means the student has either met the general requirements for graduation in BC or have completed them in another jurisdiction. There are specific courses available tuition-free to these students, so any student with this setting should be reviewed to ensure it is correct.
 - e. To remove this value, in the **Options** menu, select **Modify List**.
 - i. Click the  icon at the top of the **GrSubLvl** column to open up the column for editing.
 - ii. Use the drop-down arrow in the column to set the value to a blank.
 - iii. Click the  icon at the top of the column to save.

2.2.3 Postal Code

1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter.
2. Use the  icon to select the **1701 Student Demographics** field set.
3. Ensure that the first page in the list of students is displayed.
4. Click the **PhysAdr >Zip** column header **once**. Blank postal codes will filter to the top. *No money is received for the student if the postal code is blank!* If a postal code cannot be found, use the school postal code and make a note to change it when the actual postal code is found.
 - a. Go to www.canadapost.ca and click on **Find a Postal Code**.
 - b. In MyEducation BC, click the blue hyperlink for the student name.
 - c. Click the **Address** sub-top tab and populate the postal code.
 - d. Click **Save**.

2.2.4 Citizenship Code



Every student must have a citizenship code value. The process described in this section is to confirm that all students have a citizenship code value.

1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter.
2. Use the  icon to select the **1701 Student Demographics** field set.
3. Ensure that the first page in the list of students is displayed.
4. Click the **Citizenship Code** header **once**. Blank values should filter to the top.
5. If the value needs to be populated in the **Options** menu, select **Modify List**.
 - a. Click the  icon at the top of the **Citizenship Code** column to open up the column for editing.
 - b. Use the drop-down arrow in the column to select the correct value.
 - c. Click the  icon at the top of the column to save.

2.2.5 Non-funded Citizenship Codes





Students with the following citizenship codes are not funded by the Ministry of Education. Clerical staff should have these settings confirmed by the school administrator to *be 100% sure this setting is correct!* No funding will be received through the 1701 data collection for these students.

- **Int'l Funding Not Eligible**: these students have paid for their own education.
 - **OutofProvCdn Funding Not Elig**: these are students attending the school and normally reside in another province. They also will have paid for their own education
1. In the **Student** top tab, click the **Reports** menu.


2. Select Ministry Reporting, then **BC 1701 Report – By International**.
3. If this report is not blank, provide this list to the school administrator to confirm that the students on this list have paid for their own education and will not be funded by the Ministry of Education.
4. If the value needs to be changed, in the **Options** menu, select **Modify List**.
 - a. Click the  icon at the top of the **Citizenship Code** column to open up the column for editing.
 - b. Use the drop-down arrow in the column to set the value to a blank.
 - c. Click the  icon at the top of the column to save.
 - d.


2.2.6 Home Language

Every student must have a Home Language code. The home language value indicates the language normally spoken in the home. If more than one language is normally spoken in the home, indicate the language most often spoken.

1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter.
2. Use the  icon to select the **1701 Student Demographics** field set.
3. Ensure that the first page in the list of students is displayed.
4. Click the **HomeLang** header once. Blank values should filter to the top.
5. If the value needs to be populated, in the **Options** menu, select **Modify List**.
 - a. Click the  icon at the top of the **Citizenship Code** column to open up the column for editing.
 - b. Use the drop-down arrow in the column to set the value to a blank.
 - c. Click the  icon at the top of the column to save.

2.2.7 Aboriginal Ancestry

1. In the **Student** top tab, use the  icon to select the **Primary Active Students** filter
2. Click the **Reports** menu and select **Ministry Reporting**, then **BC 1701 Report – By First Nations**. This report lists all students with a value in their Aboriginal Ancestry field.
3. Click the **Reports** menu again and select **Ministry Reporting**, then **BC 1701 Report – Nominal Roll**. This report lists all students with a value in their Aboriginal Ancestry field of Status – On Reserve and their band of residence.
4. Provide these reports to the school's Aboriginal Family Resource Worker and ask that they confirm the following and submit and initial any required changes:
 - a. Students have the correct Aboriginal Ancestry value.
 - b. Add the names and correct Aboriginal Ancestry value to any students who are not on the list.

- c. If the student is indicated as Status – On Reserve, confirm the correct Band of Residence is assigned.
5. Make adjustments as indicated by the Aboriginal Family Resource Worker.
 - a. Click the blue hyperlink for the student requiring a change.
 - b. Click the **Language & Culture** sub-top tab.
 - c. Use the drop-down menu in the **Aboriginal Ancestry** field to select the appropriate code.
 - d. If the Aboriginal Ancestry field is set to **Status – On Reserve**, there must also be a Band of Residence assigned. Click the  icon to select the correct Band of Residence for the student. Click **OK**.
 - e. Click **Save**.

