

# **FEBRUARY DATA COLLECTION**

## **INSTRUCTIONS FOR INDEPENDENT SCHOOL 1701 VERIFICATION**

### **WEB REPORTS**

When schools load the 1701 file into the verification web, the file is automatically verified and a number of reports are produced.

This set of school verification reports and the accompanying file allow school personnel to review their 1701 data prior to submitting it to the Ministry. There is one zipped file containing a complete set of school reports that can be saved to your local computer or unzipped online for review. Along with this zipped file there are 10 separate verification reports saved in pdf format and 1 csv file. This document describes each report and file in detail.

### **Step by step instructions for verifying 1701 Data**

#### **Echo report 9030 Grade Enrolment Variance**

This report compares your currently reported headcount enrolment with the headcount reported on September 30, 2016. The net percentage changes are also provided. A large percentage change (up or down) may indicate that an error has been made. Please review the error listings 9110 and 9120.

#### **Echo report 9035 Grade Enrolment Verification**

This report uses the headcount Eligible for Funding and calculates the conversion to funded FTE. Headcount for home school registrations are also reported.

Kindergarten-half day students are funded at 0.5 FTE, regardless of age, as long as the student is at least of school age.

Kindergarten-full day students are funded at 1.0 FTE, regardless of age, as long as the student is at least of school age.

A Kindergarten-full day student reported in ELL and Aboriginal Education programs will be displayed in ELL on this report. The student will be recognized in both programs for program enrolment.

A Kindergarten – full day student not reported in ELL or Aboriginal Education programs will be displayed in Other on this report.

School-age students in grades 1 through 7 and elementary ungraded (EU) are counted as 1.0 FTE.

Students in grades 8 through 12 and secondary ungraded (SU) are converted as follows:

- For school-aged non graduated students reported in grades 8 and 9, the number of courses leading to graduation plus .5 FTE base will be used to calculate the FTE to a maximum of 1.0000 FTE per student.
- For students in grades 10-12, and SU including school-aged graduates, the number of courses leading to graduation and support block (where applicable) will be used to calculate the FTE. These students are funded at 0.125 FTE per course. Except where noted, the FTE for these students will not exceed 1.0000 FTE.
- For all adult non-graduated students and school aged students enrolled in grades 10 -12 and SU in DL schools, the number of courses leading to graduation will be used to calculate the FTE. These students are funded at 0.125 FTE per course. The FTE for these students can exceed 1.0000 FTE.

Total school-age students eligible for funding is the total school-age FTE.

Maximum number of adults eligible for funding is the maximum FTE that is eligible for funding.

Home school registrations are reported as headcount Funding for homeschoolers is only provided in the September count.

### **Echo report 9035B Students not eligible for funding**

This report lists the headcount of students, by grade, by category, that do not count for funding. Students that are counted in this report are not counted in the grade enrolment verification report 9035.

The category “DL K-9 student not new to school” applies to K-9 students who were reported in previous collections during the school year. As K-9 students in DL schools only count for funding the first time they are reported in the DL school during a single school year, the students are summarized in this category for all subsequent data collections for that school year.

The category “DL 10-12, SU, no new courses” applies to DL 10, 11, 12 and SU students who have reported no new courses leading to graduation since the last data collection. In the case of DL 10-12 and SU students, only new active courses are funded in each collection. If the student continues to be actively enrolled but has no new courses to be reported, schools are to still report the student but indicate zero courses leading to graduation. These students are summarized in this category until they are reported with a new active course or until a 24 month period has elapsed since the last “new active course”. When that occurs the student is listed as being either a “secondary student with no courses” or an “adult non-grad with no courses” and is considered “in error”.

The category “Other” can include students who have an invalid grade code.

### **Echo report 9040 and 9040B Language Enrolment Verification**

This report is divided into two parts. The first part 9040 indicates the headcount, percentage of time taught in French, and the resulting FTE by grade, by French language program for school aged students. The second part 9040B reports the same information for adult students.

