

FORM 1601: PUBLIC SCHOOL DATA VERIFICATION

INSTRUCTIONS FOR PUBLIC SCHOOLS

Quick Reference

Any public school that has an update to the existing information on Form 1601 held by the ministry must submit the updates via the web. Simply go to the ministry [district and school contacts](#) web site, locate your school and send an update of school information, completing *only* the fields that require updating. See appendix 1 for detailed instructions.

Who must verify and update Form 1601 data?

- Standard (regular) schools
- Short Term Provincial Resource Programs
- Long Term Provincial Resource Programs
- Youth Custody/Residential Attendance Centres
- Continuing Education Schools
- Alternate Program Schools
- Ministry-Approved Distributed Learning Schools

When must updates to Form 1601 information be submitted?

Updates 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 communications regarding characteristics of schools.

Form 1601 is collected under the [School and Student Data Collection Order \(M152/89\)](#). Under this order Boards of Education are responsible for collecting and submitting the information to the Ministry.

If you need assistance

Questions about updating Form 1601 should be directed to your district contact person, or:

Kathryn Bissett
Data Management
Data.Management@gov.bc.ca
778 698-3410

Common mistakes to avoid when updating Form 1601 data

Mistake: Schools change the Principal's name but fail 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.

Step by step instructions for verifying Form 1601 data

Ministry school name

Verify the school name is correct.

School mailing address

Please ensure that all four fields, including province and postal code are correct.

School telephone number

Verify the school telephone number.

School FAX number

Verify the school fax number.

School EMAIL address

Verify the complete internet email address for the school has been entered. If the principal has changed ensure the email address reflected on the preprinted form is still correct.

! **NOTE:** All schools must provide a valid email address.

Name of principal or head teacher

Verify all four fields regarding the school principal or head teacher are correct: Title, Surname, First name, and Middle name or initial.

Physical school address

Verify all four fields, including province and postal code are correct, if the physical address is different from the school mailing address. Submit any physical address changes in the "notes" field on the web form.

School facility type

Below is a description of the five possible facility types in addition to the standard school. For schools currently classified as a type other than “Standard” the principal should read the descriptions below to ensure they meet the requirements.

Provincial Resource Programs (PRPs)

PRPs are facilities for special needs students, who, for health or other reasons, do not attend a regular school. Students are in Short Term PRPs for 3 months or less. Students are in Long Term PRPs for over 3 months.

Youth Custody/Residential Attendance Centres

These are centres where students may be sent either by court order, or while they are on probation.

Alternate Schools

Alternate education schools – Type 3 facilities – focus on the educational, social and emotional issues for those students whose needs are not being met in a traditional school program. An alternate education school provides its support through differentiated instruction, program delivery and enhanced counseling services based on student need. In order to be classified as a Alternate school all of the requirements in the [Alternate Education School Policy](#) must be met.

Continuing Education Schools

These are usually adult education programs (students aged 16 and older as of July 1, 2018 can enroll) offered by a school district, either leading to a high school completion or, in the case of school aged graduate, upgrading of a current certificate. Typically these programs are offered at non-traditional school hours (i.e., the evening).

To be reported in a CE school, students must be enrolled in a course offered by the CE school. Instruction must be provided by TRB certified staff whose FTE position is assigned to the CE school. Students in a face to face setting must be in a classroom consisting of CE students only.

Ministry-Approved Distributed Learning Schools

These are schools that operate under agreements with the Ministry to offer instruction to students by means of distributed learning only. Distributed learning is a method of instruction that relies primarily on indirect communication between students and teachers, including Internet or other electronic-based delivery, teleconferencing, or correspondence. It takes place when the student is learning primarily at a distance from the facility. A Distributed Learning School must be identified with a unique ministry school code. A Distributed Learning School may offer services to students with unique needs (e.g., adults, ELL, Aboriginal, Special Needs).

School organization

On the preprinted form one of the 6 boxes in this field should have an X in it. If your school organization has changed since September 2017, submit the correct information in the “notes” field on the web form.

- 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, simply indicate "other". Distributed Learning Schools should indicate “other” if they offer 12-month continuous enrolment.

When corrections will be applied

- ! **Note:** Changes submitted via the web form are not applied immediately. Please do not resubmit the updates. All changes will be made by October 31, 2018.

APPENDIX 1

UPDATING 1601 INFORMATION VIA THE SCHOOL AND DISTRICT CONTACTS SITE

You can find the contacts site using the following URL:

<http://www.bced.gov.bc.ca/schools>

Once at the site, find your school by any of the available methods. For most users this would best be achieved by using the “City” and “School Name” drop down lists found near the top of the page:

School and District Contacts

School Search

Select school by city or district to find a specific school's contact information

City ▼	District ▼
School Name ▼	School Name ▼

District Information

District Contact Information:

Once you have located your school and the “School Information” page is displayed, simply click the “Send an Update of School Information” link to access the update form.

School Information

- [Select a different school](#)
- [Send an update of School Information](#)
- [Download an excel file of this information](#)

District 081 - Fort Nelson
School Name and Address

<p>Fort Nelson Secondary - 08181013 PO Box 90, Fort Nelson, BC, V0C 1R0 Principal - Mr William Dolan Standard School Grades 8-12 Public School Enrolment as of September 30 2011 - 392</p>	<p>Phone 250 774-6958 Fax 250 774-2598 Email bdolan@sd81.bc.ca</p>
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Note that there are only 5 required fields on the form as indicated below. Other than these fields, users should *only complete the fields where a change is needed*. This will ensure that we know exactly what to update while reducing the amount of time spent on each form.

Update Information:

School -select a school-- (required)

School Type -select a type--

School Category -select a category-- (required)

NLC Activity

- Early Learning
- After school programs for youth
- Continuing Education
- Seniors
- Community sport and recreation
- Community use
- Integrated services

School Grade Range -select a range--

Principal's Name

Title -Select a Title

Address

Phone ### ###-####

Fax ### ###-####

Email

Effective Date

- Immediately
- mm/dd/yyyy

Notes

Your Information:

Name (required)

Phone ### ###-#### (required)

E-mail (required)

Submit

NLC Activity: If your school hosts Neighbourhood Learning Centre activities to support the needs of the community, please select the appropriate box(es).

Notes Field: Use this section to submit changes to your Physical Address (if different from the school mailing address), or changes to your School Organization. This field can also be used to inform us of anything else that might not be readily apparent from filling in other fields.

If we are unclear on any information we will follow up with the person listed in the “Your Information” section so it is imperative that this is completed correctly. If there is any uncertainty regarding a submission and we cannot reach you we will not make a change.

When all relevant fields have been completed and the “Submit” button has been clicked, the user will see a summary screen similar to that shown below.

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e on Earth

All B.C. Government This Section

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Printer Version

School: 08181013 Fort Nelson Secondary None Public School Secondary GR 8-12, SU

Title: --Select a Title

Phone: ### ##-####

Fax: ### ##-####

Email: testing@test.com

EffectiveDate: immediately

Notes: Please note our email address has changed.

SenderName: Mike Joa Testing

SenderPhone: 250-356-7459

SenderEmail: mike.joa@gov.bc.ca

Submit2: Submit

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The appearance of this screen confirms that your changes were submitted and have been added to the queue to be processed. Changes are not applied immediately so please do not resubmit. All changes will be made by October 31, 2018.

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Kathryn Bissett
Data Management
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