2.3 Student Course Count

Students in grades 6 and 7 receive full-time funding simply by being enrolled in the school and assigned to a homeroom.

Students in grades 8 and 9 are considered full-time if they have four eligible courses on their schedule. See the chart below for course codes that are eligible for funding.

Students in grades 10-12 are funded by their course credit count. See the chart below for course codes that are eligible for funding.

Course code funding guidelines:

Course Code	Funded?	Comments
Course codes beginning with: F = Ministry standard French Immersion M = Ministry standard English instruction Y = Board Authorized courses approved by the Ministry of Education XLDCA-H = Locally developed	Yes	
XAT	No	<ul style="list-style-type: none"> Placeholders only – these will not be picked up by the 1701 extract and will not be funded.
XIEP / XSIEP	Yes	<ul style="list-style-type: none"> These can only be used for students <u>with a primary student services designation</u> that has a current start date and a blank or future end date.
XSPBK	Yes, to a maximum of 1.0 FTE	<ul style="list-style-type: none"> <i>These cannot be used for designated students.</i> XSPBK course codes can be used to “fill” a student timetable, but cannot be used to fund a student more than 1.0 FTE. Example: <ul style="list-style-type: none"> 6 standard courses + 2 XSPBK = 1.0 FTE 7 standard courses + 1 XSPBK = 1.0 FTE 8 standard courses + 1 XSPBK = 1.0 FTE These courses must meet standard Ministry course requirements: student must attend, teacher is present, attendance is recorded.
Courses beginning with: U = External Credentials.	No	These courses are not instructed by the school and therefore cannot be claimed for funding. Example: UDEC 11 – Driver’s Education

2.3.1 BC 1701 Verification Report

The last pages of the BC 1701 Verification Report will show students who have no courses at all.

1. In the **Student** top tab, click the **Reports** menu.
2. Click **Ministry Reporting**, then **BC 1701 Verification**.
3. Run the report. Look at the last few pages for students with zero courses, missing PENs and missing postal codes.

2.3.2 Student Course Count Report

This report gives a count of courses per student, but does NOT identify whether or not those courses are eligible for funding.

1. In the **Student** top tab, click the **Reports** menu.
2. Click on **Other Jurisdiction** and select **Student Course Counts**.
3. Run the report. Provide this report (or the instructions to run it) to the school counsellors to ensure all students are scheduled appropriately for maximum funding.

2.4 General Student Program Assignments

General programs are assigned to students for tracking participation in educational programming. These programs can be assigned to an individual student or mass assigned to a group of students.

2.4.1 Core French

Assign Core French to all students enrolled in a French course code (ex. MFR). Students in French Immersion do NOT receive this program.

1. Use the instructions for Assigning Programs to Multiple Students in Appendix A of this document to assign the Core French program to these students.

2.4.2 French Immersion (for French Immersion schools only)

Assign French Immersion to all students who are participating in courses taught in the French Language.

1. In the **Student** top tab, check the box beside all students who are identified as French Immersion.
2. In the **Options** menu, select **Show Selected**.
3. Use the instructions for Assigning Programs to Multiple Students in Appendix A of this document to assign the Core French program to these students.

2.4.3 Aboriginal Language & Culture

Assign to students with a value in their Aboriginal Ancestry field who are participating in the Aboriginal Language and Culture program.

1. Run the reports indicated in the Aboriginal Ancestry section of this guide to have program participation confirmed by the Aboriginal Family Resource Worker in the school.
2. In the **Student** top tab, check the box beside the students that require the program.
3. In the **Options** menu, select **Show Selected**.
4. Use the instructions for Assigning Programs to Multiple Students in Appendix A of this document to assign this program to students who need it.


2.4.4 Aboriginal Support

Assign to students with a value in their Aboriginal Ancestry field who are participating in the Aboriginal Support program.

1. Run the reports indicated in the Aboriginal Ancestry section of this guide to have program participation confirmed by the Aboriginal Family Resource Worker in the school.
2. In the **Student** top tab, check the box beside the students that require the program.
3. In the **Options** menu, select **Show Selected**.
4. Use the instructions for Assigning Programs to Multiple Students in Appendix A of this document to assign this program to students who need it.

2.4.5 Career Programs

Assign career program codes to Grade 11 and 12 students.

