

FORM 1601: INDEPENDENT AND BC GLOBAL EDUCATION PROGRAM – OFFSHORE SCHOOL DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT
AND BC GLOBAL EDUCATION PROGRAM – OFFSHORE SCHOOLS

Quick Reference

Who must complete Form 1601?

- Independent schools that **have ten or more** fully enrolled school-aged students enrolled in their school:
 - Standard (non Distributed Learning)
 - Ministry-approved Distributed Learning Schools that have entered into an agreement with the Ministry to offer instruction by means of distributed learning (DL)
- Certified BC Global Education Program - Offshore Schools (Offshore schools).

When must Form 1601 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before October 5, 2018
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Why is Form 1601 important?

This form collects the following:

- school demographics: name, physical and mailing address, telephone and facsimile number and email address
- name of principal or head teacher
- school organization.

The information from this form will be used in the following areas:

- funding considerations
- communications regarding characteristics of schools

For independent schools, form 1601 is collected under the [Reports, Records and Data Collection Order \(I 1/91\)](#). Under this order schools are responsible for collecting and submitting the information to the Ministry.

For Offshore schools, form 1601 is collected under the [BC Global Education Program – Offshore Schools Certification Agreement](#).

If you need assistance

Questions should be directed to:

Kathy Cordner or
Data Management Unit
250 356-2441

Mike Joa
Data Management Unit
250 356-7459

Common mistakes to avoid when completing Form 1601

Mistake: The name of the Principal is updated but the school fails to update the email address.

Correct

Procedure: If the email address for the school is the Principal's email address, be sure to change both the Principal's name and the email address information when updating this form.

Mistake: When updating the preprinted information on this form school personnel cross off the outdated information and write the new information in the preprint field. When the form is faxed to the ministry we cannot read the information written in the preprint area.

Correct

Procedure: Write the updated information in the white space directly below the preprint area.

Step by step instructions for completing Form 1601

Ministry school code and name

If the preprinted information is incorrect, cross out the preprinted information and enter the correct information in the clear white space provided below the preprint area.

Report date

The report date is preprinted "2018 09 28" in this space.

School mailing address

Please ensure that you complete all four fields, including province and postal code.

! **NOTE:** For Offshore schools enter the Offshore Program Consultant's British Columbia mailing address.

! **NOTE:** If there is no Offshore Program Consultant leave the mailing address blank.

School telephone number

Enter the school telephone number.

! **NOTE:** For Offshore schools enter the Offshore Program Consultant's British Columbia telephone number.

! **NOTE:** If there is no Offshore Program Consultant leave the telephone number blank.

School FAX number

Enter the school facsimile number.

! NOTE: For Offshore schools enter the Offshore Program Consultant's British Columbia facsimile number.

! NOTE: If there is no Offshore Program Consultant leave the fax number blank.

School EMAIL address

Enter the complete internet email address for the school.

! NOTE: This is a required field.

Name of principal or head teacher

Complete all four fields regarding the school principal or head teacher.

School physical address

If the physical address of the school is different from the mailing address please ensure that you complete all four fields, including province and postal code.

! NOTE: For Offshore schools enter the Offshore Program Consultant's British Columbia physical address.

! NOTE: If there is no Offshore Program Consultant leave the physical address blank.

School organization

One of the 6 boxes in this field should have an X above it. If your school organization has changed since September 2017, draw a line through the preprinted X and mark an X in the correct box.

- If all subjects are taught on a 10 month basis, you qualify as a "10 month" school.
- If all subjects are taught on a 5 month basis, you qualify as a "Two Semesters" school.
- If all subjects are taught on a quarterly basis, you qualify as a "Quarter" school.
- If all subjects are taught on a three-term basis, you qualify as a "Trimester" school.
- If some subjects are taught on a 10 month basis, while others are taught over shorter periods, you qualify as a "Part 10 Month/ Part Semester" school.
- If none of the above categories apply to your school, put an X in "Other". Distributed Learning Schools should mark "other" if they offer 12-month continuous enrolment.

