

## **FALL DATA COLLECTION**

### **INSTRUCTIONS FOR DISTRICT LEVEL 1701 VERIFICATION WEB REPORTS**

When districts load their school 1701 files into the verification web, the files are automatically verified and a number of school level reports and files are produced. Those reports and files are described in the “Instructions for School Level 1701 Verification Web Reports” document.

District level reports are produced using the verification web but must be initiated by the district contact they are not automatically produced when school files are loaded. The set of district verification reports and accompanying files allow district contacts to review their 1701 data at a summary level.

There is one zipped file containing a complete set of district reports that can be saved to your local computer or unzipped online for review. Along with this zipped file there are 23 separate verification reports saved in pdf format, two CSV files and one text file. This document describes each report and file in detail.

### **Step by step instructions for verifying Fall Data**

#### **Report 8011 District Facility Type Summary**

- This report lists all schools in your district, and identifies whether a school has opened, closed, or changed facility type since last September.

#### **Report 8030 District Grade Enrolment Variance**

- This report is divided into two parts. The first part compares the headcount enrolment currently reported by the district with the headcount reported in September 2023 for all schools in the district, except Continuing Education Centres. The second part of 8030 compares the Continuing Education Centre September 2022 snapshot headcount enrolment with September 2023 snapshot headcount enrolment data.

#### **Report 8031 Headcount for Schools Funded Outside the Funding Allocation System (F.A.S.)**

- This report lists the headcount enrolment in schools that are funded outside the Funding Allocation system. These include Youth Custody/Residential Attendance Centres, Long Term Provincial Resource Programs (PRPs), and Short Term PRPs (short term PRPs will be reported as zero enrolment unless there are students who are attending the Short Term PRP for more than three months).

## **Report 8033 Headcount for Schools Funded Within the F.A.S.**

- This report lists headcount enrolment in schools that are funded within the Funding Allocation system.

## **Report 8035 Grade Enrolment Verification for Schools Funded Within the F.A.S.**

- This report uses the headcount enrolment reported in Report 8033 and calculates the conversion to funded FTE.
- Kindergarten-full day students are funded at 1.0 FTE, regardless of age, as long as the student is at least of school age.
- A Kindergarten-full day student reported in Special Education, ELL (\*ALA) and Indigenous Education programs will be displayed in Special Education on this report (for the purpose of calculating the funded enrolment for the student).
- A Kindergarten-full day student reported in both ELL (\*ALA) and Indigenous Education programs will be displayed in ELL on this report (for the purpose of calculating the funded enrolment for the student). The student will be recognized in all reported programs for program enrolment.
- A Kindergarten-full day student not reported in Special Education, ELL (\*ALA) or Indigenous Education programs will be displayed in OTHER on this report (for the purpose of calculating the funded enrolment for the student).
- School-age students in grade 1 through 7 and elementary ungraded (EU) are counted as 1.0 FTE.
- Students in grades 8 through 12, secondary ungraded (SU) and graduated adult (GA) are converted as follows:
  - For school-aged non graduated students reported in grades 8 and 9, the number of courses leading to graduation plus .5 FTE base will be used to calculate the FTE to a maximum of 1.0000 FTE per student.
  - For students in grades 10-12, SU, GA and school-aged graduates, the number of courses leading to graduation and support block (where applicable) will be used to calculate the FTE. These students are funded at 0.125 FTE per course. Except where noted, the FTE for these students can exceed 1.0000 FTE.

**NOTE:** Students who qualify for support block are funded up to 1.0000 FTE.

**NOTE:** School-age non graduated secondary students reported in Alternate programs are funded at 1.0000 FTE if they are enrolled in at least one course.

- Home school registrations are reported as headcount and are funded on a flat rate.
- “Total School-age students eligible for funding” is the total school-age FTE that will be recognized for funding within the Funding Allocation system.
- “Maximum number of adults eligible for funding” is the maximum FTE that is eligible for funding.

### **Report 8035B (Students not eligible for funding - Headcount)**

- This report lists the headcount of students, by grade, by category, that do not count for funding. Students that are counted in this report are not counted in the Grade Enrolment Verification report 8035.
- The category “DL K-9 student not new to school” will be blank for the September data collection. This category applies to K-9 students who were reported in previous collections during the school year. As K-9 students in OL schools only count for funding the first time they are reported in the OL school during a single school year, the students are summarized in this category for all subsequent data collections for that school year.
- The category “DL 10-12, SU, GA, no new courses” applies to OL 10, 11, 12, SU and GA students who have reported no new courses since the last data collection. In the case of OL 10-12, SU and GA students, only new active courses are funded in each collection. If the student continues to be actively enrolled but has no new courses to be reported, schools are to still report the student but indicate zero courses leading to graduation. These students are summarized in this category until they are reported with a new active course or until 24 months have elapsed since the last reported new course. After 24 months with no new courses these students are counted in either “Secondary student with no courses” or “Adult non-grad with no courses” and are considered in error.
- The category “Other” can include students who have an invalid grade code.

### **Report 8035C Funded Enrolment for Schools Funded Within the F.A.S.**

- This report lists funded FTE by grade grouping for schools funded in the Funding Allocation system.

### **Report 8037 FTE by Grade within School (CSV file)**

- This is a CSV file listing your district FTE by grade within school. Only schools funded inside the F.A.S. are included in this file.

