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# Summer Learning - Student Level Data Collection

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## Overview

### Components

The Summer Learning Data Collection (SLDC) consists of one form:

- **Form 1701:** Student Data Collection, which is an electronic file that is prepared at the school level.

### Purpose

The information collected in this file is used in the calculation of Full Time Equivalent (FTE) students in summer school. The FTE values are then used to determine funding levels for these schools.

### Time Frame

July 1, 2018 to August 31, 2018.

### Critical Dates for 2018

July 6	Snapshot date
July 13	Completed 1701 files arrive at the Ministry

### General Collection Procedures

- Schools create a 1701 file.
- Schools request PENs for any students missing PENs. (This is done automatically for MyEducation schools)
- Schools use the verification software to check submissions.
- Schools send their 1701 file to their district office for final checking.
- District offices run data through the verification web and correct any remaining errors before submitting data to the Ministry. No corrections are accepted after submission.
- The data files are then forwarded to the Ministry by the district contact person.
- The Ministry processes the data.
- Districts may wish to re-verify their 1701 files on July 24 to determine if any school aged students claimed in the summer school file are deemed graduates after the TRAX graduation calculation was run.
- The data is finalized by Data Management and given to the Funding Unit.