In both parts headcount data are also provided for English Language Learning. Enrolment is separated into two categories: *year 1-5* in the program and *year 6+* in the ELL program.

### **Echo report 9050 Language Enrolment Variance**

This report compares your currently reported headcount language program enrolment with the headcount reported September 30, 2016.

The net and percentage changes are also provided. A large percentage change (up or down) may indicate that an error has been made.

### **Echo report 9060 Aboriginal Education Enrolment Verification**

This report is divided into two sections – school-aged students and adult students.

The first line of each section indicates the reported enrolment of students of Aboriginal ancestry. These students may or may not be enrolled in an Aboriginal Education program.

The balance of each section indicates headcount enrolment in each of the three Aboriginal Education programs. For each program, two separate lines of information are provided:

- total enrolment in the program
- the subset of the enrolment who are of Aboriginal ancestry.

The totals provided at the bottom of each section indicate the number of students enrolled in one or more Aboriginal Education program and the number of those students who are of Aboriginal ancestry. If a student is enrolled in more than one Aboriginal Education program, the student is counted only once in each of these two rows of information.

### **Echo Report 9070 Special Education Students**

This report lists each student reported on Form 1701 by program category. Totals by special education category are also included.

### **Echo report 9100 Student Detail List**

This report shows all students reported by your school, listed alphabetically by *usual name*.

Column headings on this report correspond to most of the data elements on Form 1701. An error made in one of these data elements will be indicated by an asterisk to the left of the corresponding student record on echo report 9100. Refer to Report 9110 for details about this error. Schools with a student administrative system should be sure to make corrections in their system so that future extracts reflect the correct information.

The following are explanations of column headings on report 9100:

#### **PEN**

This is the student's Personal Education Number. All student records in the 1701 file must have a PEN prior to submission to the Ministry.

#### **USUAL STUDENT NAME**

This appears in the order of usual surname, followed by a comma, the first name, followed by a space, then the middle name.

#### **SEX**

Gender of the student. The allowed options are M or F.

**BIRTHDAY**

This appears in the format "YYYY/MM/DD". For example, a student who was born on April 20, 2005 will be reported as 2005/04/20.

**ADLT**

An "A" will appear in this column if the student is an adult.

**GRAD**

A "G" will appear in this column if the student is a graduate.

**SCHOOL STUDENT I.D.**

If your school assigns identification numbers, the number for each student will appear in this column.

**MIN REF #**

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

**GR**

This is the two-digit code for the grade in which the student is enrolled. For example, the code for a grade 5 student would be listed as "05". The following table indicates some particular grade codes:

ECHO SYMBOL	MEANING
HS	Home school student
KH	Kindergarten-half day
KF	Kindergarten-full day
EU	Elementary Ungraded
SU	Secondary Ungraded

**FUND**

This column indicates if a student falls under one of the following categories:

- Out-of-Province/International student (14)
- Status Indian Living on Reserve (20)

**ABA**

"Y" indicates that the student is of Aboriginal ancestry.

**BAND**

This is the four-digit code for the **Band of Residence** for those students reported as "Status Indian Living on Reserve".

*Remember the leading zero.*

**LANG**

**ES**

"ES" indicates that the student is enrolled in an English Language Learning program.

**FRENCH**

**CF**

"CF" indicates that the student is enrolled in Core French.

**PF**

"PF" indicates that the student is enrolled in Programme francophone.

**EF**

"EF" indicates that the student is enrolled in the Early French Immersion program.

**LF**

"LF" indicates that the student is enrolled in the Late French Immersion program.

**ABORIG**

**LC**

"LC" indicates that the student is enrolled in an Aboriginal Language/Cultural program.

**SS**

"SS" indicates that the student is enrolled in an Aboriginal Support Services program.

**OT**

"OT" indicates that the student is enrolled in an Aboriginal program other than Language/Cultural or Support Services which has the written permission of the Aboriginal community served.

