Class Organization

2026

Web Form Instructions

Table of Contents:

ACCESSING THE WEB FORM 2

1.0 GENERAL INSTRUCTIONS, INCLUSIONS, EXCLUSIONS FOR ALL USERS 2

1.1 General Process 2
1.2 What is a class? 3
1.3 Class Exclusions 3
1.4 Subject Area 3
1.5 Section 4
1.6 Kindergarten 4
1.7 Headcount by Grade 4
1.8 Education Assistants (by Class) 4
1.9 Total Education Assistants (by School) 5
1.10 Headcounts of Students by Category (Inclusive education/Gifted/ELL) 5
1.11 Meets Negotiated Limits 6
1.12 Superintendents' Authorization 6

2.0 ENTERING DATA 7

2.1 General Process 7
2.2 Loading Data into Web Form 7
2.2.1 Loading Electronic Extract 7
2.2.2 Manual Data Entry 9
2.3 Class by Class Data Entry 11
Division or Class 11
Subject Area 11
Section (optional) 11
Kindergarten (Full Day) 11
Headcounts of Students by Grade 11
Education Assistants (by Class) 11
Meets Negotiated Limits 11
Headcounts of Students by Category (Inclusive education/Gifted/ELL) 12
Education Assistants (School's Total) 12
2.4 Authorize 12

3.0 GENERAL REVIEW FOR ALL USERS 13

3.1 Web Form Functions 13
Extract Data to Your Computer 13
Calculate Class Size Averages 13
Printing Reports 15
3.2 Reviewing Your Data 16
3.3 Superintendents' Authorization 17

4.0 QUESTIONS & ANSWERS 19

5.0 ERROR AND WARNING MESSAGES 21

Accessing the Web Form

Schools and districts can access the web form here:

https://www.bced.gov.bc.ca/exams/tsw/sld/

Login credentials are the same as those used for PEN Web. Principals can usually obtain their username and password from whomever performs student registration or 1701 reporting within their school. If this is not possible you can request your password directly from the ministry by using the forgotten password form here:

https://www.bced.gov.bc.ca/exams/tsw/tsw/submitReset.do?actionMapping=load&app=sld

Technical support for the web form is available by contacting the following Data Management staff between the hours of 8:00 and 4:00 weekdays:

Data.Management@gov.bc.ca

1.0 General Instructions, Inclusions, Exclusions for all Users

1.1 General Process

1. Public schools will enter their class organization information manually using the web form or by creating a file from the local student information system, review, and verify their data's accuracy.

2. Superintendents will then review the data from their schools, and **authorize** the data are accurate and ready to publish.

3. All authorized data will be collected from the web form by the Ministry after midnight on **October 31st, 2026**.

4. Class size and composition reports will be published.

The web form has been expanded to capture the count of students in each specific inclusive education category. In addition, a new mandatory box has also been added requiring an indication if the class meets the negotiated limits. **The expected response is Yes, No or No with a reason, similar to a reason provided in the historical "Rationale box"**. Please note that while schools will no longer be reporting half day kindergarten, the column has not been removed to allow for consistency in the file specifications.

All data must be accurate as **of October 16th, 2026**, and must reflect the **current** organization of classes assigned. DO NOT include classes to be held in future sessions.

1.2 What is a class?

Each row in the web form represents the distribution of headcount students in a class, assumed to be lead by one teacher. There can be considerable variation in how education is delivered in regular schools across the province, so this simple view may not always fit every situation. For example, **if a class is taught by two teachers, both of whom are in the classroom at the same time, the class should be split on two lines**. Similarly, if multiple courses are taught in the same classroom by one teacher, these should be reported together as a single class.

Note that schools and districts may need to assess whether some specific classes should be included or not. This decision should be guided by the more formal definition of a **class**, which is defined in the Class Size and Compensation Regulation as:

> ***"A group of students scheduled to be together at least twice a week with a teacher for the purposes of engaging in an educational program."***

1.3 Class Exclusions

There are no longer specific classes that are required to be excluded from the class organization data collection. Schools should use the definition of a class in section 1.2 above to determine which classes should be reported.

1.4 Subject Area

To support better reporting and analysis, Subject Area has been added to the collection. For elementary classes teaching a range of subjects, select "00 – Full Grade". For secondary classes, choose the category that best fits the course being delivered from the list provided:

- 00 - Full Grade
- 05 - Applied Skills
- 10 - English Language Arts
- 15 - Fine Arts
- 20 - Health and Career Planning
- 25 - Information & Communications Technology
- 30 - Languages
- 35 - Mathematics
- 40 - Physical Education
- 45 - Sciences
- 50 - Social Studies
- 60 - Special Ed

- 65 - Other

1.5 Section

This field is optional and free-form. It is included for those schools that have multiple sections of the same course, and would like to better identify each specific class for review and reporting.

1.6 Kindergarten

For each student attending Kindergarten, enter the number of students in this class. Take care to ensure your data are being entered into the Full Day Kindergarten column, and not the Half Day Kindergarten column.

While schools will no longer be offering Half Day Kindergarten, the Half Day Kindergarten column has not yet been removed, to maintain consistency with the file specifications and layout.

1.7 Headcount by Grade

For each student in the class, enter the number of students by the grade of the student. For example, if there are 3 Grade 8 students, 10 Grade 9 students, and 3 Grade 10 students in a French 9 class together, the headcount by grade would appear as follows:

Class		Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
French 9			3	10	3		

If there are any Elementary Ungraded (EU) or Secondary Ungraded (SU) students in the class, report them in the most appropriate grade for that student. For example, if the student is primarily in grade 10 classes, but is taking classes in other grade levels as well, then report them as grade 10. If the student cannot be identified as being in any one grade, then report them in the grade level of the course. In the example above, the ungraded student could be added to the grade 9 headcount.

1.8 Education Assistants (by Class)

Use the Class Organization Entry Form to indicate where a class is supported by one or more Education Assistants. **This field has a Yes/No radio button.** The hours of support provided at the classroom level should be included in the “School’s Total Average Weekly EA Hours” at the Class Organization school level screen.

Include all Education Assistants (EA) who provide support in each classroom. This includes Learning Assistance, Inclusive education, Resource Room, or Aboriginal Education support staff, **if the staff are engaged in providing temporary or continuous classroom support at the time of this collection.**
Include EA support funded by other government agencies.

Exclude EA support providing non-classroom services such as recess, lunchtime, transportation, or library support.

1.9 Total Education Assistants (by School)

Enter the School's Total Average Weekly EA Hours by selecting Edit next to the value box near the top of the Class Organization school level screen. You may use up to 2 decimal places, for example:

- 3.25 hours per week equates to 3 hours and 15 minutes
- 3.1 hours per week equates to 3 hours and 6 minutes
- 3.75 hours per week equates to 3 hours and 45 minutes

Include in the total average hours per week for Education Assistants those EA hours provided at the classroom level, **plus** any Education Assistants assigned at the school level or those who are not assigned to or work with specific students or classes.
Include EAs who float or provide pull-out support, work in Resource Rooms or Learning Assistance, or provide supports for inclusive education students not integrated into the classroom full time.

1.10 Headcounts of Students by Category (Inclusive education/Gifted/ELL)

Identify students in classes that meet the criteria for one of the following categories:

- Students by specific inclusive education category (excluding Gifted). *These fields are used to derive the count in the "students entitled to an IEP" box located throughout the web form.*
- Gifted
- English Language Learning (ELL)

**Include* only Inclusive education students who are entitled to an Individual Education Plan (IEP).

A student is entitled to an IEP if the student meets two conditions (from the Individual Education Plan Order):

1) The student is identified as a student with disabilities or diverse abilities.
2) The student is not entitled to an IEP if:
   a) the student requires no adaptation or only minor adaptations to education materials, or instructional or assessment methods;
   b) the expected learning outcomes established by the applicable educational program guide have not been modified for the student; and

c) the student requires in a school year, 25 hours or less remedial instruction, by a person other than the classroom teacher, in order for the student to meet the expected learning outcomes referred to in b) above

Include international students in the ELL column only if this is an appropriate reflection of their support needs. The student does not need to qualify for ELL funding to be included in this field count.