Name of the Authority or Owner/Operator for Offshore schools

Verify/Enter the 3 digit authority number provided by the Ministry. See Appendix 1 for a complete list of codes.

Signature of principal and date

Returning Completed Forms

Schools may scan and email the form to mike.joa@gov.bc.ca or fax the completed form to 250 356-0277

Schools may also mail the completed form to:

Mike Joa
Ministry of Education
Data Management Unit

Via Canada Post
P.O. Box 9170
Stn. Prov. Govt.
Victoria, BC
V8W 9H7

Via Courier
3rd Floor
620 Superior St
Victoria, BC
V8V 1V2

Authority Name	Number	Authority Name	Number
ABBOTSFORD CHRISTIAN SCHOOL SOCIETY	100	COAST MOUNTAIN ACADEMY SOCIETY	625
ABERDEEN HALL PREPARATORY SCHOOL SOCIETY	481	COAST TSMISHIAN ACADEMY OF LAX KW'ALAAMS	506
ABERDEEN HALL SENIOR SCHOOL SOCIETY	585	COLLINGWOOD SCHOOL SOCIETY	211
AGASSIZ CHRISTIAN SCHOOL SOCIETY	101	COLUMBIA ACADEMY INC.	646
AHOUSAT EDUCATION AUTHORITY	315	COLUMBIA COLLEGE SOCIETY	279
ALEXANDER ACADEMY CORPORATION	624	CONCORDIA LUTHERAN CHURCH OF PENTICTON	427
ANCHOR ACADEMY SOCIETY	507	COQUITLAM COLLEGE INC	282
ANSPAYAXW SCHOOL SOCIETY	103	CORNERSTONE EVANGELICAL BAPTIST CHURCH	456
ARROWSMITH INDEPENDENT SCHOOL SOCIETY	443	CORNERSTONE MONTESSORI SCHOOL SOCIETY	384
ARTEMIS PLACE SOCIETY	587	CRANBROOK CHRISTIAN SCHOOL SOCIETY	426
ARTSCALIBRE FOUNDATION	640	CROFTON HOUSE SCHOOL	127
ASSOCIATION FOR CHRISTIAN EDUCATION	104	DASMESH PUNJABI EDUCATIONAL ASSOC.	212
B&D MONTESSORI LEARNING ACADEMY	677	DAWSON CREEK COMMUNITY CHRISTIAN ED	286
BC CHRISTIAN ACADEMY SOCIETY	367	DELTA CHRISTIAN SCHOOL SOCIETY	140
BC MUSLIM ASSOCIATION	274	DISCOVER MONTESSORI SOCIETY	201
BEACHCOMBERS EDUCATION SOCIETY	578	DISCOVERY SCHOOL SOCIETY	128
BEIJING KEZHI TIMES INTERNATIONAL CONS.	623	DIVERSITY BY DESIGN SOCIETY	597
BEIJING SINO BRIGHT EDUCATION COMPANY LTD	557	DOGWOOD INDEPENDENT SCHOOL SOCIETY	395
BELLA BELLA COMMUNITY SCHOOL SOCIETY	437	DUNCAN CHRISTIAN SCHOOL ASSOC. (1979)	129
