

## **PUBLIC CROSS ENROLLING GRADE 8 AND 9 DATA COLLECTION**

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

When schools load the 1701 file into the verification web, the file is automatically verified and a number of reports are produced.

This set of school verification reports and the accompanying file allow school personnel to review their 1701 data prior to submitting it to the district office. There is one zipped file containing a complete set of school reports that can be saved to your local computer or unzipped online for review. Along with this zipped file there are 10 separate verification reports saved in pdf format and 1 excel file. This document describes each report and file in detail.

### **STEP BY STEP INSTRUCTIONS FOR VERIFYING 1701 DATA**

#### **Echo report 9035 Grade Enrolment Verification**

This report uses the headcount Eligible for Funding and calculates the conversion to funded FTE.

Fundable FTE for school-age students cross enrolled in grades 8 and 9 is calculated using the number of courses leading to graduation. That will be recognized for funding within the funding allocation system.

! **NOTE:** School – aged students in grades 8-9 will be funded at \$412 per course.

#### **Echo report 9035B Students not eligible for funding**

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 9035.

The category “Other” can include students who have an invalid grade code.

#### **Echo report 9040 and 9040B Language Enrolment Verification**

This report is divided into two parts. The first part 9040 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 9040B reports the same information for adult students.

In both parts headcount data are 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* in the program and *year 6+* in the ELL program.

### **Echo report 9060 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 enrolment of students of Aboriginal ancestry. These students may or may not be enrolled in an Aboriginal Education program.

The balance of each section indicates headcount enrolment in each of the three Aboriginal 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 Aboriginal ancestry.

The totals provided at the bottom of each section indicate the number of students enrolled in one or more Aboriginal Education program and the number of those students who are of Aboriginal ancestry. If a student is enrolled in more than one Aboriginal Education program, the student is counted only once in each of these two rows of information.

No supplemental funding is provided in the July cross enrolling count.

### **Echo report 9070 Funded Special Education Students**

This report lists each student reported on Form 1701 by program category. Totals by special education category are also included.

No supplemental funding is provided in the July cross enrolling count.

### **Echo report 9080 Career Program Enrolment Verification**

This report lists the enrolment by program and grade in a Career Program. School-aged and Adult headcount are reported separately. Enrolment is indicated for "Other" grades, Grade 11, Grade 12 and total enrolment.

### **Echo report 9100 Student Detail List**

This report shows all students reported by your school, listed alphabetically by *usual name*.

Column headings on this report correspond to most of the data elements on Form 1701. An error made in one of these data elements will be indicated by an asterisk next to the corresponding student record on echo report 9100. Refer to Report 9110 for details about this error. Schools with a student administrative system should be sure to make corrections in their system so that future extracts reflect the correct information.

The following are explanations of column headings on report 9100:

**PEN**

This is the student's Personal Education Number. All student records in the 1701 file must have a PEN prior to submission to the Ministry.

**USUAL STUDENT NAME**

This appears in the order of usual surname, followed by a comma, the first name, followed by a space, then the middle name.

**SEX**

Gender of the student. The allowed options are M or F.

**BIRTHDAY**

This appears in the format "YYYY/MM/DD". For example, a student who was born on April 20, 2005 will be reported as 2005/04/20.

**ADLT**

An "A" will appear in this column if the student is an adult.

**GRAD**

A "G" will appear in this column if the student is a graduate.

**SCHOOL STUDENT I.D.**

If your school assigns identification numbers, the number for each student will appear in this column.

**MIN REF #**

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

**GR**

This is the two-digit code for the grade in which the student is enrolled. For example, the code for a grade 8 student would be listed as "08". The following table indicates some particular grade codes:

**FUND**

This column indicates if a public school student falls under one of the following categories:

- Out-of-Province/International student (14)
- Status Indian Living on Reserve (20)

**ABA**

"Y" indicates that the student is of Aboriginal ancestry.

**BAND**

This is the four-digit code for the **Band of Residence** for those students reported as "Status Indian Living on Reserve".  
*Remember the leading zero.*

**LANG**

**ES**

"ES" indicates that the student is enrolled in an English Language Learning program or \*ALA in the case of students enrolled in Conseil scolaire francophone de la Colombie-Britannique.

**FRENCH**

**CF**

"CF" indicates that the student is enrolled in Core French.

**PF**

"PF" indicates that the student is enrolled in Programme francophone. Only students reported in SD 093 may be reported in Programme francophone.