Each student should only be counted once in the category section. If a student meets the requirements of more than one category shown, then only report them once under the category representing the highest support needs. For example, a student who is designated as a student entitled to an IEP and is ELL would generally be reported only once under the specific Inclusive Education/IEP category. Similarly, if a student is both Gifted and ELL, then the student would most likely be reported under ELL.

1.11 Meets Negotiated Limits

Indicate whether the class meets negotiated limits according to the district collective agreements. This is a required field for every reported class. **Valid responses are Yes, No, or No with a reason.** This field must contain at least “yes” or “no” and will be returned to the district if omitted.

1.12 Superintendents’ Authorization

Superintendents will review the data submitted by schools, request corrections if necessary, and then authorize the data as accurate for the Ministry to use.

The Schools List screen provides a quick overview of the status of each school. This screen identifies any school that does not have any data, the count of errors and warnings, and whether a school’s data have been successfully authorized.
Schools with errors in their data need to be fixed prior to authorization, as errors will stop the school’s data from being included in the Class Size Average calculations, and will stop the school from being authorized and accepted by the Ministry.

Once the data are authorized, the data are locked from any further editing to ensure the information reviewed and approved by the Superintendent is not inadvertently changed. Once all schools shown on the Schools List screen are identified as Authorized, the process is complete.

Superintendents should review the “**Classes with 30+ Students**” and the “**District Class Average**” calculation **before authorizing** to ensure the accuracy of the data reported.

See section 3.3 for further information.

2.0 Entering Data

2.1 General Process

Schools and districts will use the Ministry web form to:

1. Load or enter their class size data;
2. Review the data for accuracy;
3. Review the Class Size Averages; and
4. Give final authorization to the Ministry to use the data as submitted.

Please note that the data will be accepted as accurate based on this authorization, and no further edits will be accepted on these data before publishing.

The web form will be available until midnight on **October 31st, 2026.** It is recommended that schools complete their submissions by October 23th, 2026 to allow time for their Superintendent to review the district's data, and request corrections as required.

2.2 Loading Data into Web Form

There are two methods that can be used to load class size data into the web form:

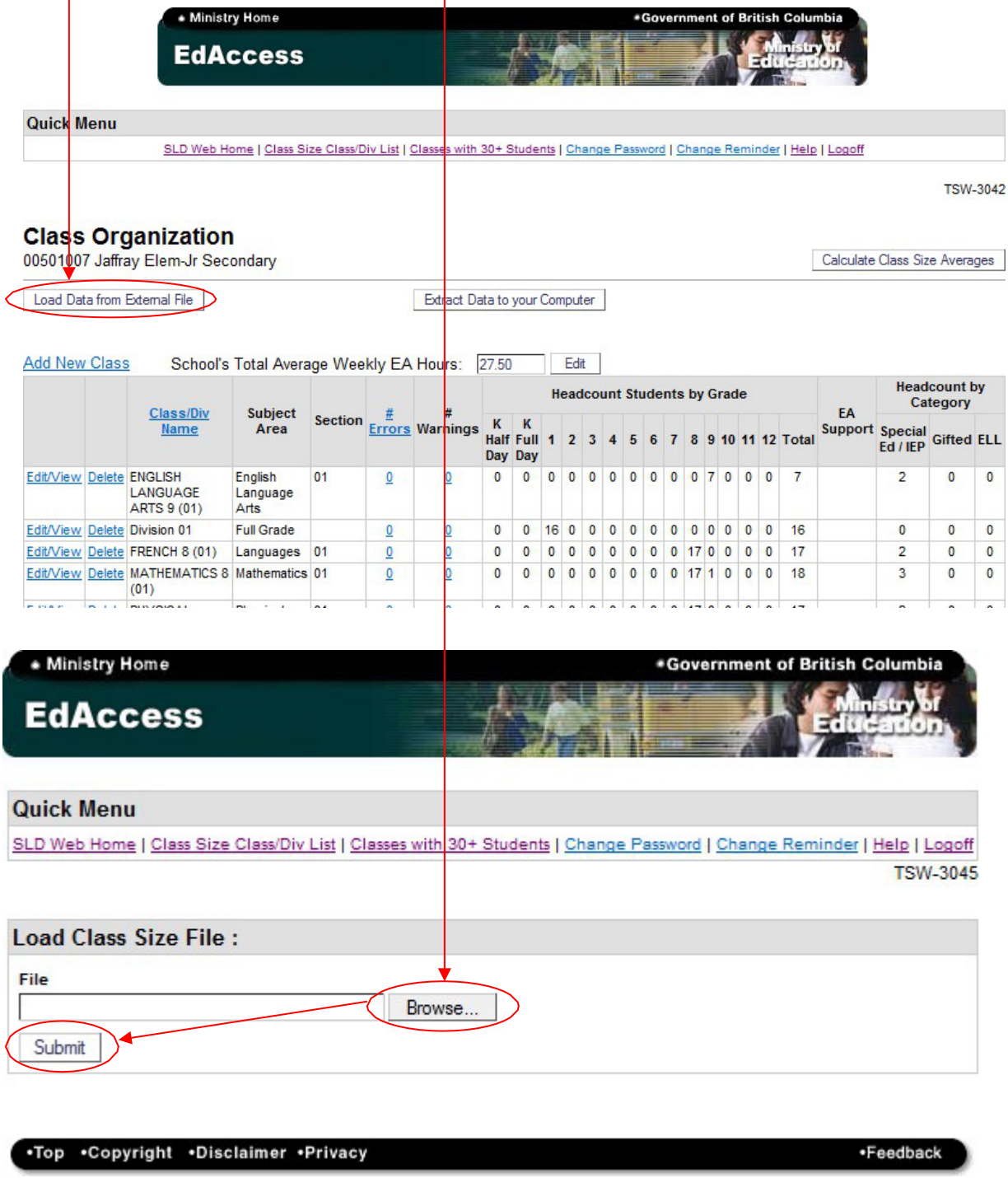
1. Create an extract from local information systems, and/or
2. Enter the data manually

2.2.1 Loading Electronic Extract

Data may be loaded electronically if a file can be created in the correct file structure. Details of these specifications "File specifications (PDF)" can be found on the data collection website - Class Organization Web Form Help - Province of British Columbia.

Once the file is ready to load, select the **Load Data from External File** function on the Class Organization screen. The system will allow you to browse your computer to locate the file, then once selected, the file will upload or provide some error messages for you to address.