**CAREER**

**CP, CO, AP, CT**

This column will be blank for independent schools.

**CODE**

This column will be blank for independent schools.

**CRSES**

**FOR GRAD**

This column indicates the number of courses in which a secondary or adult student is enrolled. The “number of courses for graduation” are used to calculate full time equivalency (FTE) along with support block (where applicable) for these students.

**!** **NOTE:** As mentioned previously in this document, Grade 10, 11, 12 and SU students enrolled in a DL school should be reported with zero courses leading to graduation if they have not enrolled and become active in any new courses since the previous collection. Students who have not become active in any new courses for 24 months should not be reported.

**OTH**

This column indicates the number of courses not included in the “For Grad” section.

These columns should be blank for school-age students who are enrolled in an elementary grade.

**SPBK**

This column indicates the number of support blocks the student is enrolled in. It is included in the FTE calculation for eligible students.

This column should be blank for students in grades other than 10, 11, 12 or SU and for DL schools.

**SPED**

This column indicates the type of special education program in which the student has been reported. The following table lists the special education program titles and relative codes:

ECHO SYMBOL	MEANING
A	Physically Dependent
B	Deafblind
C	Moderate to Profound Intellectual Disability
D	Physical Disabilities or Chronic Health Impairment
E	Visual Impairment
F	Deaf or Hard of Hearing
G	Autism Spectrum Disorder
H	Intensive Behaviour Intervention/Serious Mental Illness
K	Mild Intellectual Disability
P	Gifted
Q	Learning Disability
R	Moderate Behaviour Support/Mental Illness

## **ELIGIBLE FTE**

This field will indicate the Eligible Funded FTE for each student. If the student does not count for funding then the FTE will be 0.0000 \*. Students which fall into this category may be:

- Out-of-Province/International students,
- Status Indian living on Reserve students,
- Graduated Adult students,
- K-9 DL students who have been previously reported in this school, in this school year,
- 10-12, or secondary ungraded DL students with no new courses since the last data collection,
- A student whose record contains a fatal error.

No FTE will be indicated for Home school registrants.

**\$ NOTE:** Students with an FTE of "0.0000 \*" will not be counted in any of the summary reports unless otherwise noted, and will not be counted in the calculation of funding for those schools which receive funding.

### **Echo report 9110 Student Error**

This report identifies the errors associated with most of the information on Form 1701. Any student record which contains an error (relating to this information) will be identified with an asterisk on Report 9100. For each error, the student record is identified and the error is described through an error message. If there are no errors, the message "There are no errors for the Report 9110" will appear on the Report 9110.

### **Echo report 9120 Student Legal Names**

This report is used to indicate errors that deal with PENs, legal names, residential postal code and home language. Refer to the detailed error descriptions at the end of this booklet for the default value, FTE and specific program funding consequence if no changes are made.

If there are no errors, "not applicable" will appear for Report 9120.

The following are explanations for the columns in echo report 9120:

#### **PEN**

This is the student's Personal Education Number.



**LEGAL STUDENT NAME**

The student's legal name (surname, followed by a comma, first name, followed by a space, then the middle name) is provided.

**SCHOOL STUDENT I.D.**

The school reported identification number for the student will be provided in this column.

**MIN REF #**

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

**POSTAL CODE**

If the school reported a residential postal code for the student it will appear in this column.

**HOME LANGUAGE SPOKEN**

If a student's primary language spoken at home is not English, it is reported in this column.

**Echo report 9160 School Error Summary**

This report summarizes the error messages for the school.

**Report 9200 Excel file of Student Details (CSV)**

This CSV file contains all student level data elements reported in the 1701 file. With this file schools can sort by any data value. We have included additional columns detailing graduation status, years in ELL and calculated FTE.

**!** **NOTE:** Do not return this CSV file to the Ministry as your 1701 submission. This file is intended strictly to assist schools in reviewing their data prior to submission to the Ministry.

