

FEBRUARY DATA COLLECTION

INSTRUCTIONS FOR SCHOOL LEVEL 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 district office. 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 12 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-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 Special Education, ELL (*ALA) and Aboriginal Education programs will be displayed in Special Education on this report (for the purpose of calculating the funded enrolment for the student).

A Kindergarten-full day student reported in both ELL (*ALA) and Aboriginal Education programs will be displayed in ELL on this report (for the purpose of calculating the funded enrolment for the student). The student will be recognized in all reported programs for program enrolment.

A Kindergarten –full day student not reported in Special Education, ELL(*ALA) or Aboriginal Education programs will be displayed in Other on this report for the purpose of calculating the funded enrolment for the student.

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

Students in grades 8 through 12, secondary ungraded (SU) and graduated adult (GA) 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, SU, GA and 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 can exceed 1.0000 FTE.

! **NOTE:** Students who qualify for support block are funded up to 1.0000 FTE.

! **NOTE:** School – age non graduated students reported in Alternate programs are funded based on headcount. The FTE for these students will be 1.0000 FTE.

Total school-age students eligible for funding is the total school-age FTE that will be recognized for funding within the funding allocation system.

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, GA, no new courses” applies to DL 10, 11, 12, SU and GA students who have reported no new courses leading to graduation since the last data collection. In the case of DL 10-12, SU and GA 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 (*ALA for students enrolled in Conseil scolaire francophone de la Colombie-Britannique).

Enrolment is separated into two categories: *year 1-5* in the program and *year 6+* in the ELL program.

\$ NOTE: Funding for these programs is only provided in the September count. Only students with a fundable FTE will appear on this report in February.

Echo report 9050 Language Enrolment Variance

This report compares your currently reported headcount language program enrolment with the headcount reported September 30, 2016. Adult enrolment is included unless indicated.

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.

\$ **NOTE:** Funding for these programs is based on the headcount of school-aged students of Aboriginal ancestry enrolled in at least one Aboriginal Education program. This is the number reported in the last row of the school-aged section.

\$ **NOTE:** Funding for these programs is only provided in the September count. Only students with a fundable FTE will appear on this report in February.

Echo Report 9065 School Band/Student

This report lists the students indicated as "Status Indian Living on Reserve" by band. Headcount and FTE by band are also included. This report should include all students listed on the signed off Nominal Roll for your school.

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 9080 Career Program Enrolment Verification

This report lists the enrolment by program and grade in a Career Program. School-aged and Adult headcount are reported separately. Enrolment is indicated for "Other" grades, Grade 11, Grade 12 and total enrolment.

! **NOTE:** Only students with a fundable FTE will appear on this report in February.

Echo report 9090 Career Program Enrolment Variance

This report compares current Grade 11 and 12 headcount enrolment in Career Programs with the headcount enrolment reported in September 2016.

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
KF	Kindergarten-full day
EU	Elementary Ungraded
SU	Secondary Ungraded
GA	Graduated Adult

FUND

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

- Out-of-Province/International student (14)
- Status Indian Living on Reserve (20)
- Newcomer Refugee (16)

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 or *ALA in the case of students enrolled in Conseil scolaire francophone de la Colombie-Britannique.

FRENCH

CF

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

PF

"PF" indicates that the student is enrolled in Programme francophone. Only students reported in SD 093 may be reported 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

\$

NOTE: If a student is of Aboriginal ancestry (as indicated by a "Y" in the column headed ABA) and is also indicated in at least one of the following three column headings and the student is of school age, then that student will generate funding under the Aboriginal Education component of the Funding allocation system.

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

"CP" indicates that the student is enrolled in a Career Preparation program.

CO

"CO" indicates that the student is enrolled in a Cooperative Education program.

AP

"AP" indicates that the student is enrolled in a Secondary School Apprenticeship program.

CT

"CT" indicates that the student is enrolled in a Career Technical or an ACE-IT program.

CODE

A two-character Career Program code is indicated when a student is enrolled in a Career Preparation, Cooperative Education, Secondary School Apprenticeship or Career Technical/ACE-IT program. Only one of the eight focus areas are now allowed to be reported in this field.

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) for these students.

\$

NOTE: As mentioned previously in this document, Grade 10, 11, 12, SU and GA 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.

\$

NOTE: Only CE students who have new active courses between October 1, 2016 and February 10, 2017 can be reported in this data collection cycle.

OTH

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

SPT BLK

This column indicates the number of support blocks in which the student is enrolled. Support block is used to calculate FTE for applicable students.

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:

<u>CODES</u>	<u>CATEGORY TITLE</u>
A	Physically Dependent
B	Deafblind
C	Moderate to Profound Intellectual Disability
D	Physical Disability 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,
- K-9 DL students who have been previously reported in this school, in this school year,
- 10-12, SU or GA 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: Eligible Funded FTE will be reported for adults on this report.

\$ NOTE: Students with an FTE of "0.0000 *" will not be counted in any of the summary reports, and will not be counted in the calculation of funding for your school and district.

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 FTE.

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: Unexpected or 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.
- 005 E Message: Student in a Conseil scolaire francophone school must be enrolled in Programme francophone.
Default Value: None.
Program Funding Consequence: No funding for Programme francophone.
- 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.
- 012 E Message: Programme francophone may only be reported at a Conseil scolaire francophone school.
Default Value: Programme francophone indicator set to blank.
Program Funding Consequence: No funding for Programme francophone.

- 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 if reported.
- 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 language or 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.
- 026 E Message: Invalid Career program code.
Default Value: Blank.
FTE Consequence: No change.
Program Funding Consequence: None.
- 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 or June 30, 2000 for Continuing Education Schools.
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 for 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: Funded on number of courses.
Program Funding Consequence: None.
- 059 F 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.
- 063 I Message: Out-of-Province/International student enrolled in a Career program.
Default Value: No change.
FTE Consequence: No change.
Program Consequence: Student not included in program count.
- 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.

- 072F Message: Adult in Distributed Learning must be in grade 10, 11, 12, secondary ungraded or GA.
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: None.
Program Funding Consequence: None.
- 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: None.
Program Funding Consequence: None
- 214 E Message: Career Program Code provided, but Career Program Type not specified.
Default Value: Set Career Program type to Career Preparation.
FTE Consequence: None.
Program Funding Consequence: Career Program will be counted as Career Preparation.
- 215 E Message: Career Program Type indicated, but Career Program Code not found in table.
Default Value: None.
FTE Consequence: None.
Program Funding Consequence: Not counted as a Career Program.
- 217 E Message: More than one Career Program type provided.
Default Value: Set Career Program type to Career Preparation.
FTE Consequence: None.
Program Funding Consequence: None.
- 229 I Message: Special Education Category not found in table.
Default Value: None.
FTE Consequence: None.
Program Funding Consequence: No Special Education funding.
- 233 I Message: Student must be enrolled in a secondary grade to be reported in a Career Program.
Default Value: None.
FTE Consequence: None.
Program Funding Consequence: Not counted in the Career Program count.

- 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.