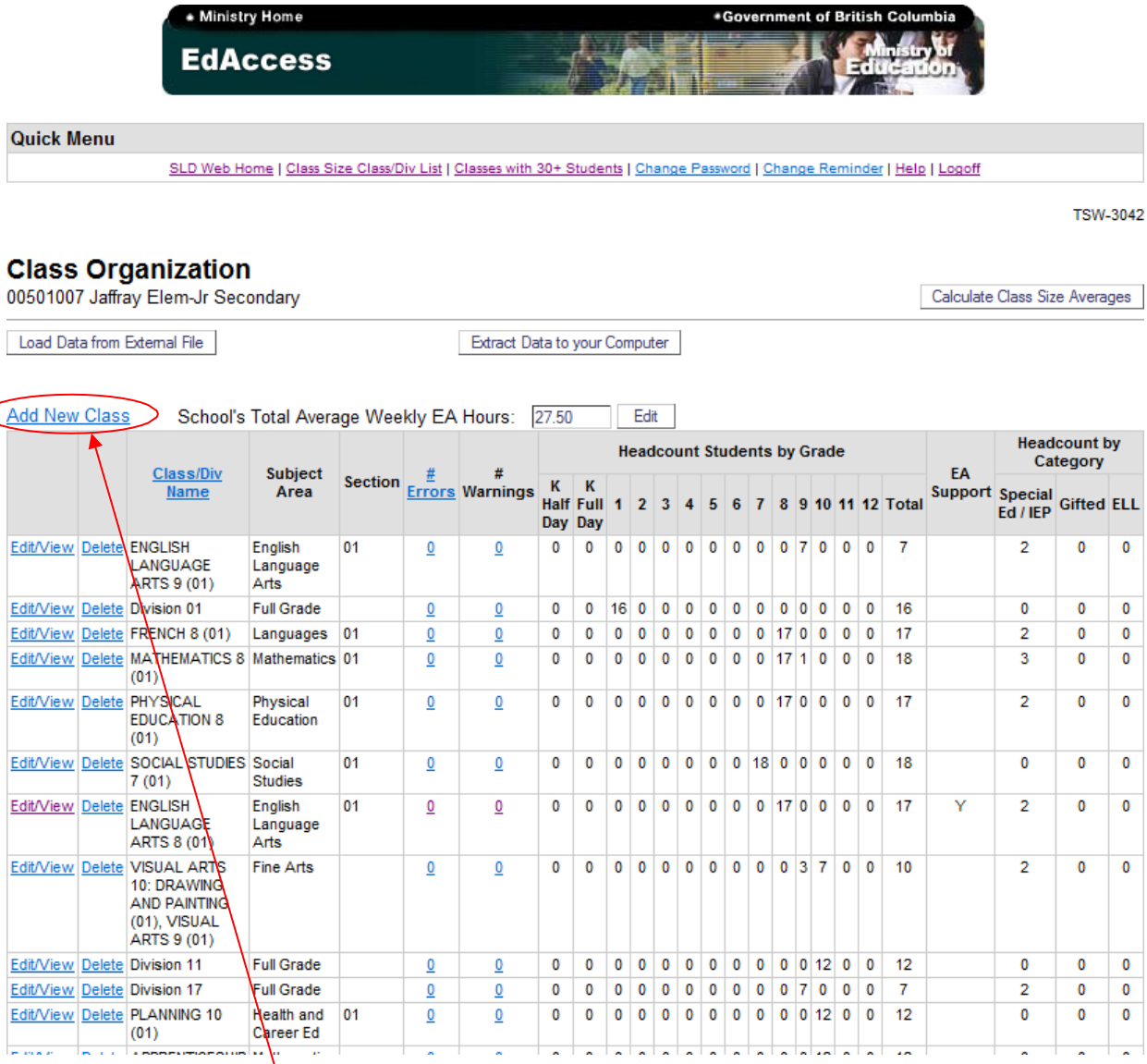
Click on *Load Data from External File,* and then click the *Browse* button to select the file to upload, and then click the *Submit* button



<u>Please Note</u>: By uploading data into a school, any existing class size information in the web form for that school will be overwritten.

2.2.2 Manual Data Entry

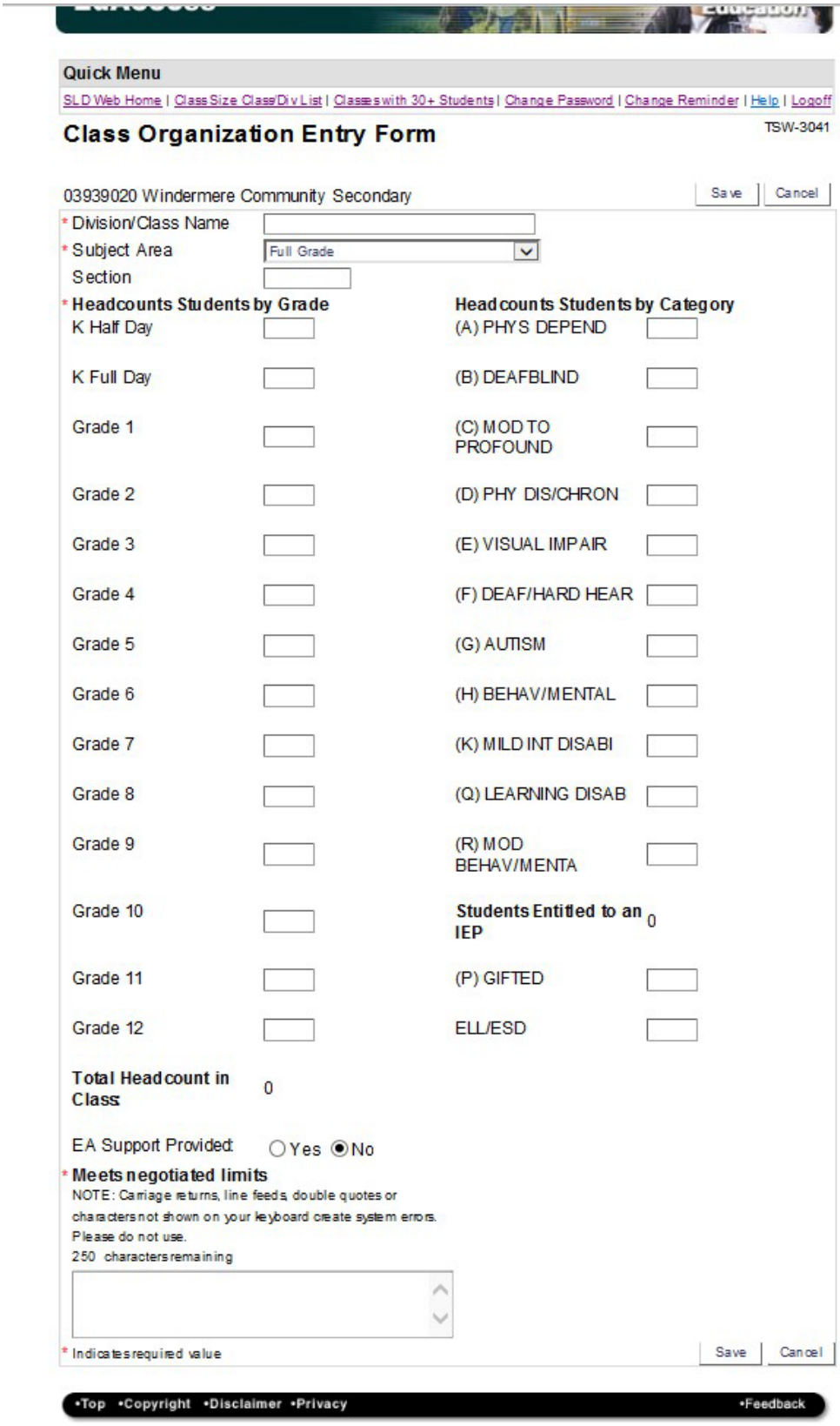
Data can be entered row by row using the web form functions. Begin by clicking “Add New Class” to display the “Class Size Entry Form”.



