

FORM 1601: FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT AND BC GLOBAL EDUCATION PROGRAM – OFFSHORE SCHOOL DATA COLLECTION

Quick Reference

Any public or independent 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.

Who must verify and update Form 1601 data?

Independent schools that have ten or more fully enrolled school-aged students enrolled in their school:

- Standard (non-Online Learning)
- Ministry approved Online Learning Schools that have entered into an agreement with the Ministry to offer instruction by means of Online learning (OL)
- Certified BC Global Education Program - Offshore Schools (Offshore 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 Data.Management@gov.bc.ca

Step by step instructions for verifying Form 1601 data

Current information – Check your current 1601 information on the [district and school contacts](#) webpage. Send updates for any fields that need to be corrected.

Ministry school name - Verify the school name is correct

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

- Offshore schools enter the Offshore Program Consultant's British Columbia mailing address. If there is no Offshore Program Consultant leave the mailing address blank

School telephone number - Verify the school telephone number

- Offshore schools enter the Offshore Program Consultant's British Columbia telephone number. If there is no Offshore Program Consultant leave the telephone number blank

School FAX number - Verify the school fax number

- Offshore schools enter the Offshore Program Consultant's British Columbia facsimile number. If there is no Offshore Program Consultant leave the fax number blank

School EMAIL address - Verify the complete email address for the school has been entered. If the principal has changed update the email address. 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 address, 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.

- Offshore schools enter the Offshore Program Consultant's British Columbia physical address. If there is no Offshore Program Consultant leave the physical address blank

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.

- **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 - 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>

Offshore schools:

<http://www.bced.gov.bc.ca/apps/imcl/imclWeb/OffshoreSchoolContacts.do>

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 [v] District [v]

School Name [v] School Name [v]

District Information

District Contact Information: [Select by Map] [Select by District]

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.

Update Information:

School	--select a school-- (required)
School Type	--select a type--
School Category	--select a category-- (required)
NLC Activity	<input type="checkbox"/> Early Learning <input type="checkbox"/> After school programs for youth <input type="checkbox"/> Continuing Education <input type="checkbox"/> Seniors <input type="checkbox"/> Community sport and recreation <input type="checkbox"/> Community use <input type="checkbox"/> Integrated services
School Grade Range	--select a range--
Principal's Name	
Title	--Select a Title
Address	
Phone	### ###-####
Fax	### ###-####
Email	
Effective Date	<input checked="" type="radio"/> Immediately <input type="radio"/> mm/dd/yyyy
Notes	


Your Information:

Name		(required)
Phone	### ###-####	(required)
E-mail		(required)

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 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						

 [Top](#)

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 data corrections should be directed to:

Data.Management@gov.bc.ca