

FORM 1601: PUBLIC SCHOOL DATA VERIFICATION INSTRUCTIONS FOR PUBLIC SCHOOLS

Quick Reference

Any public school that **has an update** to the existing information on Form 1601 held by the ministry must submit the updates via the web. Simply go to the ministry [district and school contacts](#) web site, locate your school and send an update of school information, completing **only** the fields that require updating. See appendix 1 for detailed instructions.

Who must verify and update Form 1601 data?

- Standard (regular) schools
- Short Term Provincial Resource Programs
- Long Term Provincial Resource Programs
- Youth Custody/Residential Attendance Centres
- Continuing Education Schools
- Alternate Program Schools
- Ministry-Approved Online Learning Schools

When must updates to Form 1601 information be submitted?

Updates must arrive at the Ministry on or before October 6, 2023
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Why is Form 1601 important?

This form collects the following:

- school demographics: name, physical and mailing address, telephone and facsimile number and email address
- name of principal or head teacher
- school organization

The information from this form will be used in communications regarding characteristics of schools.

Form 1601 is collected under the [School and Student Data Collection Order \(M152/89\)](#). Under this order Boards of Education are responsible for collecting and submitting the information to the Ministry.

If you need assistance

Contact your district Level One support or Data.Management@gov.bc.ca

Step by step instructions for verifying Form 1601 data

Ministry school name - Verify the school name is correct

School mailing address - Ensure all fields, including province and postal code are correct

School telephone number - Verify the school telephone number

School FAX number - Verify the school fax number

School EMAIL address - Verify the complete email address for the school has been entered. If the principal has changed update the email address on the preprinted form if required. All schools must provide a valid email address.

Name of principal or head teacher - Verify the fields for the school principal or head teacher are correct: Title, Surname, First name, and Middle name or initial.

Physical school address - Verify the fields, including province and postal code are correct and if the physical address is different from the school mailing address. Submit any physical address changes in the “notes” field on the web form.

School facility type - Below is a description of the facility types other than the standard school. For schools currently classified as a type other than “Standard” the principal should read the descriptions below to ensure they meet the requirements.

- **Provincial Resource Programs (PRPs)**
PRPs are facilities for special needs students, who, for health or other reasons, do not attend a regular school. Students are in Short Term PRPs for 3 months or less. Students are in Long Term PRPs for over 3 months.
- **Youth Custody/Residential Attendance Centres**
These are centres where students may be sent either by court order, or while they are on probation.
- **Alternate Schools**
Alternate education schools – Type 3 facilities – focus on the educational, social and emotional issues for those students whose needs are not being met in a traditional school program. An alternate education school provides its support through differentiated instruction, program delivery and enhanced counseling services based on student need. In order to be classified as a Alternate school all of the requirements in the [Alternate Education School Policy](#) must be met.

- **Continuing Education Schools** These are usually adult education programs (students aged 16 and older as of July 1, 2023 can enroll) offered by a school district, either leading to a high school completion or, in the case of school aged graduate, upgrading of a current certificate. Typically these programs are offered at non-traditional school hours (i.e., the evening).
To be reported in a CE school, students must be enrolled in a course offered by the CE school. Instruction must be provided by TRB certified staff whose FTE position is assigned to the CE school. Students in a face to face setting must be in a classroom consisting of CE students only.
- **Ministry-Approved Online Learning Schools**
These are schools that operate under agreements with the Ministry to offer instruction to students by means of online learning only. Online Learning is a method of instruction that relies primarily on indirect communication between students and teachers, including Internet or other electronic-based delivery, teleconferencing, or correspondence. It takes place when the student is learning primarily at a distance from the facility. An Online Learning School must be identified with a unique ministry school code. An Online Learning School may offer services to students with unique needs (e.g., adults, ELL, Indigenous, Special Needs).

School organization - On the preprinted form one of the 6 boxes in this field should have an X in it. If your school organization has changed since September 2022, submit the correct information in the "notes" field on the web form.

- If all subjects are taught on a 10 month basis, you qualify as a "10 month" school.
- If all subjects are taught on a 5 month basis, you qualify as a "Two Semesters" school.
- If all subjects are taught on a quarterly basis, you qualify as a "Quarter" school.
- If all subjects are taught on a three-term basis, you qualify as a "Trimester" school.
- If some subjects are taught on a 10 month basis, while others are taught over shorter periods, you qualify as a "Part 10 Month/ Part Semester" school.
- If none of the above categories apply to your school, simply indicate "other".
Online Learning Schools should indicate "other" if they offer 12-month continuous enrolment.