		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category		
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12	Total		Special Ed / IEP	Gifted	ELL
Edit/View	Delete	ENGLISH LANGUAGE ARTS 9 (01)	English Language Arts	01	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7		2	0	0
Edit/View	Delete	Division 01	Full Grade		0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	16		0	0	0
Edit/View	Delete	FRENCH 8 (01)	Languages	01	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	17		2	0	0
Edit/View	Delete	MATHEMATICS 8 (01)	Mathematics	01	0	0	0	0	0	0	0	0	0	0	0	17	1	0	0	18		3	0	0
Edit/View	Delete	PHYSICAL EDUCATION 8 (01)	Physical Education	01	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	17		2	0	0
Edit/View	Delete	SOCIAL STUDIES 7 (01)	Social Studies	01	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	18		0	0	0
Edit/View	Delete	ENGLISH LANGUAGE ARTS 8 (01)	English Language Arts	01	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	17	Y	2	0	0
Edit/View	Delete	VISUAL ARTS 10: DRAWING AND PAINTING (01), VISUAL ARTS 9 (01)	Fine Arts		0	0	0	0	0	0	0	0	0	0	0	0	3	7	0	0	10		2	0	0
Edit/View	Delete	Division 11	Full Grade		0	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	12		0	0	0
Edit/View	Delete	Division 17	Full Grade		0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7		2	0	0
Edit/View	Delete	PLANNING 10 (01)	Health and Career Ed	01	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	12		0	0	0

From the school Class Size & Composition screen, select ***Add New Class*** to open the Class Size Entry Form.

A sample of the Class Size Entry Form screen is shown below:



Quick Menu

SLD Web Home | Class Size Class/Div List | Classes with 30+ Students | Change Password | Change Reminder | Help | Logoff

Class Organization Entry Form TSW-3041

03939020 Windermere Community Secondary — Save | Cancel

* Division/Class Name
* Subject Area: Full Grade
Section

Headcounts Students by Grade

K Half Day	
K Full Day	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
Grade 9	
Grade 10	
Grade 11	
Grade 12	

Total Headcount in Class: 0

Headcounts Students by Category

(A) PHYS DEPEND	
(B) DEAFBLIND	
(C) MOD TO PROFOUND	
(D) PHY DIS/CHRON	
(E) VISUAL IMPAIR	
(F) DEAF/HARD HEAR	
(G) AUTISM	
(H) BEHAV/MENTAL	
(K) MILD INT DISABI	
(Q) LEARNING DISAB	
(R) MOD BEHAV/MENTA	
Students Entitled to an IEP	0
(P) GIFTED	
ELL/ESD	

EA Support Provided: ○ Yes ◉ No

* **Meets negotiated limits**

NOTE: Carriage returns, line feeds, double quotes or characters not shown on your keyboard create system errors. Please do not use.

250 characters remaining

* Indicates required value — Save | Cancel

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2.3 Class by Class Data Entry

The data entry screen shown above will allow you to enter all the data required for each class. The screen can be viewed or edited, and changes can be saved before returning to the School's Class List screen. (Note that when your Class List becomes long enough to require scrolling, you will be returned to the Class List with the most recently edited class at the top of your browser window.)

Division or Class

For elementary classes, enter the division number or other local identifier of each class. For secondary classes, enter the course name that best identifies each class.
Do not use personal identifiers such as teacher's names.

Subject Area

For elementary classes where multiple subject areas are taught within a single class, select "00 - Full Grade" from the drop-down menu.

For secondary courses only, select the subject area for each course reported from the drop-down menu. (See section 1.4 for details).

Section (optional)

This field is optional and free-form. It is included for those schools that have multiple sections of the same course, and would like to better identify each specific class for review and reporting.

Kindergarten (Full Day)

For each kindergarten student in the class, enter the number of students in Full Day Kindergarten. Note the Half Day Kindergarten column should not be used but remains on the web form to maintain consistency in the file specifications and layout.

Headcounts of Students by Grade

For each student in the class, enter the number of students by the grade of the student. For general instructions and example, see section 1.7.

Report any Elementary Ungraded (EU) or Secondary Ungraded (SU) students in the most appropriate grade for that student. See section 1.7 for details.

Education Assistants (by Class)

The radio button for EA Support Provided defaults to N (No). If the class has EA support, change the radio button to Y (Yes). See section 1.8 for details.

Meets Negotiated Limits

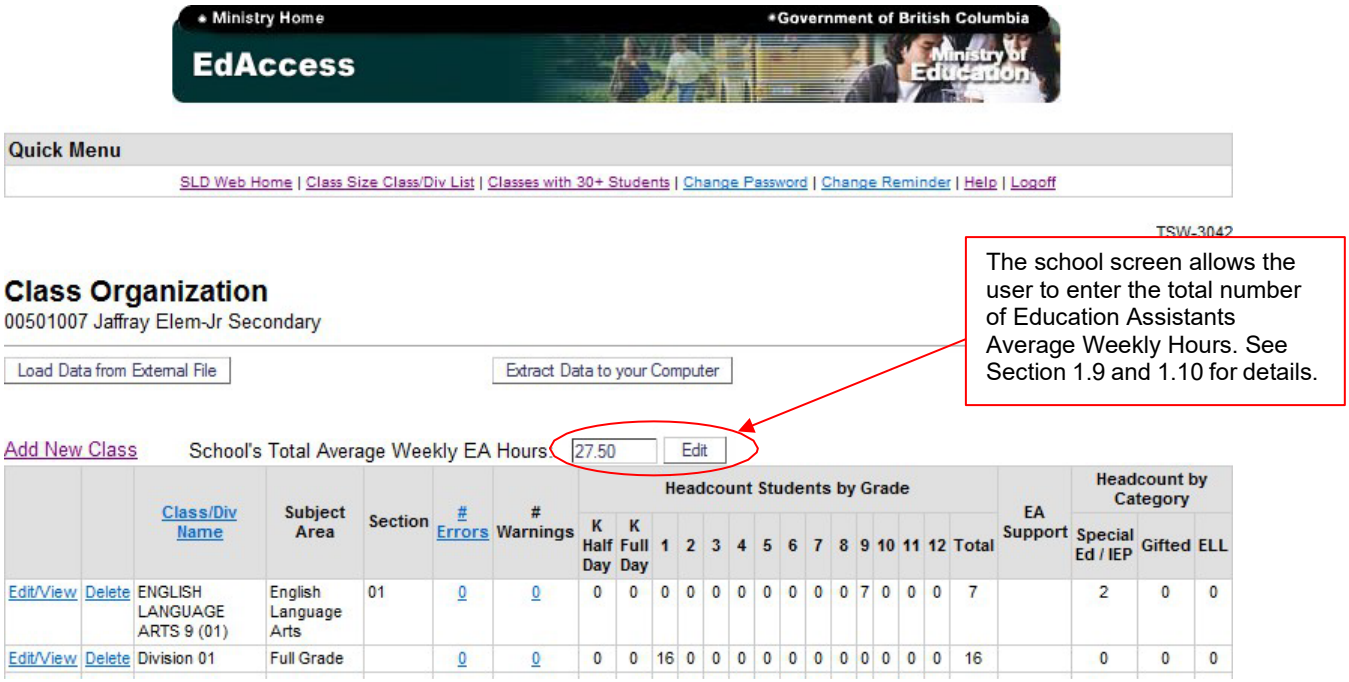
Report whether or not the class size and composition meets the district negotiated limits. For each class provide one of three expected responses: **Yes, No or No with a reason provided**. See section 1.11 for details.

Headcounts of Students by Category (Inclusive education/Gifted/ELL)

Record each student **only once** under the most appropriate category in each class. See section 1.10 for details.

Education Assistants (School's Total)

The screen print below shows where to enter the School's Total Average Weekly EA Hours on the Class Size and Composition school screen. See section 1.9 for details.



2.4 Authorize

See sections 1.12 and 3.3 for information on the Superintendents' authorization.