1. In the **Student** top tab, use the  icon to select **Grade Level = ?**
 - a. **Grade level:** use the drop-down menu to select 11.
 - b. **Search based on:** Primary Active Students.
 - c. Click **Submit**.
2. Click the **Reports** menu and select **Other Jurisdiction**, then **Student List**.
3. Run the report. Provide this list to counsellors and have them use the Homeroom column to identify what career program the student should have.
4. Repeat Steps 1-3 for Grade 12 students.
5. Use the instructions for Assigning Programs to Multiple Students in Appendix A of this document to assign this program to the appropriate students.

2.5 Validating the Data

The following is a review of the tools and reports that can be used to verify that the data is correct before loading it to the Ministry data collections website.

2.5.1 Filters & Field Sets

The following field sets and filters can help users execute quick checks and identify data that requires addition, deletion, or modification. In some cases, these values can be changed by using the Modify List function.

- **Primary Active Students** filter with the **1701 Student Demographics** field set: This combination shows all of the student 1701-related data that can be displayed in a field set. Not that general program assignments cannot be viewed in this way.
 - Click the different headers to sort data and identify blanks.
 - Use **Options > Modify List** to populate or modify data, where appropriate. If the pencil icon doesn't appear at the top of the column when Modify List is used, it means the record cannot be modified in this way. The user must click into the detail of the record and make the change directly on the field.

2.5.2 Reports

The various BC 1701 reports are the best reports for ensuring that data entered into MyEducation BC is being picked up by the 1701 extract. These reports are found in the **Student** top tab > **Reports** menu > **Ministry Reporting** section.

- **BC 1701 Report – By First Nations:** lists all students that have a value assigned in the Aboriginal Ancestry field in **Student** top tab > **Details** side tab > **Language & Culture** sub-top tab.
- **BC 1701 Report – By International:** lists all students with a citizenship code of International Funding Not Eligible or Out of Province Canadian Funding Not Eligible in **Student** top tab > **Details** side tab > **Citizenship** sub-top tab. Check this list carefully – no money will be received for these students!
- **BC 1701 Report – By Program:** lists all of the general student program assignments that have been assigned to students in the **Student** top tab > **Membership** side tab > **Programs** sub-side tab.
- **BC 1701 Report – Nominal Roll:** lists all students that have an Aboriginal Ancestry of Status – On Reserve and a Band of Residence. Check this list carefully – funding is not received from the Ministry of Education for these students!
- **BC 1701 Verification:** this report lists every student and their demographic, program, and student services information. This data can be compared against the reports above and against the filters and field sets for 1701. Be sure to check the last couple of pages for missing postal codes and missing PENS. No money will be received for these students! The information about course counts of zero can be ignored by elementary schools as students are not funded by course.


Appendix A - Assigning General Student Programs

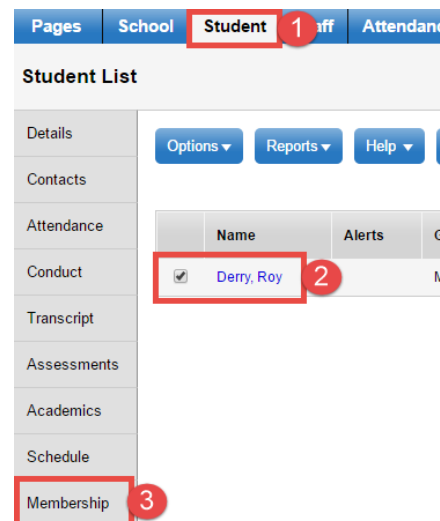
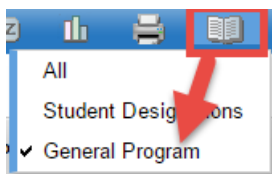
The steps in this document are for the assignment of general programs that schools normally assign to all or a specified group of students., such as Aboriginal Language and Culture, Aboriginal Support, English Language Learners, Core French, Career Programs etc.

Assigning Programs to an Individual Student

1. Select the student that requires a program assignment by checking the box beside the name.
2. Click the **Membership** side tab.



