

FORM 1701: STUDENT DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR GRADE 8 AND 9 CROSS ENROLMENT FOR CROSS ENROLLING GRADE 8 AND 9 STUDENTS HAVING AT LEAST ONE OF THEIR EDUCATIONAL PROGRAMS DELIVERED, IN WHOLE OR IN PART, THROUGH DISTRIBUTED LEARNING

Quick Reference

Who must complete Form 1701?

This form must be completed by:

- Public schools with grade 8 and 9 cross enrolled students where the reporting cross enrolling school is not the student's school of record (school of record is defined as: the school at which the student is taking the majority of courses).

When must the file be compiled and returned to the Ministry?

Form 1701 files must arrive at the Ministry on or before July 13, 2018

What Form 1701 collects?

Form 1701 collects the following information about individual students that were cross enrolled into a school other than their school of record between July 1, 2017 and June 30, 2018:

- name, birth date, gender, grade level and postal code
- Number of courses.

Special cases: inclusions/exclusions for Form 1701

Include: The following students should be reported by the cross enrolling school in which they were enrolled and in attendance between July 1, 2017 and June 30, 2018 (for DL report according to the [active](#) policy):

- Students who are school age non-graduates (born between July 1, 1999 and December 31, 2013) and are:
 - Enrolled and attending in Grade 8 to Grade 9 level courses that align with the provincial curriculum.

Exclude: The following students are not to be reported in the Cross Enrolment 1701 file:

- School aged students in grades other than grade 8 or 9
- School aged students reported by your district during the 2017/2018 school year

- Adult students (those born before July 1, 1999)
- Out of Province/International Students - Students not ordinarily resident in the province and for whom the guardians of the students are not ordinarily resident in B.C.
- Students enrolled in a Provincial Resource Program (PRP) for 3 months or less
- Exchange Students
- Pre-primary or early childhood education students (those born after December 31, 2013).

Duplicate students

For this data collection, students may be reported as attending multiple schools and districts.

Attendance and participation records

The Ministry strongly advises schools to retain student attendance and participation documentation to assist in the enrolment audit process.

- ! **NOTE:** All students must be assessed and assigned a mark. Those courses/programs and marks must be reported to the Ministry in the SADE submissions.

If you need assistance

Questions about completing Form 1701 should be directed to your district contact person, or:

Kathy Cordner	or	Mike Joa
Data Management		Data Management
250 356-2441		250 356-7459

Step by step instructions for completing Form 1701

Ministry School Name and Code

Be sure this is the school code of the cross enrolled school

Local School Student Identification Number

Indicate the student's school identification number.

Report Date

The report date is "2018 07 01".

Personal Education Number (PEN)

Enter the student's Personal Education Number (PEN) that was assigned by the Ministry. Schools must request PENs for any new student **prior** to submitting your file to the Ministry.

Legal Names

These are the names that appear on a student's birth certificate, unless a legal name change has been filed. Please do not include usual names or nicknames. Do not put names in brackets or surround them with an '*'. Full names are required. Do not enter an initial in any of these fields. Do not enter words such as Junior, Senior, or No Middle name. Do not use language accents in names as the Ministry system treats them as fatal name errors.

Birth Date

Year - four digits (e.g., 2005).

Month - two digits (e.g., 01 rather than Jan).

Day - two digits (e.g., 05 rather than 5).

Usual Names

In most instances the usual name will be the same as the legal name and this section should be left blank. In those situations where the student requests to be referred to by other than their legal name, then complete those portions of the usual name which are different.

Gender

Indicate gender of student.

Postal Code

Enter the current BC residential postal code of the student.

Band Code (Band of Residence)

Please indicate the four character "band of residence" code for the student if they are identified as part of a Self-Government band and/or identified as "Status Indian Living On Reserve". Refer to Appendix 2 for a list of bands of residence and their codes.

! **NOTE:** Band of Residence code is the band number of the band on whose reserve and/or whose government district the student lives within. It may or may not be the student's membership band. For example, if a Cowichan member resides on Penelakut's reserve, the band of residence code for the student should be 0650 for Penelakut.