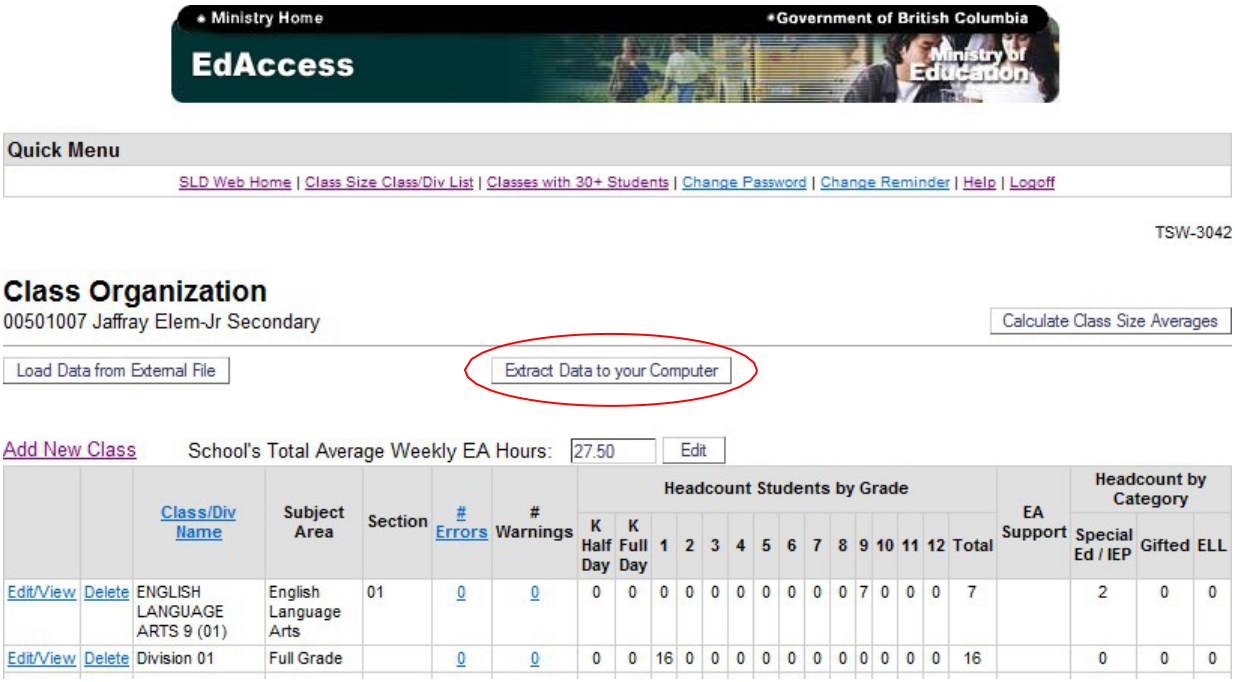
3.0 General Review for All Users

3.1 Web Form Functions

Extract Data to Your Computer

Users can take a copy of the data contained in the web form for their own records or for continued use after the web form is closed.

Click the “Extract Data to your Computer” button and when prompted to <Open> or <Save> this file, select **<Save>** (do not use the Open button). Save the file and select a location on your computer to store the information.

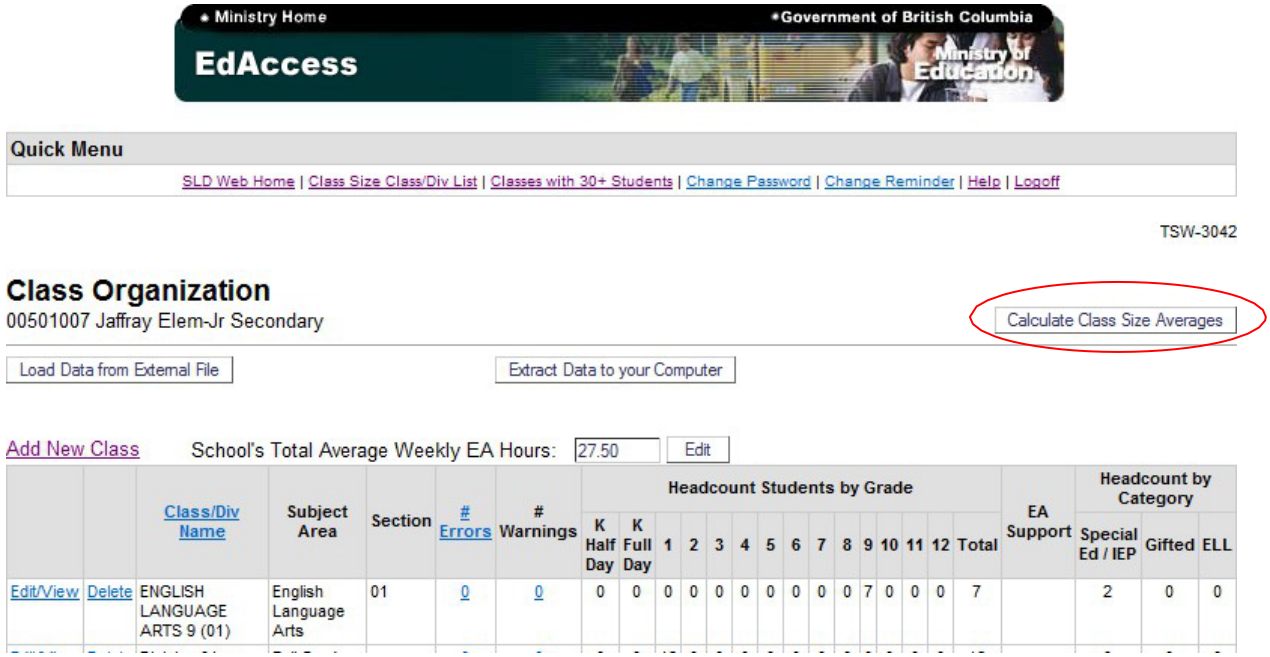


		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category		
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12	Total		Special Ed / IEP	Gifted	ELL
Edit/View	Delete	ENGLISH LANGUAGE ARTS 9 (01)	English Language Arts	01	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7		2	0	0
Edit/View	Delete	Division 01	Full Grade		0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	16		0	0	0