**EF**

"EF" indicates that the student is enrolled in the Early French Immersion program.

**LF**

"LF" indicates that the student is enrolled in the Late French Immersion program.

## **ABORIG**

**\$** **NOTE:** If a student is of Aboriginal ancestry (as indicated by a "Y" in the column headed ABA) and is also indicated in at least one of the following three column headings and the student is of school age, then that student will generate funding under the Aboriginal Education component of the Funding allocation system.

**LC**

"LC" indicates that the student is enrolled in an Aboriginal Language/Cultural program.

**SS**

"SS" indicates that the student is enrolled in an Aboriginal Support Services program.

**OT**

"OT" indicates that the student is enrolled in an Aboriginal program other than Language/Cultural or Support Services which has the written permission of the Aboriginal community served.

## **CAREER**

**CP**

"CP" indicates that the student is enrolled in a Career Preparation program.

**CO**

"CO" indicates that the student is enrolled in a Cooperative Education program.

**AP**

"AP" indicates that the student is enrolled in a Secondary School Apprenticeship program.

**CT**

"CT" indicates that the student is enrolled in a Career Technical or an ACE-IT program.

**CODE**

A two-character Career Program code is indicated when a student is enrolled in a Career Preparation, Cooperative Education, Secondary School Apprenticeship or Career Technical/ACE-IT program. Only one of the eight focus areas are now allowed to be reported in this field.

## **CRSES**

**FOR GRAD**

This column indicates the number of courses in which a secondary or adult student is enrolled. The "number of courses for graduation" are used to calculate full time equivalency (FTE) for these students.

**OTH**

This column indicates the number of courses not included in the “For Grad” section.

**SPT BLK**

This column indicates the number of support blocks in which the student is enrolled.

**SPED**

This column indicates the type of special education program in which the student has been reported. The following table lists the special education program titles and relative codes:

ECHO SYMBOL	MEANING
A	Physically Dependent
B	Deafblind
C	Moderate to Profound Intellectual Disability
D	Physical Disabilities or Chronic Health Impairment
E	Visual Impairment
F	Deaf or Hard of Hearing
G	Autism Spectrum Disorder
H	Intensive Behaviour Intervention/Serious Mental Illness
K	Mild Intellectual Disability
P	Gifted
Q	Learning Disability
R	Moderate Behaviour Support/Mental Illness

**ELIGIBLE FTE**

This field will indicate the Eligible Funded FTE for each student. If the student does not count for funding then the FTE will be 0.0000 \*. Students which fall into this category may be:

- Out-of-Province/International students,
- A student whose record contains a fatal error.
- A student is a school aged graduate
- A student who is an adult.

**\$**

**NOTE:** Students with an FTE of "0.0000 \*" will not be counted in any of the summary reports, and will not be counted in the calculation of funding for your school and district.

## **Echo report 9110 Student Error**

This report identifies the errors associated with most of the information on Form 1701. Any student record which contains an error (relating to this information) will be identified with an asterisk on Report 9100. For each error, the student record is identified and the error is described through an error message. If there are no errors, the message "There are no errors for the Report 9110" will appear on the Report 9110.

## **Echo report 9120 Student Legal Names**

This report is used to indicate errors that deal with PENs, legal names, residential postal code and home language. Refer to the detailed error descriptions at the end of this booklet for the default value, FTE and specific program funding consequence if no changes are made.

If there are no errors, "not applicable" will appear for Report 9120.

The following are explanations for the columns in echo report 9120:

### **PEN**

This is the student's Personal Education Number.

### **LEGAL STUDENT NAME**

The student's legal name (surname, followed by a comma, first name, followed by a space, then the middle name) is provided.

### **SCHOOL STUDENT I.D.**

The school reported identification number for the student will be provided in this column.

### **MIN REF #**

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

### **POSTAL CODE**

If the school reported a residential postal code for the student it will appear in this column.

### **HOME LANGUAGE SPOKEN**

If a student's primary language spoken at home is not English, it is reported in this column.

### **Echo report 9160 School Error Summary**

This report summarizes the error messages for the school.

### **Report 9200 Tab delimited file of Student Details (XLS)**

This excel file contains all student level data elements reported in the 1701 file. With this file schools can sort by any data value. We have included additional columns detailing graduation status, years in ELL and FTE.



## 1701 EDIT ERRORS

Please note the Severity level codes (the severity of the error on FTE calculation).

