**EARLY LEARNING DATA COLLECTION**

**COMPLETION INSTRUCTIONS FOR EARLY LEARNING PROGRAMS**

**Quick Reference**

**Who must submit Early Learning data?**

This data must be submitted by:
- Approved early learning programs (as per the School Act, section 86(5))

**When must the Early Learning data be compiled and submitted to the Ministry?**

| July 10 (attendance for July through June for the previous year) |

**What information is collected for Early Learning?**

The Early Learning data collection includes the following information about children participating in early learning programs:
- Name, birth date, gender, and postal code
- Daily attendance

**Why is the submission of Early Learning data important?**

The Early Learning Data Collection is required under the School and Student Data Collection Order (M304/07). Under this order school boards are responsible for collecting and submitting the information to the Ministry.

The collected information is critical for:
- Monitoring the activity levels of each program
- Tracking the long term effectiveness of Early Learning programs on student achievement.

**Submitting the Early Learning Data to the Ministry**

The Ministry will accept Early Learning data files via MyEducation BC only. Processes have been set up for this information to be transferred to the Ministry via a secure data exchange method.

**If you need assistance**

Technical questions about the Early Learning Data in MyEducation BC should be directed to your District Level 1 contact person.

Questions about early learning programs should be directed to: EDUC.EarlyLearning@gov.bc.ca or to Renee Wentland, Learning Division, Phone (250) 886-6883