BIBLEWAY CHRISTIAN ACADEMY FOUNDATION	391	EATON ARROWSMITH SCHOOL (WHITE ROCK) LTD	616
BIOREGIONAL EDUCATION ASSOCIATION	488	EATON ARROWSMITH SCHOOL LTD	548
BODWELL HIGH SCHOOL INC.	332	EDUC'L FOUNDATION BUNKA SUGINAMI GAKUEN	645
BRENTWOOD COLLEGE ASSOCIATION	108	EDUGLOBE CORPORATION (KSSC)	590
BRITISH COLUMBIA CANADIAN INT'L SCHOOL	560	ELDERS OF THE CHURCH AT BLUEBERRY	312
BRITISH COLUMBIA CANADIAN SCHOOL	682	EVANGELICAL CHRISTIAN CHURCH OF MACCABEE	445
BRITISH COLUMBIA INTERNATIONAL SCHOOL, BANGKOK	542	EVANGELICAL FREE CHURCH OF WILLIAMS LAKE	262
BROCKTON PREPARATORY SCHOOL SOCIETY	532	EVERGREEN INDEPENDENT SCHOOL SOCIETY	213
BROOKES SCHOOL CANADA SOCIETY	574	FAMILY MONTESSORI SCHOOL SOCIETY	477
BULKLEY VALLEY CHRISTIAN SCHOOL SOCIETY	123	FOCUS FOUNDATION OF BC	432
BURNABY MONTESSORI ELEM SCHOOL SOCIETY	423	FOUNTAINVIEW ACADEMY ASSOCIATION	296
CINEC EDUCATION GROUP LIMITED	622	FRASER ACADEMY ASSOCIATION	199
CIRA HIGH SCHOOL INC	675	FRASER VALLEY ELEMENTARY SCHOOL SOCIETY	568
CVC NEWBRIDGE ACADEMY SOCIETY	673	FRASER VALLEY SOCIETY	185
CAMPBELL RIVER CHRISTIAN SCHOOL SOCIETY	181	FREEDOM THINKERS EDUCATION PBL SOCIETY	661
CAN-STAR ACADEMY INC.	660	FUNDACION COLOMBO CANADIENSE	621
CANADA HORIZON INTERNATIONAL EDUCATION INC	634	GANGES EDUCATIONAL SOCIETY	190
CANADIAN REFORMED SCHOOL ASSOCIATION	112	GITSEGUKLA COMMUNITY EDUC. DEVELOPMENT	471
CANADIAN REFORM SCHOOL OF LANGLEY	416	GITXAALA TRAINING & EDUCATION SOCIETY	626
CANADIAN-SINO EDUCATION EXCHANGE CENTRE	591	GLEN EDEN SCHOOL SOCIETY	248
CARIBOO COUNTRY CONGREGATION	656	GLENLYON NORFOLK SCHOOL SOCIETY	197
CASCADE CHRISTIAN SCHOOL SOCIETY	580	GLOBAL SCHOOL SOCIETY	561
CATHOLIC INDEP. SCH OF KAMLOOPS DIOCESE	114	GOBIND MARG CHARITABLE TRUST SOCIETY	662
CATHOLIC INDEP. SCH OF NELSON DIOCESE	115	GRAND CANADIAN ACADEMY (ASIS) LTD	538
CATHOLIC INDEP. SCH DIOCESE OF PRINCE GEORGE	116	GROUP ABA CHILDREN'S SOCIETY	598
CATHOLIC INDEP. SCH OF VANCOUVER ARCHDIOCESE	117	GURU NANAK EDUCATION SOCIETY OF BC	569
CATHOLIC INDEP. SCH OF THE DIOCESE OF VICTORIA	118	HAAHUUPAYAK SOCIETY	136
