RETURN DATE: The Eligible Student (ES) Form must be received by the Ministry of Education no later than May 1, 2020 in order to process grant payments for disbursement on May 29, 2020. Late submissions will result in a payment delay to the Authority.

The Ministry strongly advises schools to retain student attendance, participation and enrolment documentation as the Ministry reserves the right to subsequently ask for the ES Form to be audited and if this occurs, funding may subsequently be adjusted.

- ALL independent schools who received grant funding for the 2019/20 school year must complete the ES Form. (Schools operating under a Distributed Learning Agreement are exempt from completing the ES Form.)
- ALL students claimed in Section I – Eligible Students Only, must be school age.
- The parent or guardian of a student must be ordinarily resident of British Columbia, who is a citizen of Canada, or a permanent resident, or is lawfully admitted to Canada. Guardians may be recognized only if they are such within the meaning of the Family Law Act or the Infants Act.
- FTE = Full-Time Equivalent
- Absences due to sickness, or any other excused absence should not be subtracted from the total hours enrolled.
- Responsibility of Authority
  The school authority must have student enrolment documents for all eligible students that include birthdate of student, citizenship of parent/guardian and residence of parent/guardian to confirm the student meets the definition of “eligible student”.

2019/20 Eligible Student (ES) Process
- A completed ES Form is to be submitted to the Ministry no later than May 1, 2020
- Management of the Authority is responsible for the completion of this form which represents their assertion regarding compliance

GENERAL Form Information
- ES Form captures student enrollment and attendance between July 1, 2019 and March 15, 2020.
- The ES Form is divided into two sections:
  SECTION I – ELIGIBLE STUDENTS ONLY
  Students that are school age, eligible for operating grant funding and enrolled in a Kindergarten to Grade 12 program.
  EXCLUDE the following students: out of province, international, “Status Indians” living on-reserve, registered home school, distributed learning and if applicable, students in a Group 3 or Group 4 portion of a school.
  SECTION II – ALL STUDENTS
  All school age students enrolled in a Kindergarten to Grade 12 program.
  INCLUDE the following students: eligible and non-eligible students enrolled in Kindergarten to Grade 12 and
  EXCLUDE the following students: registered home school, distributed learning and not enrolled in a Kindergarten to Grade 12 program.

And each section has Part A and Part B:
  PART A: Students attending 450 hours or more
  PART B: Students attending less than 450 hours
  For both Part A and Part B, Kindergarten is calculated by the program in which the student has been enrolled: Full Day Kindergarten or Half Day Kindergarten.
Section II has two additional parts:
PART C: Adult (Non-Graduated) Students
PART D: Cross-Enrolled Students (Grades 8 to 9 Only)

FORM COMPLETION
All parts of the form are to be completed prior to submitting to the Ministry.

School Code
= 8 numeric digits as indicated on the funding statement

School Name
= school name as indicated on the funding statements

City
= school is located

Authority No.
= 3 numeric digits as indicated on the funding statement

Authority Name
= authority name as indicated on the funding statement

SECTION I – ELIGIBLE STUDENTS ONLY
Students that are school age, eligible for operating grant funding and enrolled in a Kindergarten to Grade 12 program.
EXCLUDE the following students: out of province, international, “Status Indians” living on-reserve, registered home school, distributed learning and if applicable, students in a Group 3 or Group 4 portion of a school.

PART A: STUDENTS ATTENDING AT LEAST 450 HOURS
1. Eligible and enrolled in Grades 1 to Grade 12 and attended at least 450 hours.
Enter the FTE in (A1)
2. Eligible and enrolled in Kindergarten:
   (a) Full-Day program and attended at least 450 hours.
   Enter the FTE (2a)
   (b) Half-Day program and attended at least 240 hours.
   Headcount divided by 2 = FTE.
   Enter the FTE (2b)
   Enter (2a)+(2b) Total Kindergarten FTE (A2)

