1701 Verification
Tips and Tricks for Independent Schools

Contents

1. Basic Concepts

1701 verification is a three step process. First, data must be loaded or entered into the web application. Next, the data must be verified, checking for accuracy and completion. Once verification is complete, and the school is satisfied with all aspects of the data, it is finally submitted to the ministry from within the web application. There is a common misconception that once data has been loaded into the web application that the submission is complete but this is merely the first step in the process.

These three steps are explained in more detail in the next section of this document and detailed reference and instructions for performing all steps are available on the ministry's data collection web site. There are three documents found there which are necessary for completing the entire process:

- *Instructions for Form 1701*
- *1701 Verification Web Instructions*
- *School Echo Instructions*

In addition to the data submission itself, there are two follow up procedures of which you need to be aware. Duplicate Enrolment Resolutions must be processed soon after the 1701 submission deadline and 1701/PEN Difference Reports will be sent out about a month later. These processes are explained in sections 4 and 5 below.

2. Basic Workflow: Load, Verify, Submit

2.1 Loading data into the Verification Web Application

1701 data can be loaded into the verification web application in one of two ways. Records can be added manually, one student at a time, or for the majority of schools, your 1701 data can be loaded at once, as a data file. Loading a file is preferable, but whether you have, or can create, a 1701 file depends on a few factors:

If your school is using MyEd BC to manage your student data, you can extract a 1701 data file and load it directly into the ministry's web site. You may also be using your own Student Information System (SIS) that has this functionality built in.

If you are not using an electronic student information system which can create a 1701 file you will initially need to enter your student's 1701 information manually, one student at a time. Instructions for doing so are included in the *1701 Verification Web Instructions* mentioned in section one of this document. Once data has been manually entered into the verification manager a 1701 file can be extracted directly from the site and saved for use in the next collection, so you do not need to re-enter the same students time after time. This extracted file can be loaded in subsequent data collections and only new students would need to be added manually. Students who have left, or for whom changes have occurred, can be manually deleted or updated at this time as well. If you did not export your file during the previous collection, and would like to upload it for the current collection, please contact Data.Management@gov.bc.ca

MyEd BC users should refer to their level one support if they need help creating the 1701 extract. Users of third party Student Information Systems should also refer to their respective software vendors for support if needed.

It's important to note that any time a file is loaded it will overwrite and remove any data currently sitting in the web application.

2.2 Verifying, correcting and re-verifying data

When a data file is loaded into the web application a verification job is automatically run which checks for some basic errors such as invalid values, missing default fields etc. When data is entered manually this same verification job must be run, but it must be triggered manually in this case. The verification job produces a set of echo reports which must be reviewed by the school to vet and approve the information before it is submitted to the ministry. In order to interpret these echo reports you will need the _School Echo Instructions_ mentioned in section one of this document.

It's important to note that while the system can find some common errors, **the onus is on school staff and administrators to review all reports and verify that the data is complete and correct before being submitted**. The error reports are designed to assist with this process but will not necessarily catch all errors or omissions.

It is not uncommon to discover errors or omissions when reviewing your data. How you correct the errors depends on how you loaded your data into the verification web site. Schools that created a 1701 data extract from their own student information system should correct the data in that system, create a new extract, and load the new file into the verification web site. As mentioned previously this will overwrite all existing data, run a new verification job, and create a new set of echo reports. The new echo reports should then be checked to verify that errors have been eradicated and that no new errors have been generated.

Schools that entered their data manually would simply correct their data directly within the verification web site and then manually run the verification job again to create new echo reports. The new set of echo reports should then be checked to verify that errors have been eradicated and that no new errors have been generated.

In both cases, this is an iterative process that may need to be repeated a number of times before the school is confident in the completeness and accuracy of their data. Once the school is confident in the data it can be submitted.

2.3 Submitting 1701 Data & Saving a Copy for Your Records

1701 data should not be submitted until the steps described in sections 2.1 and 2.2 above are completed. Once the school has verified that their data is complete and correct, submitting it is a simple process. Simply navigate to the submit page within the verification site and click the "submit" button. You will receive confirmation that your data has been submitted and be provided with a submission number. These steps are outlined in the _1701 Verification Web Instructions_ mentioned in section one of this document.