Self-Government Band

! **NOTE:** also use this section to indicate if the student is part of a "**Self-Government**" band. A "Self-Government" band refers to the following bands which have a Funding Agreement with Indigenous and Northern Affairs Canada (INAC):

0551 Sechelt
0554 Sliammon
0557 Tsawwassen
0601 Westbank
Maanulth
0638 Ka:'yu:'k't'h/Che:k:tles(Kayukth/Chektleseth)
0663 Huu-ay-aht (Ohiaht)
0666 Toquaht
0667 Uchucklesaht
0668 Ucluelet
Nisga'a Tribal Council
0671 Gingolx (Kincolith)
0677 Gitlakdamix
0679 Gitwinksihlkw
0678 Lakalzap

Status Indian Living on Reserve or Member of a "Self-Government" Band

Indicate if the student is a "Status Indian Living On Reserve". "Living On Reserve" means that the student lives on the reserve in a domestic establishment that is their principle place of residence with their legal guardian(s) and that is the centre of their daily routine during the school year.

For the purpose of completing the 1701 also use this section to indicate that the student is part of a "Self-Government" band.

! **NOTE:** If the student is not part of a "Self - Government" band and has been removed from the Nominal roll please do not report the student as "Status Indian Living On Reserve"

Primary Language Spoken in the Home

Please indicate the language normally spoken in the home. If more than one language is normally spoken in the home, only indicate the language most often spoken. Refer to Appendix 1 for languages and their codes.

Grades 8-9

Indicate the specific grade to which the student was cross enrolled.

English Language Learning Program

English Language Learning is not funded in this data collection.

Aboriginal Education Programs and Services

Aboriginal Education Programs and services are not funded in this data collection.

Number of Courses Leading to Graduation (these are grade 8 and 9 secondary courses)

The “number of courses leading to graduation” are required in order to calculate the Full-Time Equivalent (FTE) for school aged students enrolled in grades 8 and 9.

For cross enrolled students enrolled in grade 8 and 9 courses that align with the provincial curriculum, report 0100 in the “courses leading to graduation” field. Fundable FTE for these students will be calculated as .125 FTE for each course.

! **NOTE:** The course claimed must have been offered and attended by the eligible student between July 1, 2017 and June 30, 2018 by the reporting cross enrolling school. This reporting school cannot be the student’s school of record.

A course is defined by the Student Credentials Ministerial Order MO M164/96.

Eligible courses are only those grade 8 and 9 courses that align with the provincial curriculum. In addition, the following are **not** to be included as courses for funding purposes in this data collection:

- Support Blocks
- Prior learning assessment credit granting
- Tutorial time
- Teacher consultation
- Courses completed via challenge.

Special Needs Category

Special Needs funding is not provided for cross enrolments.

Submitting the 1701 file to the Ministry

The Ministry will accept transaction files via the Ministry secure EDAccess web site.

SADE file submission

In addition to submitting a 1701 file districts are required to submit cross enrolled course enrolments and final marks in the SADE file using the cross enrolling school’s ministry school code. Instructions for submitting a SADE file can be found on the Ministry of Education web site

<http://www.bced.gov.bc.ca/datacollections/sade/> .

APPENDIX 1
CODES FOR PRIMARY LANGUAGE SPOKEN IN THE HOME

044	AFRIKAANS	009	NORWEGIAN
096	ALBANIAN	153	NUU-CHAH-NULTH
076	ARABIC	141	NUXALK
030	ARMENIAN	145	OKANAGAN
034	BENGALI	071	OTHER ABORIGINAL
172	BOSNIEN	091	OTHER AFRICAN
020	BULGARIAN	082	OTHER ASIATIC
083	CAMBODIAN	061	OTHER ATHPASKAN
174	CANTONESE	947	OTHER GERMANIC
060	CARRIER	090	OTHER LANGUAGES
043	CATALAN	087	OTHER MALAYO-POLY
946	CHINESE	147	OTHER SALISHANE
097	CREOLE	070	OTHER WAKASHANES
112	CROATIAN	033	PERSIAN
024	CZECHOSLOVAKIAN	085	PILIPINO
007	DANISH	027	POLISH
132	DUNNE-ZA	001	PORTUGUESE
004	DUTCH	037	PUNJABI
943	ENGLISH	103	ROMANCHE
041	ESTONIAN	003	ROMANIAN
045	FAEROESE	018	RUSSIAN
042	FINNISH	065	SECWEPEMC
944	FRENCH	113	SERBIAN
927	GERMAN	021	SERBO-CROATIAN
149	GITKSAN	801	SIGNING
029	GREEK	035	SINHALESE
039	GUJARATI	025	SLOVAK
062	HAIDA	022	SLOVENIAN
077	HEBREW	002	SPANISH
036	HINDI	144	STL'ALT'IMC
048	HUNGARIAN	088	SWAHELI
008	ICELANDIC	010	SWEDISH
047	INDO IRANIAN	086	TAGALOG (PHILIPINO)
072	INUKTITUT	074	TAMIL
945	ITALIAN	902	THAGALOO
049	JAPANESE	155	THAI
050	KOREAN	110	TSILHQOT'IN
108	KASKA	069	TSIMSHIAN
163	KURDISH	067	TLINGIT
064	KTUNAXA	040	TURKISH
152	KWAKW'ALA	111	TUTCHONE
080	LAOTIAN	094	UKRAINIAN
084	MALAY-BAHASA	038	URDU
173	MANDARIN	081	VIETNAMESE
802	NISGA'A	023	YUGOSLAVIAN

