



Update request for Students Incorrectly Identified as Non Allowable Duplicates

Data Collections Unit
Facsimile: (250) 356-0277

There are two instances where students may be incorrectly identified as non allowable duplicates:

- The “student” identified is actually two different students
- The student is cross enrolled in an OL school in which they were incorrectly reported at a grade level other than 10 through 12 or SU.

Correct errors of this type by completing the appropriate section below and returning the completed form along with any required documentation via the fax number listed above or scan and email to Data.Management@gov.bc.ca on or before duplicate resolution deadline. See the data collection schedule for the current data collection due date.

Complete this section if the duplicate students are actually two different students

If two students indicated as duplicates are actually different students then both schools must complete this form and submit a copy of their student’s birth certificate to the Ministry. *A copy of legal documentation confirming your student’s identity must be included or the Ministry will be unable to assign the correct PEN to each student.*

| | | |
|---------------------------|----------------------------|-----------|
| School Name _____ | Ministry School Code _____ | |
| Student Name _____ | DOB _____ | PEN _____ |
| School Contact Name _____ | Phone _____ | Fax _____ |
| School Name _____ | Ministry School Code _____ | |
| Student Name _____ | DOB _____ | PEN _____ |
| School Contact Name _____ | Phone _____ | Fax _____ |
| Notes: | | |

Complete this section to correct the grade level of an OL student

Students cross enrolled to OL schools are sometimes reported in the incorrect grade in the OL school making the student records “not allowable duplicates”. If the student is taking only grade 10-12 or SU courses in the OL school you can use this form to instruct the ministry to change the reported grade in the OL school file.

| | | |
|---|----------------------------|-----------|
| OL School Name _____ | Ministry School Code _____ | |
| Student Name _____ | DOB _____ | PEN _____ |
| School Contact Name _____ | Phone _____ | Fax _____ |
| Student was incorrectly reported in grade _____ | Correct grade is _____ | |