At this point it's important to realize that your data and echo reports will be purged from the verification web site before the next collection commences. You will want to ensure you save a copy of your final echo reports immediately after submitting your data. This will be the only record of what you actually submitted. We suggest extracting the files to a folder on your hard drive and naming that folder

accordingly. For example, you may want to follow a naming convention such as "1701 Echo Reports YYYY MM".

Schools that are not using a student information system capable of creating a 1701 file will want to pull an extract from the web site to load in the next collection. It's important to do this before your data is purged from the site so the best time to do this is immediately after you have submitted your data to the ministry. Exporting a 1701 file is a simple process and is explained in the _1701 Verification Web Instructions_. It's important to note that if you change the name of the exported file it will not be accepted by the web application. For this reason we suggest creating a directory on your local computer to store the file in, and naming that directory in a way that will allow you to locate the file in a few months time. A suggested naming convention for this directory might be "1701 Data File YYYY MM DD". In this way you can clearly identify the file and what data it contains without changing the file name itself. Making the file easy to identify is important because you will not be able to see the data it contains until loading it back into the verification web site in the next data collection.

3. File Load Failures: Common Causes and Solutions

Whether your file was extracted from your local student information system, or you exported it from the verification web site during the last collection, you may run into problems uploading it into the web application for the current collection. The two most common reasons this happens are described below.

3.1 Browser Incompatibility

The applet which allows you to upload your file into the verification web site is not compatible with all browsers. Using an incompatible browser is the cause of most file load errors so this is the first thing to check if you run into problems. The upload tool is designed to be compatible with recent versions of Microsoft Edge, Google Chrome, and Mozilla Firefox. Mac users can use Chrome, Camino and Opera, which are all free to download and install. If you are using any other browser you should try using one of these before further troubleshooting any file load errors. Mac users should also see the workaround regarding file extensions in the next section.

3.2 Incorrect File Name

The web application will not accept your data file if it is not named according to exact specifications. If, upon attempting to load your data file, you receive an error messages stating "The file name is not in the format dddsssss.ext…" then this is the problem. If you renamed your data file for any reason you must rename it to match the format indicated. I.E. the file name must be your eight digit ministry school code followed by a period and the three character file extension. This will be an issue on Windows PCs if you have downloaded the file from your student information system multiple times. The version number (in brackets) will need to be removed before submitting your file. You can do this by either deleting the earlier versions from the downloads folder and renaming the file, or by moving the file to another folder with no previous versions and renaming the file. Acceptable file extensions for a 1701 data file are "VER" or "STD". (Your ministry school code is the eight digit ID number you used when logging in to the web application.) A workaround that some Mac users have found is to change the file

extension from .STD to .VER before loading the file. It may be worth trying this as well if your file appears to be named correctly but still won't load.

3.3 Viewing File Extensions

Some of the solutions described above require viewing and/or changing the file extension of the 1701 data file. Both the Mac and Windows operating systems do not display these by default so you may need to configure your computer to show file extensions before you can change them. Instructions on making this change in either environment can be found on the web pages below.

On a Mac
https://support.apple.com/en-ca/guide/mac-help/mchlp2304/mac

On a PC
https://support.microsoft.com/en-us/windows/common-file-name-extensions-in-windows-da4a4430-8e76-89c5-59f7-1cdbbc75cb01

3.4 Other File Load Issues

If you encounter other problems loading your file that are not described above, contact the ministry support personnel listed in section 6.

4. The Duplicate Enrolment Resolution Process

Once the ministry has collected 1701 data from all schools in the province we run a check to identify any students enrolled in more than one school. We then post duplicate enrolment reports on the verification web site. If your school has any duplicate enrolments you will receive an email (automatically sent to the PEN contact we have on file) prompting you to log back in to the 1701 web site to review these reports.

There are two types of duplicate enrolments, allowable and non allowable. Allowable duplicate information is provided purely for your information but non-allowable duplicates must be resolved by the schools involved. The *Duplicate Resolution Rules* and *Duplicate Resolution Web Instructions* can be found on the data collection web site.

There are two instances where students may be incorrectly identified as non allowable duplicates. The "student" identified is actually two different students sharing the same PEN or the student is cross enrolled in a DL school in which they were incorrectly reported at a grade level below grade 10. In either instance this can be rectified by submitting the *Duplicate Resolution Form* found on the data collection web site.

6. Support

If you have questions not covered here, you can contact Data.Management@gov.bc.ca for support in using the 1701 Verification web site.