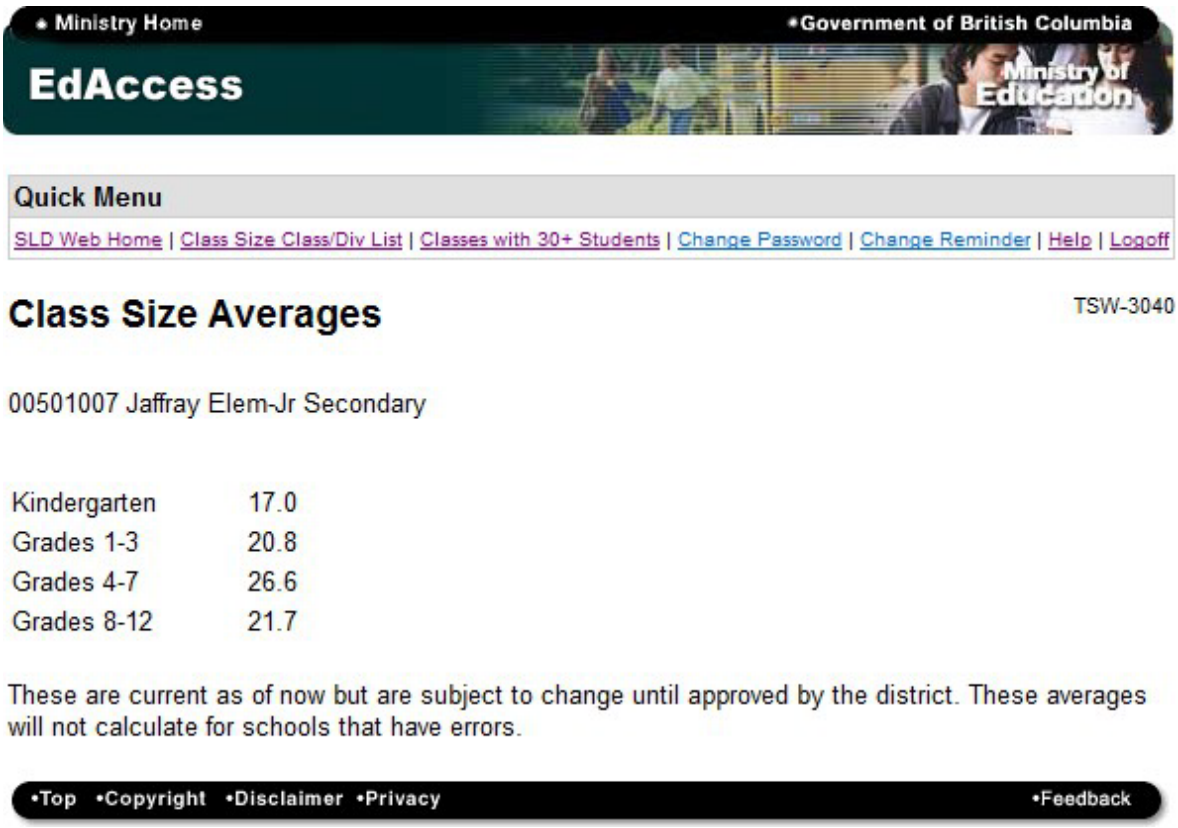
Calculate Class Size Averages

The system can calculate Class Size Averages at the School or District level. The averages will not calculate for any school(s) with errors, and schools with errors will not be included in district level averages.

The example below shows the Class Size Average calculation at the School level. The same function is available at the District level on the Schools List screen.



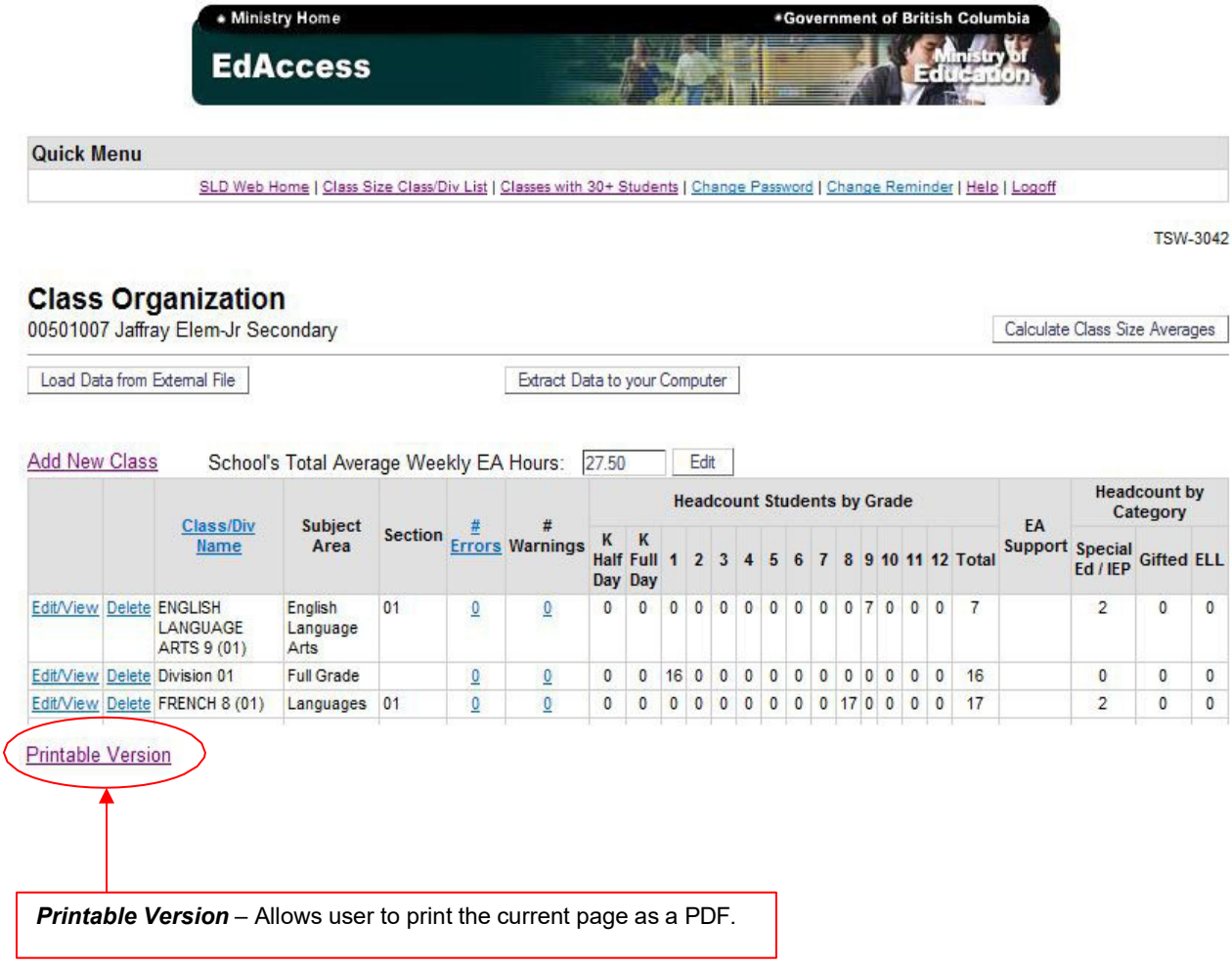
Resulting calculation of an individual school's Class Size Averages



Printing Reports

If a print option is available, the “Printable Version” link will be displayed on the bottom left hand corner of the screen (you may need to scroll down to find this function).

It is recommended that a printed copy of your report be taken before the Web form closes on October 31st, 2026.



		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category		
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12	Total		Special Ed / IEP	Gifted	ELL
Edit/View	Delete	ENGLISH LANGUAGE ARTS 9 (01)	English Language Arts	01	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7		2	0	0
Edit/View	Delete	Division 01	Full Grade		0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	16		0	0	0
Edit/View	Delete	FRENCH 8 (01)	Languages	01	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	0	17		2	0	0

Printable Version – Allows user to print the current page as a PDF.

3.2 Reviewing Your Data

Once the data are entered or loaded into the web form, you should review them as follows:

1. **Check for Error and Warning Messages:** data containing errors cannot be authorized and will not be accepted for submission to the Ministry. Data containing warnings will be accepted; however, warnings should be reviewed for possible correction (e.g. a warning will be displayed if there appears to be a duplicate class - see below). All corrections should be made before calculating the class size and district averages.

   Examples of Errors:
   - Missing Class/Division name or Subject Area
   - Invalid entry in cell (i.e. ABC, commas, %, other symbols)
   - Count of students with disabilities or diverse abilities/gifted/ELL exceeds total class headcount
   - Value is outside expected range (over 300, negative numbers, not a whole number)

   Examples of Warnings:
   - Classes with more than 30 students
   - Classes that may be duplicates (see below)

2. **Larger Classes**: Particular attention should be paid to very large classes (50 or more) to ensure the class listed meets the definition of a class.