## 1701 EDIT ERRORS

Please note the Severity level codes (the severity of the error on FTE calculation).

- F=FATAL (zero FTE)
- E=ERROR
- I=INFORMATIONAL

- 001 F    Message: Invalid student birth date.  
Default Value: No change.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 002 F    Message: Invalid gender.  
Default Value: No change.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 003 F    Message: Usual surname invalid.  
Default Value: Invalid characters are reported as #.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 004 F    Message: Usual given name invalid.  
Default Value: Invalid characters are reported as #.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 007 F    Message: Student appears to be enrolled more than once in this school.  
Default Value: Duplicate deleted.  
FTE Consequence: Duplicate set to zero.  
Program Funding Consequence: No program funding for duplicate.
- 011 I    Message: Unrequested data found for home schooler.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: No program funding.
- 017 F    Message: Invalid school fund code.  
Default Value: None.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 019 E    Message: Invalid Aboriginal ancestry code.  
Default Value: None.  
FTE Consequence: No change.  
Program Funding Consequence: No funding for Aboriginal Education Programs.

- 022 F Message: Invalid grade code.  
Default Value: None.  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 023 E Message: Invalid program code.  
Default Value: All invalid program codes set to blank.  
FTE Consequence: No change.  
Program Funding Consequence: Invalid language or other program will not be funded.
- 024 E Message: More than one French language program code.  
Default Value: Set to CF (only).  
FTE Consequence: No change.  
Program Funding Consequence: French language enrolment recognized for CF only.
- 028 F Message: Invalid or zero courses for an adult student.  
Default Value: Set number of courses to zero.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 032 I Message: Student's birth date appears to be questionable.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.  
*Confirm birth date is correct.*
- 033 I Message: Code for primary language spoken in home is invalid or blank.  
Default Value: 943 (English).  
FTE Consequence: No change.  
Program Funding Consequence: None.
- 034 F Message: Student is too young. Born after December 31, 2011.  
Default Value: No change.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 035 F Message: Legal surname invalid.  
Default Value: Invalid characters are reported as #.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 036 F Message: Legal surname is missing.  
Default Value: None.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.

- 037 F     Message: Legal given name is missing.  
          Default Value: None.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 038 F     Message: Legal given name invalid.  
          Default Value: No change.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 046 E     Message: Grade code must be 6 or 7 for Late French Immersion.  
          Default Value: Language Program code changed to Early French Immersion.  
          FTE Consequence: No change.  
          Program Funding Consequence: French language enrolment recognized as EF only.
- 048 E     Message: Status Indian Living on Reserve but not Aboriginal ancestry.  
          Default Value: No change.  
          FTE Consequence: No change.  
          Program Funding Consequence: No funding for Aboriginal Education programs if reported.
- 053 I     Message: Secondary student's reported number of courses exceed 12.  
          Default Value: No change.  
          FTE Consequence: No change.  
          Program Funding Consequence: None.
- 055 F     Message: Home school registered student must be school-age.  
          Default Value: No change.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 058 E     Message: Adult student reported in an elementary grade.  
          Default Value: Set grade to elementary ungraded.  
          FTE Consequence: None. Adults are not funded in Independent schools.  
          Program Funding Consequence: None.
- 059 E     Message: Invalid or zero number of courses for a secondary student.  
          Default Value: Set number of courses to zero.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 060 I     Message: Adult graduate reported in a grade other than GA.  
          Default Value: No change.  
          FTE Consequence: None.  
          Program Funding Consequence: No funding for adult graduate.
- 061 I     Message: Out-of-Province/International student enrolled in a language program.  
          Default Value: No change.  
          FTE Consequence: No change.  
          Program Funding Consequence: No program funding.

