

## 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 ONLINE LEARNING

### Quick Reference

#### Who must complete Form 1701?

This form must be completed by:

- Independent Online Learning Schools with grade 8 and 9 cross enrolled students where the reporting cross enrolling Authority's 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). These students are to be reported by the cross enrolling school from another board/authority.

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

**Form 1701 files must arrive at the Ministry on or before  
July 18, 2025**

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, 2024 and June 30, 2025:

- 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, 2024 and June 30, 2025. For Online Learning (OL) report according to the [Interim Online Learning Procedures Guide — Active participation in Online Learning](#):

- Students who are school age non-graduates (born between July 1, 2005 and December 31, 2019) 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 authority during the 2024/2025 school year
- Adult students (those born before July 1, 2005)
- 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.
- Exchange Students
- Pre-primary or early childhood education students (those born after December 31, 2019).

### **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.

### **If you need assistance**

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

Data Management Unit

[Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)

## **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.

### **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., 2009).

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.

## **Funding Code 20 – ‘Ordinarily Resident on Reserve’**

Funding Code 20 should be applied to the student's record if the student is deemed eligible to be on the Nominal Roll. This will be determined via the Nominal Roll Verification Process. Please refer to the document "Instructions to complete 2024-2025 Nominal Roll – BC Region" provided mid-August.

Funding Code 20 – Nominal Roll Eligibility and Living on Reserve refers to "any student (First Nations status, other Indigenous, and non-Indigenous) who is ordinarily resident living on reserve and is eligible to be on the Nominal Roll or living within a Self-Governed District in British Columbia".

As per BCTEA, “**Ordinarily resident on reserve**” means that the school-age student usually lives at a civic address on reserve, is a child in joint custody who lives on reserve most of the time or is staying on reserve and has no usual home elsewhere. Students continue to be considered ordinarily resident on reserve if they return to live on reserve with their parents or guardians during the year, even if they live elsewhere in B.C. while attending school or working at a summer job. (In this context, reserves are deemed to include all land set aside by the federal government for the use and occupancy of an Indian band, along with all other Crown lands which are recognized by Canada as settlement lands of the Indian band of which the student is a resident).

**NOTE 1:** For the purpose of completing the 1701, funding code 20 should also be used to indicate that the student is living within a Self-Governed District.

**NOTE 2:** If the student has been removed from the Nominal Roll please do not report the student with Funding Code 20.

### 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 "Living On Reserve" (Funding Code 20). 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

A “Self-Government” First Nation refers to the following First Nations:

0551 Sechelt (Sechelt)
0554 Tla’amin
0577 Tsawwassen
0601 Westbank
<b>Maanulth</b> 0638 Ka:’yu:’k’t’h/Che:k:tles(Kayukth/Chektleseth) 0663 Huu-ay-aht (Ohiaht) 0666 Toquaht 0667 Uchucklesaht 0668 Yuu-Cluth-aht (Ucluelet)
<b>Nisga’a Tribal Council</b> 0671 Gingolx (Kincolith) 0677 Gitlaxt’aamiks (Gitlaxt’aamiks) 0678 Laxgalts’ap 0679 Gitwinksihlkw

## **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 collected in this data collection.

## **Indigenous Education Programs and Services**

Indigenous Education Programs and services are not collected 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 1.00 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, 2024 and June 30, 2025 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.

## **Inclusive Education Funding Category**

Inclusive Education funding is not provided for cross enrolments.

## **Submitting the 1701 file to the Ministry**

The Ministry will accept transaction files via the Ministry secure [Education Data Exchange](#). If your school has a student record system supported by a certified software supplier, you should be able to transmit data to the ministry in an electronic format. Otherwise, you must use the Ministry Education Data Exchange functions to submit the student details.