CDN REFORMED SCHOOL ASSOC. OF SMITHERS	187	HANDS ON SUMMER CAMP SOCIETY	241
CDN REFORMED SCHOOL SOCIETY	113	HANEY PITT-MEADOWS CHRIST SCHOOL ASSC.	137
CENTRAL ISLAND INDEPENDENT SCHOOL SOCIETY	521	HEILONGJIANG ZHONGSHI GROUP LTD	680
CENTURY HIGH SCHOOL (2003) LTD.	446	HOPE LUTHERAN CHRCH OF PORT COQUITLAM	424
CHALO INDEPENDENT SCHOOL SOCIETY	393	ilearn BC SCHOOL SOCIETY	589
CHEMAINUS NATIVE COLLEGE SOCIETY	449	INDEPENDENT MAGNET SCHOOLS	577
CHIEF & COUNCIL FORT WARE INDIAN BAND	450	INT ASSOC OF PROGRESSIVE MONTESSORIANS	207
CHIEF & COUNCIL KAMLOOPS INDIAN BAND	563	IQRA EDUCATION SOCIETY	461
CHIEF & COUNCIL OF GWA'SALA-NALWAXXDA'XW	358	ISLAND PACIFIC SCHOOL SOCIETY	419
CHIEF & COUNCIL OF LOWER NICOLA BAND	523	JANE ROWAN SOCIETY	165
CHIEF & COUNCIL OF THE KITSUMKALUM INDIAN BAND	655	JOHN KNOX CHRISTIAN SCHOOL SOCIETY	121
CHIEF & COUNCILLORS OF UPPER NICOLA BAND	486	KAMLOOPS CHRISTIAN SCHOOL ASSOCIATION	110
CHIEF & COUNCILLORS OF THE ISKUT BAND	357	KELOWNA CHRISTIAN CENTRE SOCIETY	238
CHILDREN OF INTEGRITY MONTESSORI ACADEMY	565	KELOWNA CHRISTIAN SCHOOL	139
CHILDREN'S HEARING & SPEECH CENTRE OF BC	171	KIMBERLEY INDEPENDENT SCHOOL SOCIETY	551
CHILLIWACK CHRISTIAN SCHOOL SOCIETY	120	KYAH WIGET EDUCATION SOCIETY	244
CHINA MAPLE LEAF EDUCATIONAL SYSTEMS	464	L'ECOLE FRANCAISE INTERNATIONALE DE VANCOUVER	457
CHOICE SCHOOL FOR GIFTED CHILDREN	220	LANGLEY CHRISTIAN SCHOOL SOCIETY	141
CHRIST CHURCH CATHEDRAL EDUCATIONAL SOCIETY	309	LEARNINGSTORM EDUCATION SOCIETY	620
CHRISTIAN HOME e-SCHOOL SOCIETY	508	LIGHTHOUSE CHRISTIAN ACADEMY SOCIETY	250
CHRISTIAN LIFE CENTRE OF FORT ST JOHN	230	LIONS GATE CHRISTIAN ACADEMY ASSOCIATION	394
CHRISTIAN OUTREACH OF CANADA	180	LIONS GATE MONTESSORI SOCIETY	484
CHRISTIAN SCHOOL SOCIETY OF HOUSTON	122	LOWELL HIGH SCHOOL INC.	649
CHURCH OF GOD IN CHRIST (MENNONITE)	269	LOWER KOOTENAY INDIAN BAND EDUCATION	341
CITY LIFE CHURCH	206	LOWER MAINLAND PURPOSE SOCIETY	499
CITY VANCOUVER ACADEMY INC.	638	MLE TRAINING & RESEARCH SOCIETY	518

