
Fall Data - Data Collection

Overview

Components

The Fall Data Collection consists of three forms:

- **Form 1530:** FTE Employees by Program, which is completed at the district level
- **Form 1601:** School Data Collection, which is an electronic form verified/updated at the school level
- **Form 1701:** Student Data Collection, which is an electronic file that is prepared at the school level

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NOTE: All data collected in the above forms are based on a "snapshot" date of September 30, 2016.

The Student Level Data Verification consists of:

- one district level echo check for Form 1701.

Purpose

The information collected on Form 1601 is used to update the demographics about schools.

The information collected on Form 1701 is used in the calculation of Full Time Equivalent (FTE) students for public schools. The FTE values are then used to determine funding levels for these schools. This information is also used to monitor various enrolment trends in programs offered by the BC school system.

The information collected on Form 1530 is used to compare staffing levels between districts and to produce various reports regarding educator work assignments.

Time Frame

August 19, 2016 to October 28, 2016.

Critical Dates for 2016

August 19	Electronic distribution of information packages including preprinted Form 1601
September 30	Snapshot date
October 7	Form 1601 updates submitted via the web form and verified 1701 files arrive at the Ministry
October 14	Duplicate reports posted on the web
October 19	Duplicate resolutions retrieved by the Ministry
October 24	Sign-offs emailed to districts
October 28	Sign-offs received from districts SLDC database closed
October 31	Completed 1530 forms arrive at the Ministry

General Collection Procedures

- The Ministry emails information packages to the district office. Form 1601 is a PDF containing information currently held in the ministry system; all other Forms and all completion instructions are available on the Ministry web site.
- Schools and districts use the Ministry verification web to check their 1701 submissions prior to the October 7 deadline. Various files and reports are provided to ensure accurate data is being submitted.
- District offices distribute Forms 1601 PDF to schools for review.
- Schools correct Form 1601 information by submitting school information updates via the ministry [district and school contacts](#) web site and create a 1701 file.
- Schools request PENs for any students missing PENs.
(This is done automatically for MyEducation schools)
- Schools use the verification software to check their 1701 files.
- Schools return their 1701 file to their district office for final checking.
- District offices run data through the verification web and correct any remaining errors before submitting data to the Ministry. No corrections are accepted after submission.
- District offices print off Forms 1530. There is an excel spreadsheet version of Form 1530 on our web site if boards choose that option instead of hardcopy.
- District offices complete Forms 1530 and forward to the Ministry.

General Verification Procedures

- The Ministry processes the data and posts the duplicate reports to the web.
- District offices are responsible for ensuring that all duplicates are resolved.
- District offices review the district level echo report for big errors, i.e. schools missing, last year's file was submitted in error. No other corrections are accepted.
- Duplicate resolutions are retrieved by the Ministry.
- Within school and across system duplicate registrations are removed.
- Sign-off reports are produced and emailed to the district contact.
- Districts sign off data and fax the signed echo reports back to Ministry.
- The data is finalized by the Data Collection Unit and given to the Funding and Allocation Branch.