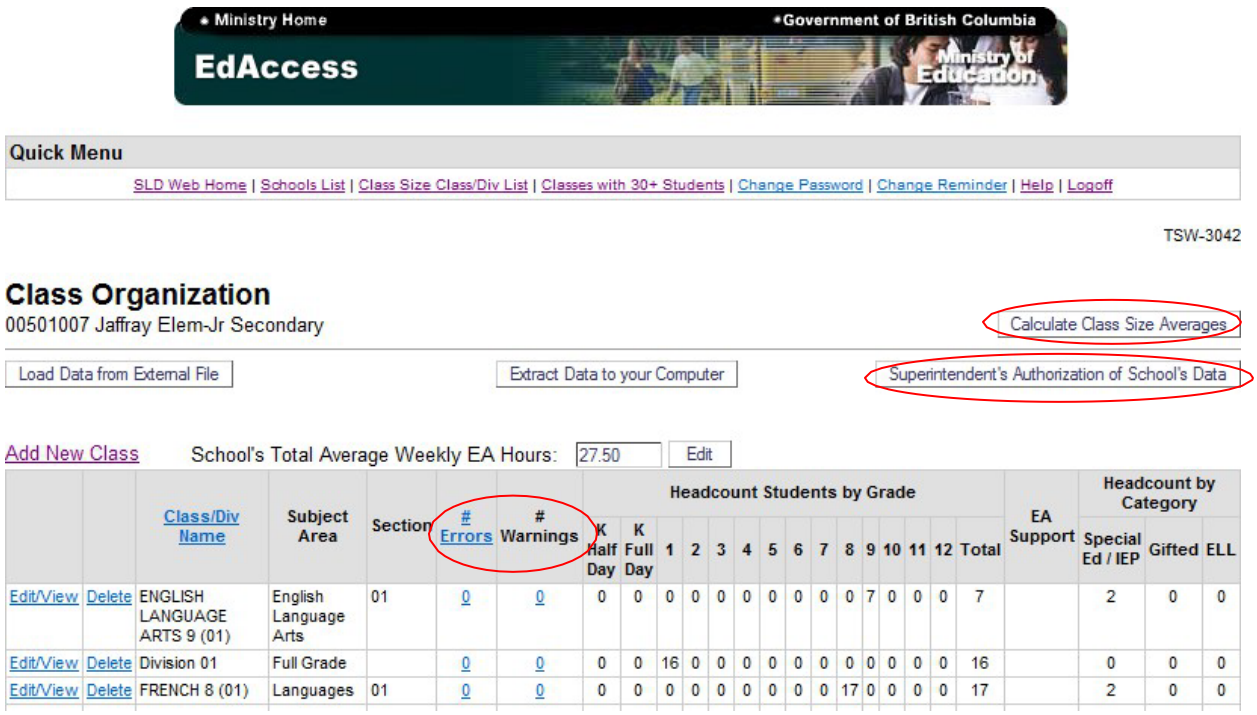
3. **Duplicate Classes:** classes that are duplicates will contain a warning message. Please review to determine whether they are a true duplicate or not. In some instances a class may be split for reporting purposes when there are two teachers in the classroom. If it is a true duplicate class, when the duplicate class is deleted, the warning message on the remaining class will be removed.

See section 5.0 for detailed descriptions of all warning and error messages.

Note that when your Class List is long enough to require scrolling, you will be returned to the Class List with the most recently viewed/edited class at the top of your browser window.

3.3 Superintendents' Authorization

Superintendents have the responsibility to review and authorize the data submitted by the schools in their district for release and transfer to the Ministry.



		Class/Div Name	Subject Area	Section	# Errors	# Warnings	Headcount Students by Grade													EA Support	Headcount by Category		
							K Half Day	K Full Day	1	2	3	4	5	6	7	8	9	10	11	12	Total		Special Ed / IEP	Gifted	ELL
Edit/View	Delete	ENGLISH LANGUAGE ARTS 9 (01)	English Language Arts	01	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7		2	0	0
Edit/View	Delete	Division 01	Full Grade		0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	16		0	0	0
Edit/View	Delete	FRENCH 8 (01)	Languages	01	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	0	17		2	0	0

Authorize the School's Data: if all data are correct, click on "Superintendent's Authorization of School's Data" button to authorize the data for an individual school and to lock the form to prevent further updates.

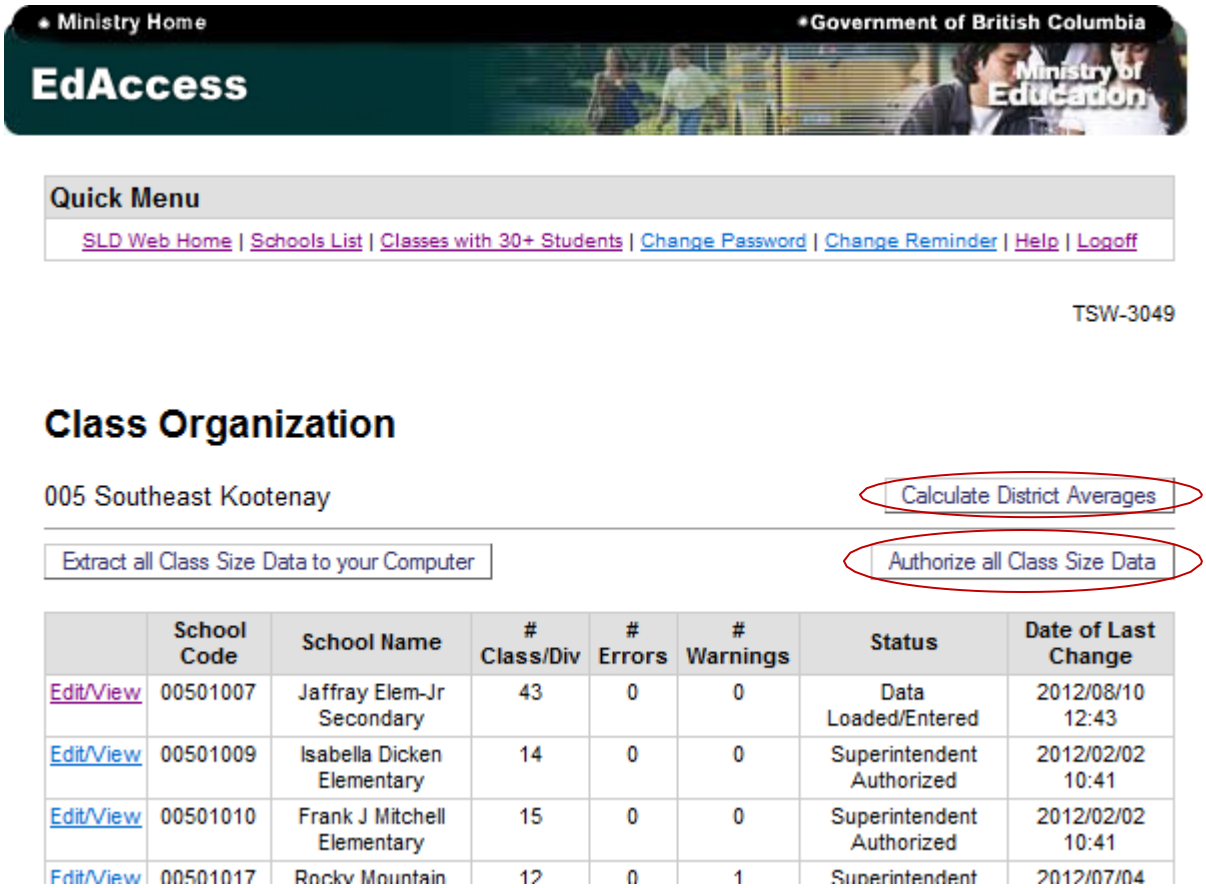
District Class Size Averages and Authorization

The Superintendent may authorize all schools at once from the Schools List screen. However, before authorizing, the Superintendent must review the following:

1. **Errors and Warnings**

2. **Calculate District Averages**: from the Schools List screen, select the "Calculate District Averages" button. To obtain an accurate district average, all errors must be cleared prior to calculating these averages.

To authorize **all <u>error-free</u>** schools use the "Authorize All Class Size Data" button on the Schools List screen. Review the status beside each school to determine which schools were successfully authorized and those requiring further review.