Authority Name	Number	Authority Name	Number
MADRONA SCHOOL SOCIETY	382	SHANGHAI UNITED INTERNATIONAL SCHOOL GRP	595
MAGNUSSON SCHOOL LTD	579	SHAWNIGAN LAKE SCHOOL SOCIETY	164
MAHARISHI AGE OF ENLIGHTENMENT SCHOOL	257	SHIA MUSLIM COMMUNITY OF BRITISH COLUMBIA	520
MAIMONIDES SCHOOL SOCIETY	215	SHUSWAP CHRISTIAN EDUCATION SOCIETY	130
MAPLE HILL SCHOOL INC	676	SINO BRIGHT INVESTMENT LTD.	639
MAPLE LEAF EDUCATION NORTH AMERICA LTD	666	SINO CANADA HIGH SCHOOL	528
MCBRIDE MENNONITE CHURCH	438	SKETCHSTN COMMUNITY SCHOOL SOCIETY	552
MEADOW MONTESSORI SCHOOL	417	SOCIETY FOR CHILDREN WITH DISABILITIES	166
MEADOWRIDGE SCHOOL SOCIETY	222	SOUTH OKANAGAN MONTESSORI SCH. SOCIETY	482
MEI LUN INTERNATIONAL EDUCATION CENTRE	681	SOUTH SURREY INDEPENDENT SCHOOL SOCIETY	397
MEMBERS OF DANSKIN MENNONITE CHURCH	325	SQUAMISH MONTESSORI SOCIETY	586
MEMBERS OF DECKER LAKE MENNONITE CHURCH	326	SQUAMISH WALDORF SCHOOL ASSOCIATION	501
MEMBERS OF MONTNEY MENNONITE CHURCH	467	ST ALCUIN COLLEGE FOR THE LIBERAL ARTS	613
MEMBERS OF VANDERHOOF MENNONITE CHURCH	327	ST GEORGE'S SCHOOL SOCIETY	157
MENNONITE EDUCATIONAL INSTITUTE SOCIETY	143	ST JOHN'S INTERNATIONAL SCHOOL LTD	375
MIND MONTESSORI IN DELTA SOCIETY	310	ST MARGARET'S SCHOOL	158
MORMON HILLS SCHOOL SOCIETY	517	ST MARY'S KITIKCAMNAM SOCIETY	480
MOUNT CHEAM CHRISTIAN SCHOOL SOCIETY	146	ST MICHAEL'S UNIVERSITY SCHOOL SOCIETY	159
MOUNTAIN CHRISTIAN SCHOOL SOCIETY	264	ST THOMAS MORE COLLEGIATE LTD	160
MOUNTAINVIEW CHRISTIAN ACADEMY SOCIETY	522	STEIN VALLEY NLAKAPAMUX SCHOOL SOCIETY	383
MULGRAVE INDEPENDENT SCHOOL SOCIETY	428	STRATFORD HALL (SCHOOL) SOCIETY	451
MULTICULTURAL VANCOUVER PROJECTS SOCIETY	683	STUDIO 9 INDEPENDENT SCHOOL SOCIETY	466
NAK'AL BUN EDUCATION SOCIETY	411	SUNRISE EDUCATIONAL SOCIETY	225
NAMGIS EDUCATION SOCIETY	147	SURREY CHRISTIAN SCHOOL SOCIETY	188
NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY	148	SUZHOU IPO EDUCATION INVESTMENT COMPANY LTD	572
NANJING FOREIGN LANGUAGE SCHOOL	601	TERRACE CALVIN CHRISTIAN SCHOOL SOCIETY	167
NANNING GAOJIE EDUCATION CONSULTANT CO.	636	THE BRIDGE EDUCATIONAL SOCIETY	610
NELSON AREA WALDORF SCHOOL ASSOCIATION	203	THE CANADIAN BILINGUAL SCHOOL OF PARIS	657
NELSON CHRISTIAN SCHOOL SOCIETY	502	THE CHURCH OF GOD IN CHRIST (MENNONITE)	617
NETHERLANDS REFORMED CONGREGATION	149	THE CHURCH OF GOD IN CHRIST, MENNONITE	600
NEW LEARNING SOCIETY	249	THE FERNIE ACADEMY SOCIETY	509
NORTH CARIBOO CHRISTIAN SCHOOL SOCIETY	407	THE HIGH SCHOOL AT VIU	564
NORTH STAR MONTESSORI ELEM. SOCIETY	441	THE INT'L HIGH SCHOOL AT VIU ASSOCIATION	436