### **Report 8040 and 8040B District Language Enrolment Verification**

- This report is divided into two parts. The first part 8040 indicates the headcount, percentage of time taught in French, and the resulting FTE by grade, by French language program for school-aged students. The second part 8040B reports the same information for adult students. In both parts FTE is calculated using the minimum percentage of time taught in these languages and reported headcount enrolment.
- Headcount data is also provided for English Language Learning (\*ALA for students enrolled in Conseil scolaire francophone de la Colombie-Britannique). Enrolment is separated into two categories: *year 1 – 5* and *year 6+* in the ELL program.

## **Report 8050 and 8050B Language Enrolment Variance**

- This report is divided into two parts. The first part compares the current total headcount enrolment in language programs with the language programs headcount reported in September 2022 for all schools in the district excluding Continuing Education Centres. The second part (8050B) compares the current Continuing Education Centre enrolment in language programs with the language programs headcount reported in September 2022.

## **Report 8051 District Language Enrolment by School**

- This report indicates the headcount enrolment, by school and grade, in each language program.

## **Report 8060 District Aboriginal Education Enrolment Verification**

- This report is divided into two sections – school-aged students and adult students. The first line of each section indicates the reported headcount enrolment of students of Indigenous ancestry. These students may or may not be enrolled in an Indigenous Education program.
- The balance of each section indicates headcount enrolment in each of the three Indigenous Education programs. For each program, two separate lines of information are provided:
  - total enrolment in the program
  - the subset of the enrolment who are of Indigenous ancestry.
- The totals provided at the bottom of each section indicate the number of students enrolled in one or more Indigenous Education program, and the number of those students who are of Indigenous ancestry. If a student is enrolled in more than one Indigenous Education program, the student is counted only once in each of these two rows of information.
- **NOTE:** Funding for these programs is based on the headcount of school-aged students of Indigenous ancestry enrolled in at least one Indigenous Education program.

## **Report 8063 District Aboriginal Education Enrolment by School**

- This report lists the number of students of Indigenous ancestry enrolled in one or more Indigenous Education programs by school and by grade.

## **Report 8065 District Band/Student Verification**

- This report lists the students indicated as "On Reserve" by band and school. Headcount and FTE by band are also included. This report should include all students listed on the signed off Nominal Roll for your district.

- **NOTE:** If your district has students who are members of a “Self – Government” band they must also be listed on this report. *Please see page 6 of the 1701 form completion instructions for details.*

### Report 8080 Career Program Enrolment Verification

- This report lists the enrolment by school, program and grade in a Career Program. School-aged and Adult headcount are reported separately. There is a separate column indicating fee payer enrolment in a Career Program.

### Report 8090 Career Program Enrolment Variance

- This report compares current Grade 11 and 12 total headcount enrolment in Career Programs, by school, with the total headcount reported in September 2022.

### Report 8097 Feepayers by School

- This report lists, by school, those students who have been reported as Out-of-Province/International. The report includes the PEN, student usual name, grade and enrolled programs. This report is intended to help districts reconcile headcount and FTE information as well as special program enrolment.

### Report 8140 Special Education Variance

- This report compares the current total Special Education enrolment reported on Form 1701 with the previous year's total Special Education enrolment. Net differences are provided.  
**NOTE:** Graduated adults are not included in this report.
- Column headings on Report 8140 have been abbreviated to allow them to fit in the space provided. Some translation is necessary.

Abbreviation	Meaning
HALF	Students in the half-day Kindergarten program
FULL	Students in the full-day Kindergarten program
PRIM	Students in grade 1, 2 and 3
ELEM	Students in grade 4 - 7 and EU
SECD	Students in grade 8-12 and SU

Title Abbreviation	Program Title
PHYS DEPEND	Physically Dependent
DEAFBLIND	Deafblind
MOD TO PROFOUND	Moderate to Profound Intellectual Disability

PHY DIS/CHRON	Physical Disability or Chronic Health Impairment
VISUAL IMPAIR	Visual Impairment
DEAF/HARD HEAR	Deaf or Hard of Hearing
AUTISM	Autism Spectrum Disorder
BEHAV/MENTAL	Intensive Behaviour Intervention/Serious Mental Illness
MILD INT DISABI	Mildly Intellectual Disability
GIFTED	Gifted
LEARNING DISABI	Learning Disability
MOD BEHAV/MENTA	Moderate Behaviour Support/Mental Illness

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### Report 8141 Special Education Enrolment - School Age VS Adult

- This report divides the current Special Education enrolment reported on Form 1701 into school-aged and adult enrolment.

**NOTE:** Graduated adults are not included in this report.

### Report 8155 Special Education Summary by School

- This report lists summary enrolment data by school and special education program category. An asterisk indicates adults have been reported in this program category.

**NOTE:** Graduated adults are not included in this report.

### Report 8160 District School Error Summary

- This report summarizes the warning and error messages issued for the data submitted by schools in your district. A complete list of error messages along with funding and program consequences can be found in the [Instructions for School Level 1701 Verification Web Reports document](#).

### Report 8200 All Student Details (CSV file)

- This file contains all student details by school and student. With this file districts can sort by any data value. We have included columns detailing graduates, years in ELL, and FTE. This file eliminates the need for the additional files and reports returned to districts in previous years.
- **NOTE:** This file contains all schools submitted in September. Remember to exclude any schools funded outside of the funding allocation system if you are trying to match the echo reports.

## **Report 8300 Duplicate PENs within Districts**

- This report comes in two formats: PDF and TXT. Both versions contain the same information. This report lists duplicate PENs within your district. Please review this report to ensure these students have the correct PEN. If the duplicates are students in grades 10, 11, 12, SU or GA they can remain in the files as duplicates. If the student is in any other grade besides 10-12, SU or GA they cannot be reported more than one time in your district.