- F=FATAL (zero FTE)
- E=ERROR
- I=INFORMATIONAL

- 001 F Message: Unexpected or invalid student birth date.  
Default Value: No change.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 002 F Message: Invalid gender.  
Default Value: No change.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 003 F Message: Usual surname invalid.  
Default Value: Invalid characters are reported as #.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 004 F Message: Usual given name invalid.  
Default Value: Invalid characters are reported as #.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 007 F Message: Student appears to be enrolled more than once in this school.  
Default Value: Duplicate deleted.  
FTE Consequence: Duplicate set to zero.  
Program Funding Consequence: No program funding for duplicate.
- 011 I Message: Unrequested data found for home schooler.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: No program funding.
- 012 E Message: Programme francophone may only be reported at a Conseil scolaire francophone school.  
Default Value: Programme francophone indicator set to blank.  
Program Funding Consequence: No funding for Programme francophone.
- 017 F Message: Invalid school fund code.  
Default Value: None.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.

- 019 E     Message: Invalid Aboriginal ancestry code.  
          Default Value: None.  
          FTE Consequence: No change.  
          Program Funding Consequence: No funding for Aboriginal Education programs if reported.
- 022 F     Message: Invalid grade code.  
          Default Value: None.  
          FTE Consequence: Set FTE to zero.  
          Program Funding Consequence: No program funding.
- 023 E     Message: Invalid language or program code.  
          Default Value: All invalid program codes set to blank.  
          FTE Consequence: No change.  
          Program Funding Consequence: Invalid language or other program will not be funded.
- 024 E     Message: More than one French language program code.  
          Default Value: Set to CF (only).  
          FTE Consequence: No change.  
          Program Funding Consequence: French language enrolment recognized for CF only.
- 026 E     Message: Invalid Career program code.  
          Default Value: Blank.  
          FTE Consequence: No change.  
          Program Funding Consequence: None.
- 028 F     Message: Invalid or zero courses for an adult student.  
          Default Value: Set number of courses to zero.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 032 I     Message: Student's birth date appears to be questionable.  
          Default Value: None.  
          FTE Consequence: None.  
          Program Funding Consequence: None.  
          *Confirm birth date is correct.*
- 033 I     Message: Code for primary language spoken in home is invalid or blank.  
          Default Value: 943 (English).  
          FTE Consequence: No change.  
          Program Funding Consequence: None.
- 034 F     Message: Student is too young. Born after December 31, 2012.  
          Default Value: No change.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.

- 035 F     Message: Legal surname invalid.  
          Default Value: Invalid characters are reported as #.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 036 F     Message: Legal surname is missing.  
          Default Value: None.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 037 F     Message: Legal given name is missing.  
          Default Value: None.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 038 F     Message: Legal given name invalid.  
          Default Value: No change.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 046 E     Message: Grade code must be 6 or 7 for Late French Immersion.  
          Default Value: Language Program code changed to Early French Immersion.  
          FTE Consequence: No change.  
          Program Funding Consequence: French language enrolment recognized for EF only.
- 048 E     Message: Status Indian Living on Reserve but not Aboriginal ancestry.  
          Default Value: No change.  
          FTE Consequence: No change.  
          Program Funding Consequence: No funding for Aboriginal Education programs if reported.
- 053 I     Message: Secondary student's reported number of courses exceed 12.  
          Default Value: No change.  
          FTE Consequence: No change.  
          Program Funding Consequence: None.
- 055 F     Message: Home school registered student must be school-age.  
          Default Value: No change.  
          FTE Consequence: Set to zero.  
          Program Funding Consequence: No program funding.
- 058 E     Message: Adult student reported in an elementary grade.  
          Default Value: Set grade to elementary ungraded.  
          FTE Consequence: Funded on number of courses.  
          Program Funding Consequence: None.