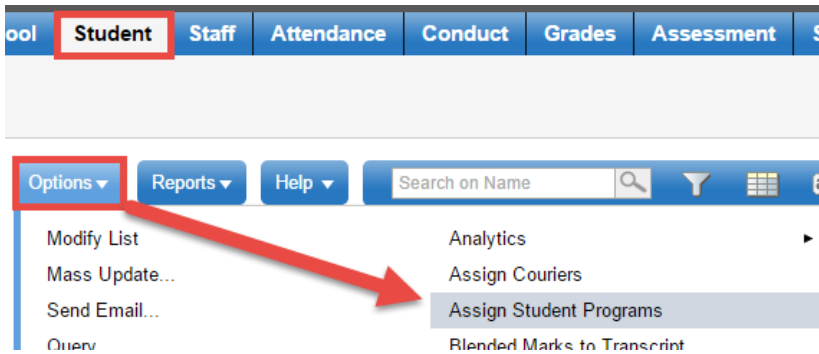
3. Click the **Programs** sub-side tab.
4. In the upper right corner of the screen, click the  icon and select **General Program**.




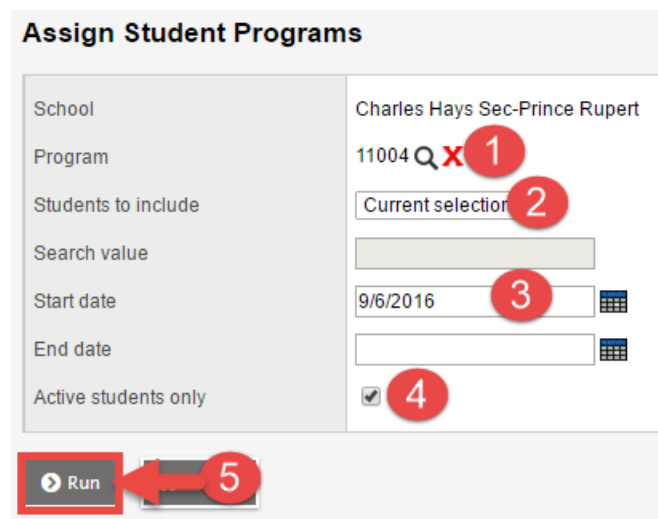
5. In the **Options** menu, click **Add**. This will generate a *New Student Program Participation* screen.
 - a. In the upper right corner, use the drop-down menu to select **Default** fields.
 - b. **Program code**: use the magnifying glass to select the program required.
 - c. **Program school**: click the magnifying glass and click the *Description* header in the pop-up box to search for the school name.
 - d. **Start date**: enter the start date for the program assignment.
 - e. **End date**: this is optional, but should be populated before a student is withdrawn from the school. Many schools choose to leave the end-date blank until a student is withdrawn.
6. Click **Save**.

Assigning Programs to Multiple Students

1. In the **Student** top tab, select the students that require a specific student program.
2. In the **Options** menu, click **Show Selected**. *This is a very important step!*
3. In the **Options** menu, select **Assign Student Programs**.





4. In the **Program** field, use the  icon to select a student program. (To search for a program by its description, click the *Description* header in the pop-up box.)
5. Ensure the **Students to include** field is set to **Current Selection**, so only the student selected receive the program assignment.
6. Populate the **Start date**. The **End date** is optional, but should be populated with a current date before a student is withdrawn from the school.
7. Check the box for **Active students only**.
8. Click **Run**.

A screenshot of the 'Assign Student Programs' form. The form has a light gray background and a white content area. The content area is divided into two columns. The left column contains labels for 'School', 'Program', 'Students to include', 'Search value', 'Start date', 'End date', and 'Active students only'. The right column contains the corresponding values: 'Charles Hays Sec-Prince Rupert', '11004' with a magnifying glass icon and a red circle '1', 'Current selection' with a red circle '2', '9/6/2016' with a calendar icon and a red circle '3', an empty field with a calendar icon, and a checked checkbox with a red circle '4'. At the bottom of the form, there is a 'Run' button with a play icon and a red circle '5' pointing to it.

Managing Program Assignments

Once programs are assigned, it may be necessary to remove a student program or to end date one or more student programs.

Modifying a program end date

1. In the **Student top tab**, check the box beside the student that requires a student program deletion.
2. Click the **Membership** side tab, then the **Programs** sub-side tab.
3. In the upper right corner of the screen, click the  icon and select **General Program**.
4. Click the blue hyperlink beside the program that requires modification. In the drop-down menu in the top right corner of the screen, set the selection to **Default Fields**.

5. Populate the **End date** field with the appropriate date.
6. Click **Save**.

Deleting a student program

1. In the **Student top tab**, check the box beside the student that requires a student program deletion.
2. Click the **Membership** side tab, then the **Programs** sub-side tab.
3. Check the box beside the program to be deleted.
4. In the **Options** menu, select **Delete**.