

## FALL DATA – INDEPENDENT & OFFSHORE SCHOOLS OVERVIEW

The Fall data collection for independent schools and BC Offshore schools consists of three forms:

- **1601:** School Data Collection, which is completed by the schools.
- **1602:** Independent School Authority which is completed by the authority.
- **1701:** Student Data Collection, which is a data file produced by the schools.

The information collected on these forms is used in the calculation of Full Time Equivalent (FTE) students for independent schools and BC Offshore schools. This information is also used to produce school contact lists and to monitor enrolment trends in programs offered by the independent and offshore school systems.

### 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 review the form completion instructions available on the Ministry data collection web site.
- The independent school authorities complete Form 1602, and forward to the Ministry.
- Schools request PENs for any students missing PENs. These PENs must be loaded in the 1701 file prior to submission to the Ministry.
- Schools complete the online 1601 submission and produce the 1701 file, verifying the file, and submit them to the Ministry.
- All schools load their 1701 files into the Ministry verification web program to check their own 1701 submissions prior to **October 6**.

### Overview of the Verification Procedures

- The Ministry loads the data and posts duplicate reports to the web for resolution.
- Schools are responsible for ensuring that duplicates are resolved by the time the ministry is scheduled to retrieve the resolutions from the web.
- The data is finalized by the Data Management Unit.
- Final school echo reports are mailed to the schools, it is the school's responsibility to ensure the final echo report is correct.
- Discrepancies should be reported immediately to [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)
- Funding and payment questions should be directed to Funding & Allocation Independent [FAA.IS@gov.bc.ca](mailto:FAA.IS@gov.bc.ca).