Corrections are applied when submitted via the web form are not applied immediately. Do not resubmit the updates. All changes will be made by October 27, 2023.

UPDATING 1601 INFORMATION USING THE SCHOOL AND DISTRICT CONTACTS SITE

Updates site: <http://www.bced.gov.bc.ca/schools>

Once at the site, find your school by any of the available methods. For most users this would best be achieved by using the “City” and “School Name” drop down lists found near the top of the page:

School and District Contacts

School Search

Select school by city or district to find a specific school's contact information

City District

School Name School Name

District Information

District Contact Information:

Once you have located your school and the “School Information” page is displayed, simply click the “[Send an Update of School Information](#)” link to access the update form.

School Information

- [Select a different school](#)
- [Send an update of School Information](#)
- [Download an excel file of this information](#)

District 081 - Fort Nelson

School Name and Address

Fort Nelson Secondary - 08181013
 PO Box 90, Fort Nelson, BC, V0C 1R0
 Principal - Mr William Dolan
 Standard School
 Grades 8-12
 Public School
 Enrolment as of September 30 2011 - 392

Phone 250 774-6958
 Fax 250 774-2598
 Email bdolan@sd81.bc.ca

There are only 5 required fields on the form as indicated below. Users should **only complete the fields where a change is needed**. This will ensure that we know exactly what to update while reducing the amount of time spent on each form.

The screenshot shows a web form titled "Update Information:". The form is divided into two main sections: "Update Information:" and "Your Information:". The "Update Information:" section contains the following fields:

- School**: A dropdown menu with the text "--select a school-- (required)". A red arrow points to this field.
- School Type**: A dropdown menu with the text "--select a type--".
- School Category**: A dropdown menu with the text "--select a category-- (required)". A red arrow points to this field.
- NLC Activity**: A group of checkboxes for "Early Learning", "After school programs for youth", "Continuing Education", "Seniors", "Community sport and recreation", "Community use", and "Integrated services".
- School Grade Range**: A dropdown menu with the text "--select a range--". A red arrow points to this field.
- Principal's Name**: A text input field.
- Title**: A dropdown menu with the text "--Select a Title".
- Address**: A large text input field.
- Phone**: A text input field with a mask "### ###-####".
- Fax**: A text input field with a mask "### ###-####".
- Email**: A text input field.
- Effective Date**: A radio button for "Immediately" and a date input field with a mask "mm/dd/yyyy".
- Notes**: A large text input field. A red arrow points to this field.

The "Your Information:" section contains the following fields:

- Name**: A text input field with "(required)" next to it. A red arrow points to this field.
- Phone**: A text input field with a mask "### ###-####" and "(required)" next to it. A red arrow points to this field.
- E-mail**: A text input field with "(required)" next to it. A red arrow points to this field.


A "Submit" button is located at the bottom of the form.

NLC Activity: If your school hosts Neighbourhood Learning Centre activities to support the needs of the community, please select the appropriate box(es).

Notes Field: Use this section to submit changes to your Physical Address (if different from the school mailing address), or changes to your School Organization. This field can also be used to inform us of anything else not be readily apparent from filling in other fields.

If we are unclear on any information we will follow up with the person listed in the "Your Information" section so it is important it is completed correctly. If there is any uncertainty and we cannot reach you we will not make a change.

When all fields have been completed click Submit and you will see a summary screen similar to that shown below.

<input type="radio"/> All B.C. Government <input checked="" type="radio"/> This Section		Search <input type="text"/>		Go	Advanced Search ▶	Main Index ▶	Contact Us ▶	Help ?
								Printer Version 
School: 08181013 Fort Nelson Secondary Standard School Public School None								
Title: --Select a Title								
Phone: ### ###-####								
Fax: ### ###-####								
Email: test@testing								
EffectiveDate: immediately								
Notes: update to phone numbers								
SenderName: Testing								
SenderPhone: ### ###-####								
SenderEmail: Test@testing								
Neighbourhood Learning Centre type: 1. Early Learning - 2. Afterschool - 3. Cont. Ed. - 4. Seniors - 5. Comm. Sport - 6. Comm. Use - 7. Integr. Svcs. -								
Submit2: Submit								

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This screen confirms that your changes are submitted and are in the queue to be processed. Changes are not applied immediately - do not resubmit. All changes will be made by October 27, 2023.

Questions regarding 1601 should be directed to: Data.Management@gov.bc.ca