### **Need Assistance?**

- Data Management [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)
- Data Management Website: [K-12 Data Collection Website](#)
- Funding and Allocation Independent [FAA.IS@gov.bc.ca](mailto:FAA.IS@gov.bc.ca)
- Funding and Compliance: [EDUC.Compliance@gov.bc.ca](mailto:EDUC.Compliance@gov.bc.ca)
- Online Learning: [EDUC.OnlineLearning@gov.bc.ca](mailto:EDUC.OnlineLearning@gov.bc.ca)

## 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 INDIGENOUS
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	CZECH	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 (PILIPINO)
072	INUKTITUT	074	TAMIL
945	ITALIAN	155	THAI
049	JAPANESE	110	TSILHQOT'IN
050	KOREAN	069	TSIMSHIAN
108	KASKA	067	TLINGIT
163	KURDISH	040	TURKISH
064	KTUNAXA	111	TUTCHONE
152	KWAKW'ALA	094	UKRAINIAN
080	LAOTIAN	038	URDU
084	MALAY-BAHASA	081	VIETNAMESE
173	MANDARIN	023	YUGOSLAVIAN
802	NISGA'A		

**APPENDIX 2  
BAND OF RESIDENCE CODES**

0604	?AKISQ'NUK	0580	KWAW-KWAW-APILT	0729	SKIN TYEE
0602	?AQAM (ST. MARY'S)	0628	KWIAKAH	0571	SKOWKALE
0709	?ESDILAGH (ALEXANDRIA)	0625	KWIKWASUT'INUXW HAXWA'MIS	0707	SKUPPAH
0684	ADAMS LAKE	0560	KWIKWETLEM (COQUITLAM)	0573	SKWAH
0659	AHOUSAHT	0678	LAXGALTS'AP	0648	SNUNEYMUXW (NANAIMO)
0558	AITCHELITZ	0607	LAKE BABINE	0656	SONGHEES
0685	ASHCROFT	0674	LAX KW'ALAAMS (PORT SIMPSON)	0572	SOOWAHLIE
0640	BEECHER BAY	0579	LEQ' A: MEL (LAKAHAMEN)	0600	SPLATSIN (SPALLUMCHEEN)
0730	BINCHE WHUT'EN	0611	LHEIDLI T'ENNEH	0708	SPUZZUM
0547	BLUEBERRY RIVER	0721	LHOOSK'UZ DENE (KLUSKUS)	0568	SQ'ÉWLETS
0686	BONAPARTE	0715	LHTAKO DENE (RED BLUFF)	0555	SQUAMISH
0700	BOOTHROYD	0502	LIARD RIVER	0574	SQUIALA
0701	BOSTON BAR	0557	LIL'WAT (MOUNT CURRIE)	0613	STELLATEN
0590	BRIDGE RIVER	0606	LOWER KOOTENAY	0559	STS'AILES
0622	CAMPBELL RIVER	0695	LOWER NICOLA	0723	STSWECEM'C XGAT'TEM
0591	CAYOOSE CREEK	0598	LOWER SIMLKAMEEN	0641	STZ'UMINUS (CHEMAINUS)
0583	CHAWATHIL (HOPE)	0646	LYACKSON	0578	SUMAS
0584	CHEAM	0705	LYTTON	0593	T'IT'Q'ET (LILLOOET)
0620	CHESLATTA CARRIER	0647	MALAHAT	0657	T'SOU-KE (SOOKE)
0693	COLDWATER	0629	MAMALIKULLA	0682	TAHLTAN
0694	COOK'S FERRY	0565	MATSQUI	0608	TAKLA LAKE
0642	COWICHAN	0618	MCLEOD LAKE	0501	TAKU RIVER TLINGIT
0635	DA'NAXDA'XW (TANAKTEUK)	0673	METLAKATLA	0688	TK'EMLÚPS TE SECWÉPEMC
0504	DEASE RIVER	0630	MOWACHAHT/MUCHALAHT	0554	TLA'AMIN (SLIAMMON)
0662	DITIDAHT	0550	MUSQUEAM	0660	TLA-O-QUI-AHT
0548	DOIG RIVER	0612	NADLEH WHUTEN (FORT FRASER)	0632	TLATLASIKWALA
0636	DZAWADA'ENUXW	0614	NAK'AZDLI WHUT'EN	0617	TL'AZT'EN