**APPENDIX 2
BAND OF RESIDENCE CODES**

0604	?AKISQ-NUK	0500	KWANLIN DUN	0587	SHXW'OW'HAMEL (OHAMIL)
0709	?ESDILAGH (ALEXANDRIA)	0564	KWANTLEN (LANGLEY)	0691	SIMPCW (NORTH THOMPSON)
0684	ADAMS LAKE	0580	KWAW-KWAW-A-PILT	0706	SISKA
0659	AHOUSAHT	0628	KWIAKAH	0562	SKATIN (SKOOKUMCHUCK)
0558	AITCHELITZ	0625	KWIKWASUT'INUXW HAXWA'MIS	0582	SKAWAHLLOOK
0710	ALEXIS CREEK	0560	KWIKWETLEM (COQUITLAM)	0687	SKEETCHESTN
0685	ASHCROFT	0678	LAKALZAP	0670	SKIDEGATE
0640	BEECHER BAY	0607	LAKE BABINE	0729	SKIN TYEE
0547	BLUEBERRY RIVER	0643	LAKE COWICHAN	0571	SKOWKALE
0686	BONAPARTE	0674	LAX-KW'ALAAMS (PORT SIMPSON)	0707	SKUPPAH
0700	BOOTHROYD	0579	LEQ' A:MEL (LAKAHAHMEN)	0573	SKWAH
0701	BOSTON BAR	0621	LHEIT-LIT"EN	0648	SNUNEMUXW (NANAIMO)
0590	BRIDGE RIVER	0711	LHOOSK'UZ DENE (KLUSKUS)	0716	SODA CREEK
0619	BURNSLAKE	0715	LHTAKO DENE (RED BLUFF)	0656	SONGHEES
0622	CAMPBELL RIVER	0502	LIARD RIVER	0572	SOOWAHLIE
0713	CANIM LAKE	0557	LIL'WAT (MOUNT CURRIE)	0600	SPLATSIN (SPALLUMCHEEN)
0623	CAPE MUDGE	0689	LITTLE SHUSWAP	0708	SPUZZUM
0591	CAYOOSE CREEK	0606	LOWER KOOTENAY	0555	SQUAMISH
0583	CHAWATHIL (HOPE)	0695	LOWER NICOLA	0574	SQULALA
0584	CHEAM	0598	LOWER SIMILKAMEEN	0602	ST. MARY'S
0620	CHESLATTA CARRIER	0646	LYACKSON	0613	STELLAT'EN
0693	COLDWATER	0705	LYTTON	0559	STS'AILES
0694	COOK'S FERRY	0647	MALAHAT	0723	STSWECEM' C XGAT' TEM
0642	COWICHAN	0629	MAMALILIKULLA-QWE'QWA'SOT'EM	0641	STZ' UMINUS (CHEMAINUS)
0635	DA' NAXDA'XW (TANAKTEUK)	0565	MATSQUI	0578	SUMAS
0504	DEASE RIVER	0618	MCLEOD LAKE	0682	TAHLTAN
0662	DITIDAHT	0673	METLAKATLA	0608	TAKLA LAKE
0548	DOIG RIVER	0530	MORICETOWN	0501	TAKU RIVER TLINGIT
0561	DOUGLAS	0630	MOWACHAHT/MUCHALAHT	0593	T'IT'Q'ET (LILLOOET)
0634	EHATTESHAHT	0550	MUSQUEAM	0688	TK'EMLUPS (KAMLOOPS)
0711	ESKETEMC (ALKALI LAKE)	0612	NADLEH-WHUT'EN (FORT FRASER)	0554	TLA'AMIN (SLIAMMON)
0644	ESQUIMALT	0614	NAK'AZDLI WHUT'EN	0660	TLA-O-QUI-AHT
0543	FORT NELSON	0631	NAMGIS	0632	TLATLASIKWALA
