

---

# Fall Data – Independent & Offshore Schools

---

## Overview

### Components

The Fall data collection for independent schools and BC Offshore schools consists of three forms:

- **Form 1601:** School Data Collection, which is completed by the schools.
- **Form 1602:** Independent School Authority which is completed by the authority.
- **Form 1701:** Student Data Collection, which is a data file produced by the schools.

The school data verification consists of:

- one school level echo check for Form 1701 run by the school using the verification web application.

### Purpose

The information collected on these forms is used in the calculation of Full Time Equivalent (FTE) students for independent schools and BC Offshore schools.

This information is also used to produce school contact lists and to monitor various enrolment trends in programs offered by the independent and offshore school systems.

### Time Frame

August 31, 2017 to October 27, 2017

### Critical Dates for 2017

August 31	Distribution of Forms 1601 and 1602 to schools, authorities and offshore consultants
September 29	Snapshot date
October 6	Completed forms and data files returned to the Ministry
October 13	Duplicate reports posted to the web.
October 18	Duplicate resolutions retrieved by the Ministry
October 27	Independent and BC Offshore school database closed

---

## General Collection Procedures

- The Ministry sends Form 1601 to the independent schools and the Offshore Consultants/principals.
- Schools print the form completion instructions off the Ministry data collection web site.
- All schools load their 1701 files into the Ministry verification web program to check their own 1701 submissions prior to the October 6 deadline. This is the only way to verify and submit 1701 files to the Ministry.
- Schools request PENs for any students missing PENs. These PENs must be loaded in the 1701 file prior to submission to the Ministry.
- Schools complete the forms 1601 and produce the 1701 file, verifying the file, and forward them to the Ministry.
- The Ministry sends Form 1602 to the independent school authorities.
- The independent school authorities complete Form 1602, and forward to the Ministry.

## General Verification Procedures

- The Ministry loads the data and posts duplicate reports to the web for resolution.
- Schools are responsible for ensuring that duplicates are resolved by the time the ministry is scheduled to retrieve the resolutions from the web.
- The data is finalized by Data Management Unit.

!

**NOTE:** During the period from October 13 – October 27, schools may be contacted for further clarifications by Data Management Unit. During this same period, corrections may be entered and summary reports reviewed by the Office of the Inspector of Independent Schools.