0634	EHATTESHAHT	0631	NAMGIS	0718	TL'ESQOX (TOOSEY)
0711	ESK'ETEMC (ALKALI LAKE)	0649	NANOOSE	0712	TL'ETINQOX (ANAHAM)
0644	ESQUIMALT	0720	NAZKO	0637	TLOWITSIS
0543	FORT NELSON	0726	NEE-TAHI-BUHN	0666	TOQUAHT
0671	GINGOLX (KINCOLITH)	0690	NESKONLITH (NESKAINLITH)	0619	TS'IL KAZ KOH (BURNS LAKE)
0531	GITANMAAX	0677	NEW AIYANSH (GITLAXT'AAMIKS)	0595	TSAL'ALH (SETON LAKE)
0537	GITANYOW	0566	NEW WESTMINSTER	0653	TSARTLIP
0675	GITGA'AT (HARTLEY BAY)	0696	NICOMEN	0654	TSAWOUT
0677	NEW AIYANSH (GITLAXT'AAMIKS)	0699	NOOAHTCH	0577	TSAWWASSEN
0535	GITSEGUKLA	0556	N'QUATQUA (ANDERSON LAKE)	0609	TSAY KEH DENE
0536	GITWANGAK	0639	NUCHATLAHT	0665	TSESHAHT
0679	GITWINKSIHLKW	0539	NUXALK (BELLA COOLA)	0655	TSEYCUUM
0672	GITXAALA (KITKATLA)	0616	OKANAGAN	0710	TSIDELDEL (ALEXIS CREEK)
0533	GLEN VOWELL (GITSKAN)	0669	OLD MASSETT VILLAGE COUNCIL	0594	TS'KW'AYLAXW (PAVILION)
0724	GWA'SALA-NAKWAXDA'XW	0692	OREGON JACK CREEK	0549	TSLEIL-WAUTUTH (BURREARD)
0627	GWAWAENUK (KWA-WA-AINEUK)	0596	OSOYOS	0713	TSQ'ESCEM' (CANIM LAKE)
0534	HAGWILGET	0658	PACHEEDAHT	0643	TS'UUBAA-ASATX (LAKE COWICHAN)
0676	HAIsla (KITAMAAT)	0652	PAUQUACHIN	0575	TZEACHTEN
0645	HALALT	0650	PENELAKUT	0667	UCHUCKLESAHT
0546	HALFWAY RIVER	0597	PENTICTON	0722	ULKATCHO
0538	HEILTSUK	0586	PETERS	0588	UNION BAR
0661	HESQUIAHT	0585	POPKUM	0697	UPPER NICOLA
0703	HIGH BAR	0544	PROPHET RIVER	0599	UPPER SIMLKAMEEN
0552	HOMALCO	0651	QUALICUM	0545	WEST MOBERLY
0664	HUPACASATH (OPETCHESAHT)	0633	QUATSINO	0601	WESTBANK
0663	HUU-AY-AHT (OHIAHT)	0615	SAIK'UZ (STONEY CREEK)	0725	WET'SUWET'EN (BROMAN LAKE)
0683	ISKUT	0567	SAMAHQUAM	0623	WE WAI KAI (CAPE MUDGE)
0704	KANAKA BAR	0542	SAULTEAU	0702	WHISPERING PINES
0563	KATZIE	0581	SEABIRD ISLAND	0719	WILLIAMS LAKE
0638	KA:'YU:'K'T'H'/CHE:'TLES7ET'H'	0569	SEMIAHMOO	0530	WITSET (MORICETOWN)
0532	KISPIOX	0551	SHÍSHÁLH (SECHELT)	0541	WUIKINUXV
0540	KITASOO	0698	SHACKAN	0561	XA'XTSA (DOUGLAS)
0680	KITSELAS	0605	SHUSWAP	0716	XATSULL (SODA CREEK)
0681	KITSUMKALUM	0570	SHXWHÁ:Y VILLAGE (SKWAY)	0592	XAXLI'P (FOUNTAIN)
0553	KLAAHOOSE	0587	SHXW'OW'HAMEL (OHAMIL)	0714	XENI GWET'IN (NEMIAH VALLEY)
0503	KLUANE TRIBAL COUNCIL	0691	SIMPCW (NORTH THOMPSON)	0576	YAKWEAKWIOOSE
0624	K'ÓMOKS (COMOX)	0706	SISKA	0589	YALE
0610	KWADACHA (FORT WARE)	0562	SKATIN (SKOOKUMCHUCK)	0603	YAQIT ?A-KNUQLI'IT (TOBACCO PLAINS)
0626	KWAKIUTL	0582	SKAWAHL00K	0728	YEKOOOHE
0500	KWANLIN DUN	0687	SKEETCHESTN	0717	YUNESIT'IN (STONE)
0564	KWANTLEN (LANGLEY)	0670	SKIDEGATE	0668	YUU-CLUTH-AHT (UCLUELET)
		0689	SKWLAX TE SECWEPEMCULECW (LITTLE SHUSWAP LAKE)		