	School Code	School Name	# Class/Div	# Errors	# Warnings	Status	Date of Last Change
Edit/View	00501007	Jaffray Elem-Jr Secondary	43	0	0	Data Loaded/Entered	2012/08/10 12:43
Edit/View	00501009	Isabella Dicken Elementary	14	0	0	Superintendent Authorized	2012/02/02 10:41
Edit/View	00501010	Frank J Mitchell Elementary	15	0	0	Superintendent Authorized	2012/02/02 10:41
Edit/View	00501017	Rocky Mountain	12	0	1	Superintendent	2012/07/04

Once all schools in your district have been authorized the process is complete. Authorizations must be completed before midnight on October 31st, 2026.

4.0 Questions & Answers

1)
Q: I have entered class composition data for my school. When I go into the Averages screen, it reports my class sizes as zeros. Why is this happening?
A: There is an error in the data you have entered for your school. View the Class Size and Composition Summary screen, and click on the "# Errors" heading. This will bring the classes with errors to the top. Click on the error count for each class and correct the errors shown. Once all the errors have been fixed, try the Class Size Averages function again.

2)
Q: I am a school user and I am receiving an error message that my data is being edited by another user. I am unable to make any changes. How do I get rid of this message?
A: Try logging off and logging back on and try your edits again. If this doesn't work, contact the district office as they may be editing your school's data at the same time. The system only allows one user to edit a school at a time.

3)
Q: I am a district user, and I am receiving an error message that one of my school's data is being edited by another user. How can I get access to this school?
A: See 2 above.

4)
Q: The warnings on the MyEducation Verification Report are different than the warnings on the web form. Why is this?
A: The warnings are simply flags to indicate possible problems with the data. MyEducation and the web form may have chosen slightly different approaches to indicate areas of potential concern. Warnings will not stop the Class Size Average calculations, nor will it stop your data from being authorized for release to the Ministry.

5)
Q: I am receiving an error message that the Headcount by Category is greater than the Total Class Size. Why is this an error?
A: The same student is probably being counted more than once in the category section. You need to count each student in the class only once in the category section. If they qualify for multiple categories, then report the student only in the category that reflects the highest support needs. (See Section 1.10)

6)

Q: My Superintendent has already authorized my school's data, but I have found something I need to change. What do I do?

A: Contact your district office and let them know of the change. If the change needs to be fixed, the district can contact Data.Management@gov.bc.ca to remove the Superintendent's authorization.

7)

Q: I have a class where there are 2 teachers sharing the instruction. One teaches the class from Monday to Wednesday, the other teaches Thursday and Friday. Should this class be shown on one line or two?

A: Since there is only one teacher instructing at a time, this is considered one class and should be shown on one line only. (See Section 1.2 "What is a Class?")

8)

Q: Schools followed the Class Size and Compensation Regulation when reporting Class Size and Composition last year. In that document there were a number of classes NOT subject to the 30-student limit. On page 3 of the Class Organization Web Form Instructions, the section labeled 1.3 Class Exclusions states that - "There are no longer specific classes that are required to be excluded from the class organization data collection". Does this only impact reporting or does it also impact compensation?

A: Classes that meet a definition of a class should be reported. We still want all classes reported in the class size report but some of them, the excluded classes, are exempt from the 30 guideline and the requirement to compensate for classes over 30.

9)

Q: I have students registered with different schools who are all taking the same class remotely. How would I report this?

A: When reporting out on the class size/composition for a class (virtual or otherwise) consisting of students from multiple schools (potentially learning remotely together with a teacher) report this data as one class entry containing all students, reported for the school at which the teacher is ordinarily teaching the class at/assigned to.

5.0 Error and Warning Messages

This list provides descriptions of common Error and Warning messages. While data containing warnings will be accepted, warnings should always be reviewed for possible correction if needed.

MESSAGE	TYPE	DESCRIPTION
Headcount must be blank or a whole number between 1 and 300	Error	A character other than a number may have been entered into a grade or category headcount field due to a typo or incorrectly formatted data file.
Headcount should be “X” or less	Error	The maximum headcount for Kindergarten is 22. The maximum headcount for grades 1 through 3 is 24. This error will appear if these maximums are exceeded.
Hours must be blank or hours and minutes in the decimal format 00.00	Error	*School's Total Average Weekly EA Hours* must be entered in this format or the field should be left blank if no EA support is provided in the school.
Class/Division Name is required	Error	*Division/Class Name* is a required field.
Section length must not exceed 10	Error	The *Section* field is free form but has a limit of ten characters. If a data file is loaded with section values exceeding this you will see this error in the affected classes. Truncate the section descriptor to remove this error.
Selected Subject Area is invalid	Error	If a data file is loaded with invalid subject area codes you will see this error in the affected classes. Subject area codes must match those specified in the file specification.
Total class count must be greater than 0	Error	No headcount has been reported in any category within the class.
School's Total Average Weekly EA Hours must be entered if provided at school or classroom level.	Error	If EA support is indicated for any class within the school, a value must be entered in the *School's Total Average Weekly EA Hours* field.
Physically Dependent (A) headcount should not exceed total class headcount {0}	Error	The headcount of Physically Dependent students cannot exceed the total headcount for the class.
Deafblind (B) headcount should not exceed total class headcount {0}	Error	The headcount of Deafblind students cannot exceed the total headcount for the class.
Moderate to Profound Intellectual Disability (C) headcount should not exceed total class headcount {0}	Error	The headcount of Moderate to Profound Intellectual Disability students cannot exceed the total headcount for the class.

Physical Disability or Chronic Health Impairment (D) headcount should not exceed total class headcount {0}	Error	The headcount of Physical Disability or Chronic Health Impairment students cannot exceed the total headcount for the class.
Visual Impairment (E) headcount should not exceed total class headcount {0}	Error	The headcount of Visual Impairment students cannot exceed the total headcount for the class.
Deaf or Hard of Hearing (F) headcount should not exceed total class headcount {0}	Error	The headcount of Deaf or Hard of Hearing students cannot exceed the total headcount for the class.
Autism Spectrum Disorder (G) headcount should not exceed total class headcount {0}	Error	The headcount of Autism Spectrum Disorder students cannot exceed the total headcount for the class.
Intensive Behaviour Intervention/Serious Mental Illness (H) headcount should not exceed total class headcount {0}	Error	The headcount of Intensive Behaviour Intervention/Serious Mental Illness students cannot exceed the total headcount for the class.
Learning Disability (Q) headcount should not exceed total class headcount {0}	Error	The headcount of Mild Intellectual Disability students cannot exceed the total headcount for the class.
Moderate Behaviour Support/Mental Illness (R) headcount should not exceed total class headcount {0}	Error	The headcount of Moderate Behaviour Support/Mental Illness students cannot exceed the total headcount for the class.
Gifted (P) headcount should not exceed total class headcount {0}	Error	The headcount of Gifted students cannot exceed the total headcount for the class.
ELL/ESD headcount should not exceed total class headcount {0}	Error	The headcount of English Language Learners cannot exceed the total headcount for the class.
Total Category headcount should not exceed total class headcount {0}	Error	The total headcount of students with disabilities or diverse abilities, Gifted, and ELL categories combined cannot exceed the total headcount for the class.
Value of Yes, No or No with a reason must be present	Error	All classes require an indication of whether the class meets the negotiated limits.
Headcount is over 30 students	Warning	This is not an error but just a flag indicating where classes have more than 30 students. This may be due to an error in data entry or data file formatting so should be reviewed for confirmation that the total is correct.
This class has over 30 students.	Warning	This is not an error but just a flag indicating where classes have more than 30 students. This may be due to an error in data entry or data file formatting so should be reviewed for confirmation that

		the total is correct.
This class may be a duplicate	Warning	Should be reviewed to determine whether they are a true duplicate or not. In some instances a class may be split for reporting purposes when there are two teachers in the classroom. If it is a true duplicate class, the duplicate class must be deleted to remove this warning message.

Contact Information

Data.Management@gov.bc.ca