- 059 F     Message: Invalid or zero number of courses for a secondary student.  
Default Value: Set number of courses to zero.  
FTE Consequence: Set to zero.  
Program Funding Consequence: No program funding.
- 061 I     Message: Out-of-Province/International student enrolled in a language program.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: No program funding.
- 062 I     Message: Out-of-Province/International student enrolled in an Aboriginal  
Education program.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: No program funding.
- 063 I     Message: Out-of-Province/International student enrolled in a Career program.  
Default Value: No change.  
FTE Consequence: No change.  
Program Consequence: Student not included in program count.
- 066 I     Message: Local identification number is blank.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: None.
- 067 I     Message: Personal Education Number invalid.  
Default Value: No change.  
FTE Consequence: No change.  
Program Funding Consequence: None.  
*Be sure to recheck the number entered.*
- 068 I     Message: Personal Education Number Missing.  
Default Value: No change  
FTE Consequence: No change  
Program Funding Consequence: None.  
*Be sure PEN is in the file prior to submission to the Ministry.*
- 069 F     Message: School aged graduate in Summer School.  
Default Value: No change  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 070 F     Message: Adult reported in Summer School.  
Default Value: No change  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.

- 211 E     Message: Student is Status Indian but band code blank or invalid.  
          Default Value: None.  
          FTE Consequence: None.  
          Program Funding Consequence: None.
- 212 E     Message: Invalid band code is present and student is not Status Indian.  
          Default Value: Band code set to blank.  
          FTE Consequence: None.  
          Program Funding Consequence: None.
- 213 E     Message: Valid band code is present but student is not Status Indian.  
          Default Value: Set school funding code to "20".  
          FTE Consequence: None.  
          Program Funding Consequence: None
- 214 E     Message: Career Program Code provided, but Career Program Type not specified.  
          Default Value: Set Career Program type to Career Preparation.  
          FTE Consequence: None.  
          Program Funding Consequence: Career Program will be counted as Career  
          Preparation.
- 215 E     Message: Career Program Type indicated, but Career Program Code not found  
          in table.  
          Default Value: None.  
          FTE Consequence: None.  
          Program Funding Consequence: Not counted as a Career Program.
- 217 E     Message: More than one Career Program type provided.  
          Default Value: Set Career Program type to Career Preparation.  
          FTE Consequence: None.  
          Program Funding Consequence: None.
- 229 I     Message: Special Education Category not found in table.  
          Default Value: None.  
          FTE Consequence: None.  
          Program Funding Consequence: No Special Education funding.
- 233 I     Message: Student must be enrolled in a secondary grade to be reported in a  
          Career Program.  
          Default Value: None.  
          FTE Consequence: None.  
          Program Funding Consequence: Not counted in the Career Program count.
- 235 I     Message: Invalid number of other courses.  
          Default Value: Set to blank.  
          FTE Consequence: None.  
          Program Funding Consequence: None.

- 236 I      Message: Missing postal code.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 237 I      Message: Invalid postal code.  
Default Value: None.  
FTE Consequence: None.  
Program Funding Consequence: None.
- 240 F      Message: Legal middle name invalid.  
Default Value: None.  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 241 F      Message: Usual middle name invalid.  
Default Value: None.  
FTE Consequence: Set FTE to zero.  
Program Funding Consequence: No program funding.
- 255 I      Message: Legal Surname contains questionable characters (i.e. JR, JUNIOR, STUDENT)  
Default Value: None.  
This is an informational message. If the student's name on the 1701 is the same as it appears on their legal documentation and you have already sent a copy of that documentation to the Ministry do nothing. If you have not already sent a copy of the documentation please forward a copy to the Ministry before you submit your 1701 file to the board.
- 256 I      Message: Legal Given Name contains questionable characters (i.e. SR, SENIOR, SAMPLE)  
Default Value: None.  
This is an informational message. If the student's name on the 1701 is the same as it appears on their legal documentation and you have already sent a copy of that documentation to the Ministry do nothing. If you have not already sent a copy of the documentation please forward a copy to the Ministry before you submit your 1701 file to the board.
- 257 I      Message: Legal Middle Name contains questionable characters (i.e. NA, UNKNOWN, NO MIDDLE NAME)  
Default Value: None.  
This is an informational message. If the student's name on the 1701 is the same as it appears on their legal documentation and you have already sent a copy of that documentation to the Ministry do nothing. If you have not already sent a copy of the documentation please forward a copy to the Ministry before you submit your 1701 file to the board.

- 258 I      Message: Usual Surname contains questionable characters (i.e. TEST, STUDENT)  
Default Value: None.  
Remove this type of notation from the usual surname field.
- 259 I      Message: Usual Given Name contains questionable characters (i.e. SAMPLE, SAME)  
Default Value: None.  
Remove this type of notations from the usual given name field.
- 260 I      Message: Usual Middle Name contains questionable characters (i.e. STUDENT, BLANK)  
Default Value: None.  
Remove this type of notations from the usual middle name field.