Duplicate Rules

Adult students may be reported in more than one school within a district and in more than one district or independent school. Duplicates of this kind may remain. **No resolution is required.**

Duplicates involving Grade K-9 students (**All duplicates of this type must be resolved.**)
   a. The school where the student is enrolled in the majority of courses is considered the school of record and should claim the student.
   b. If the number of courses the student is taking is the same in each school the parent/guardian must indicate, in writing, which is the school of record and that school is to report the student.

School aged Grade 10, 11, 12 & Secondary Ungraded duplicates not involving an Online Learning (OL) School
If the student is enrolled in more than one public school <u>within</u> a district (except school age non graduates in Alternate programs), you may both claim the student and the funding will be calculated for both records. The combined FTE (devoid of support block claims) can exceed 1.000. These are "allowable Duplicates". Duplicates of this kind may remain. **No resolution is required.**

If the student is enrolled in more than one school involving an Alternate program, only one school and one board may claim the student except where OL 10-12 or SU is involved. Otherwise **all duplicates of this type must be resolved.**
   a. The school where the student has the highest FTE should claim the student.
   b. If the FTEs are the same in each school the parent/guardian must indicate, in writing, which is the school of record and that school is to report the student.

If the school aged student is enrolled in more than one school <u>between</u> districts or between independent schools, you must resolve this duplicate regardless of the combined FTE. **All duplicates of this type must be resolved.**
   a. If your school is NOT CLAIMING the student, you simply log into SLD Web at https://www.bced.gov.bc.ca/exams/tsw/sld click on the "view duplicate enrolments" link and release the student to the other school by clicking the release button to the right of the student record.
   b. If your school is CLAIMING the student, you must contact the other school involved and have them log into SLD Web at https://www.bced.gov.bc.ca/exams/tsw/sld click on the "view duplicate enrolments" link and click the release button to the right of the student record.
   c. If there is a conflict, the claiming school should send documentation (i.e. attendance records) to the Ministry which indicates the student(s) was physically in attendance in your school on the snapshot day of the current data collection.

Grade 10, 11, 12 & Secondary Ungraded duplicates involving one or more OL Schools
Students who are in grades 10 – 12 and SU in an OL school may be enrolled and reported in more than one school in more than one district or authority. Each school must ensure the student was actively enrolled in their school as at the Snapshot date and that they are reporting the correct number of courses for the student. Duplicates of this kind may remain. **No resolution is required.**

** If you require your password to log onto the SLD Web, please email pens.coordinator@gov.bc.ca. Be sure to include your school code in the message.