NORTHGATE CHRISTIAN EDUCATION SOCIETY	614	THE KING'S CHRISTIAN SCHOOL SOCIETY	193
NORTHSIDE MENNONITE CHURCH	329	THE MEMBERS OF ROSEDALE MENNONITE	643
NUXALK ACWSALCMALSLAYC SOCIETY	550	TIMESING EDUCATION GROUP INC.	547
OKANAGAN MONTESSORI ELEM. SCH SOC.	363	TIMESING EDUCATION SOCIETY	602
OSOBRAVO! CATERING INC	567	TRADITIONAL LEARNING SOCIETY OF BC	349
PACIFIC COMMUNITY RESOURCES SOCIETY	650	TSAWWASSEN INDEPENDENT SCHOOL SOCIETY	487
PACIFIC MONTESSORI SOCIETY	151	URBAN ACADEMY SOCIETY	500
PACIFIC PENTECOSTAL ED & COMM SOCIETY	191	VALLEY CHRISTIAN SCHOOL SOCIETY	200
PACIFIC RIM MONTESSORI ACADEMY SOCIETY	554	VANCOUVER CHRISTIAN SCHOOL ASSOCIATION	168
PACIFIC TORAH INSTITUTE SOCIETY	524	VANCOUVER CITY INTERNATIONAL COLLEGE LTD	615
PALS AUTISM SCHOOL SOCIETY	539	VANCOUVER COLLEGE LIMITED	169
PALS SOCIETY OF CANADA	576	VANCOUVER FORMOSA ACADEMY LTD.	353
PENELAKUT ISLAND LEARNING CENTRE SOCIETY	642	VANCOUVER HEBREW ACADEMY SOCIETY	119
PENTICTON CHRISTIAN SCHOOL SOCIETY	260	VANCOUVER MONTESSORI SCHOOL SOCIETY	170
POWELL RIVER CHRISTIAN SCHOOL SOCIETY	408	VANCOUVER TALMUD TORAH ASSOCIATION	172
PYTHAGORAS ACADEMY SOCIETY	619	VANCOUVER WALDORF SCHOOL SOCIETY	175
QUEEN CHARLOTTE YOUTH EDUCATION SOC.	409	VERNON CHRISTIAN SCHOOL SOCIETY	173
QUEEN MARGARET'S SCHOOL	152	VICTORIA CHRISTIAN EDUC. SOCIETY	174
QUEENSWOOD MONTESSORI SOCIETY	153	WALDORF SCHOOL ASSOCIATION OF KELOWNA	196
RADICALIS MONTESSORI SOCIETY	305	WEST COAST CHRISTIAN FELLOWSHIP	399
REGENT CHRISTIAN ACADEMY SOCIETY	235	WEST COAST MONTESSORI SOCIETY	403
RELEVANT SCHOOLS SOCIETY	154	WEST KOOTENAY EDUCATION RESOURCE SOC.	246
RICHMOND CHRISTIAN SCHOOL ASSOCIATION	155	WEST POINT GREY INDEPENDENT SCH. SOC.	430
RICHMOND JEWISH DAY SCHOOL SOCIETY	356	WESTBANK FIRST NATION, BC	479
ROMANI HOLDINGS LTD	668	WESTERN COMMUNITIES MONTESSORI SOCIETY	217
ROSE OF SHARON MINISTRIES	361	WESTSIDE FAMILY FELLOWSHIP SOCIETY	346
ROYAL BRIDGE COLLEGE SOCIETY	674	WESTSIDE MONTESSORI ACADEMY SOCIETY	573
ROYAL CANADIAN COLLEGE SOCIETY	304	WESTSIDE MONTESSORI SCHOOL (2011) LTD	474
SDA CHURCH - BC CONFERENCE	109	WESTSIDE PREPARATORY SOCIETY	527
SIS CANADA SCHOOL INC	633	WHISTLER WALDORF SCHOOL SOCIETY	493
SJS ST JOHN'S SCHOOL SOCIETY	224	WHITE ROCK CHRISTIAN ACADEMY SOCIETY	233
SALTWATER EDUCATION SOCIETY	596	WILLOWSTONE ACADEMY	418
SATNAM EDUCATION SOCIETY OF BC	221	WOODLAND CENTRE CONGREGATION	544
SEABIRD ISLAND EDUCATION SOCIETY	390	YES SCHOOL SOCIETY	658
SELFDDESIGN LEARNING FOUNDATION	226	YORK HOUSE SCHOOL SOCIETY	177
SEMINARY OF CHRIST THE KING	163	ZAWIYAH FOUNDATION	654
SENPOKCHIN EDUCATION SOCIETY	311	ZION LUTHERAN CHRCH & CHRSTN SCH OF PR. GRG	475