- 062 I      Message: Out-of-Province/International student enrolled in an Aboriginal Education program.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: No program funding.
- 066 I      Message: Local identification number is blank.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: None.
- 067 I      Message: Personal Education Number invalid.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: None.  
*Be sure to recheck the number entered.*
- 068 I      Message: Personal Education Number Missing.  
Default Value: No change  
FTE Consequence: No change  
Program Funding Consequence: None.  
*Be sure PEN is in the file prior to submission to the Ministry.*
- 071 I      Message: Public school information reported by an independent school.  
Default Value: No change  
FTE Consequence: No change  
Program Funding Consequence: None.
- 072F      Message: Adult in Distributed Learning must be in grade 10, 11, 12 or secondary ungraded.  
Default Value: None.  
FTE Consequence: FTE set to zero.  
Program Funding Consequence: No program funding.
- 211 E      Message: Student is Status Indian but band code blank or invalid.  
Default Value: None.  
FTE Consequence: FTE set to zero.  
Program Funding Consequence: No program funding.
- 212 E      Message: Invalid band code is present and student is not Status Indian.  
Default Value: Band code set to blank.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 213 E      Message: Valid band code is present but student is not Status Indian.  
Default Value: Set school funding code to "20".  
FTE Consequence: FTE set to zero.  
Program Funding Consequence: No program funding.

- 216 F      Message: Student is an adult graduate in an independent school.  
Default Value: None.  
FTE Consequence: FTE set to zero.  
Program Funding Consequence: No program funding.
- 235 I      Message: Invalid number of other courses.  
Default Value: Set to blank.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 236 I      Message: Missing postal code.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 237 I      Message: Invalid postal code.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 240 F      Message: Legal middle name invalid.  
Default Value: None.  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 241 F      Message: Usual middle name invalid.  
Default Value: None.  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 255 I      Message: Legal Surname contains questionable characters (i.e. JR, JUNIOR,  
STUDENT)  
Default Value: None.  
Please ensure you send a copy of the student's legal documentation confirming  
the student's name to the Ministry prior to submitting your 1701 file. If you have  
seen this error in previous data collections and have already sent in legal  
documentation you do not need to resend the document.
- 256 I      Message: Legal Given Name contains questionable characters (i.e. SR,  
SENIOR, SAMPLE)  
Default Value: None.  
Please ensure you send a copy of the student's legal documentation confirming  
the student's name to the Ministry prior to submitting your 1701 file. If you have  
seen this error in previous data collections and have already sent in legal  
documentation you do not need to resend the document.

- 257 I Message: Legal Middle Name contains questionable characters (i.e. NA, UNKNOWN, NO MIDDLE NAME)  
Default Value: None.  
Please ensure you send a copy of the student's legal documentation confirming the student's name to the Ministry prior to submitting your 1701 file. If you have seen this error in previous data collections and have already sent in legal documentation you do not need to resend the document.
- 258 I Message: Usual Surname contains questionable characters (i.e. TEST, STUDENT)  
Default Value: None.  
Remove this type of notation from the usual surname field.
- 259 I Message: Usual Given Name contains questionable characters (i.e. SAMPLE, SAME)  
Default Value: None.  
Remove this type of notation from the usual given name field.
- 260 I Message: Usual Middle Name contains questionable characters (i.e. STUDENT, BLANK)  
Default Value: None.  
Remove this type of notation from the usual middle name field.
- 311 I Message: Combined course count exceeds 12  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 312 E Message: Support block only valid for grade 10, 11, 12 and SU  
Default Value: None.  
FTE Consequence: Support block not included in FTE calculation.  
Program Funding Consequence: None.
- 313 E Message: Support block not valid for DL schools  
Default Value: None.  
FTE Consequence: Support block not included in FTE calculation.  
Program Funding Consequence: None.
- 314 E Message: Invalid number of support blocks.  
Default Value: None.  
FTE Consequence: Support block not included in FTE calculation.  
Program Funding Consequence: None.
- 315 I Message: School-age student reported in grade GA.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.

316 E      Message: Support block not valid for student type.  
              Default Value: None.  
              FTE Consequence: Support block not included in FTE calculation.  
              Program Funding Consequence: None.