

Fall Data - Data Collection

The Fall Data Collection consists of two forms:

- **1601:** School Data Collection, an electronic form verified/updated at the school level and submitted via the web form, used to update the demographics about schools.
- **1701:** Student Data Collection, an electronic file that is prepared at the school level, 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.

Critical Dates for 2023

August	DM bulletin – form 1601 updates submitted via the web form
September 29	Snapshot date
October 6	Completed forms and data files returned to the Ministry & Due Date for Verified 1701 files
October 13	Duplicate reports posted on the SLD Web
October 27	Independent and BC Offshore school database closed

Overview of the Collection Procedures

- Schools correct 1601 information by submitting school information updates via the ministry [district and school contacts](#) web site.
- Schools request PENs for any students missing PENs
- Schools and districts use the Ministry verification web to check their 1701 submissions prior to the **October 6** deadline. Reports are provided to ensure accurate data is being submitted.
- Schools return their 1701 file to their district office.
- District offices run data through the verification web and correct any remaining errors before submitting data to the Ministry.

Overview of the 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 errors.
- 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 email the signed echo reports back to Ministry.
- The data is finalized by the Data Management Unit and given to the Sector Resourcing and Service Delivery Branch.
- Questions should be directed to Data.Management@gov.bc.ca