0671	GINGOLX (KINCOLITH)	0649	NANOOSE	0617	TL'AZT'EN
0531	GITANMAAX-GITSKAN	0720	NAZKO	0712	TL'ETINQOX (ANAHAM)
0537	GITANYOW	0726	NEE TAHI BUHN	0637	TLOWITSIS-MUMTAGILA
0675	GITGA'AT (HARTLEY BAY)	0690	NESKONLITH (NESKAINLITH)	0603	TOBACCO PLAINS
0677	GITLAKDAMIX	0566	NEW WESTMINSTER	0718	TOOSEY
0535	GITSEGUKLA-GITSKAN	0696	NICOMEN	0666	TOQUAHT
0536	GITWANGAK-GITSKAN	0699	NOOAITCH	0653	TSARTLIP
0679	GITWINKSHLKW	0556	N'QUATQUA (ANDERSON LAKE)	0636	TSAWATAINEUK
0672	GITXAALA (KITKATLA)	0639	NUCHATLAHT	0654	TSAWOUT
0533	GLEN VOWELL-GITSKAN	0539	NUXALK (BELLA COOLA)	0577	TSAWWASSEN
0724	GWA'SALA-NAKWAXDA'XW	0616	OKANAGAN	0609	TSAY KEH DENE
0627	GWAWAENUK (KWA-WA-AINEUK)	0669	OLD MASSETT VILLAGE COUNCIL	0665	TSESHAHT
0534	HAGWILGET	0692	OREGON JACK CREEK	0655	TSEY CUM
0676	HAISLA (KITAMAAT)	0596	OSYOOS	0594	TS'KW'AYLAXW (PAVILION)
0645	HALALT	0541	OWEKENO/WUIKINUXV	0549	TSLEIL-WAUTUTUTH (BURRARD)
0546	HALFWAY RIVER	0658	PACHEEDAHT	0657	T'SOU-KE (SOOKE)
0538	HEILTSUK	0652	PAUQUACHIN	0575	TZEACHTEN
0661	HESQUIAHT	0650	PENELAKUT	0667	UCHUCKLESAHT
0703	HIGH BAR	0597	PENTICTON	0668	UCLUELET
0552	HOMALCO	0586	PETERS	0722	ULKATCHO
0664	HUPACASATH (OPETCHESAHT)	0585	POPKUM	0588	UNION BAR
0663	HUU-AY-AHT (OHIAHT)	0544	PROPHET RIVER	0697	UPPER NICOLA
0683	ISKUT	0651	QUALICUM	0599	UPPER SIMILKAMEEN
0704	KANAKA BAR	0633	QUATSINO	0545	WEST MOBERLY LAKE
0563	KATZIE	0615	SAIK'UZ (STONEY CREEK)	0601	WESTBANK
0638	KAYUKTH/CHEKTLESETH	0567	SAMAHQUAM	0725	WET'SUWET'EN (BROMAN LAKE)
0532	KISPIOX	0542	SAULTEAU	0702	WHISPERING PINES
0540	KITASOO	0568	SCOWILTZ	0719	WILLIAMS LAKE
0680	KITSELAS	0581	SEABIRD	0592	XAXLI'P (FOUNTAIN)
0681	KITSUMKALUM	0551	SECHELT	0714	XENI GWET'IN (NEMIAH VALLEY)
0553	KLAHOOSE	0569	SEMIAMMOO	0576	YAKWEAKWIOOSE
0503	KLUANE TRIBAL COUNCIL	0595	SETON LAKE	0589	YALE
0624	K'OMOKS (COMOX)	0698	SHACKAN	0728	YEKOOOCH
0610	KWADACHA (FORT WARE)	0605	SHUSWAP	0717	YUNESIT'IN (STONE)
0626	KWAKIUTL	0570	SHXWHA:Y VILLAGE (SKWAY)		