PART B: STUDENTS ATTENDING LESS THAN 450 HOURS
1. Eligible and enrolled in Grades 1 to Grade 12 and attended less than 450 hours.
Total hours of attendance divided by 450 = FTE.
Enter the FTE (B1)
2. Eligible and enrolled in Kindergarten:
   (a) Full-Day program and attended at less than 450 hours.
   Total hours of attendance divided by 450 = FTE.
   Enter the FTE (2a)
   (b) Half-Day program and attended less than 240 hours.
   Total hours of attendance divided by 240, then divided by 2 = FTE.
   Enter the FTE (2b)
   Enter (2a)+(2b) Total Kindergarten FTE (B2)

ENTER TOTAL of ALL ELIGIBLE STUDENT FTEs = ADD (A1)+(A2)+(B1)+(B2)
SECTION II – ALL STUDENTS
All school age students enrolled in a Kindergarten to Grade 12 program. INCLUDE the following students: eligible and non-eligible students enrolled in Kindergarten to Grade 12 and EXCLUDE the following students: registered home school, distributed learning and not enrolled in a Kindergarten to Grade 12 program.

PART A: STUDENTS ATTENDING AT LEAST 450 HOURS
1. Eligible and enrolled in Grades 1 to Grade 12 and attended at least 450 hours. Enter the FTE in (A1)
2. Eligible and enrolled in Kindergarten: (a) Full-Day program and attended at least 450 hours. Enter the FTE (2a) (b) Half-Day program and attended as least 240 hours. Headcount divided by 2 = FTE. Enter the FTE (2b) Enter (2a)+(2b) Total Kindergarten FTE (A2)

PART B: STUDENTS ATTENDING LESS THAN 450 HOURS
1. Eligible and enrolled in Grades 1 to Grade 12 and attended less than 450 hours. Total hours of attendance divided by 450 = FTE. Enter the FTE (B1)
2. Eligible and enrolled in Kindergarten: (a) Full-Day program and attended at less than 450 hours. Total hours of attendance divided by 450 = FTE. Enter the FTE (2a) (b) Half-Day program and attended less than 240 hours. Total hours of attendance divided by 240, then divided by 2 = FTE. Enter the FTE (2b) Enter (2a)+(2b) Total Kindergarten FTE (B2)

ENTER Total of ALL STUDENT FTEs = ADD (A1)+(A2)+(B1)+(B2)

PART C: ADULT (NON-GRADUATED) STUDENTS
INCLUDE the following: Adult students taking Ministry-Authorized or Board/Authority Authorizes courses that lead to a graduation diploma and Adult students taking a locally developed General Educational Development (GED) preparation course.
EXCLUDE the following: Adult student registered only to write the General Educational Development (GED) examination and Adult students who have either met the general requirements for graduation in British Columbia or have completed the requirements for graduation from a secondary or high school in another jurisdiction.
Enter the Adult Non-Graduated students enrolled at the educational facility, as reported on Form 1701. FTE is determined by the number of courses in attendance, 1 course = .125 FTE Enter the FTE (C)
PART D: CROSS-ENROLLED STUDENTS (GRADES 8 and 9 ONLY)

All cross-enrolling Grades 8 and 9 students must have at least one of their educational programs delivered, in whole or part through Distributed Learning.

INCLUDE the following: students who are school age non-graduates and enrolled and attending in Grade 8 and Grade 9 level courses that align with the provincial curriculum.

EXCLUDE the following: school age students in grades other than Grade 8 and Grade 9, Adult students, out-of-province/international students, students enrolled in a Provincial Resource Program (PRP) for 3 months or less, exchange students and students who are only registered to write the General Educational Development (GED) examinations.

Enter the number of Grade 8 and Grade 9 courses separately.

Enter the Total Course Count (D)
INDEPENDENT SCHOOL ACT

“authority” means
(a) a society incorporated under the Society Act,
(b) a company within the meaning of the Business Corporations Act or a corporation incorporated under a private Act, or
(c) a person designated, by regulation, as an authority that operates or intends to operate an independent school;

“educational program” means
an organized set of learning activities that is designed to enable learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy;

“guardian” means
(a) a guardian within the meaning of the Family Law Act, or
(b) a personal guardian within the meaning of the Infants Act;

“school age” means a person is deemed
(a) to be of school age at the beginning of a school year if the person will have reached age 5 on or before December 31 of that school year, and
(b) to continue to be of school age until the end of the school year in which the person reaches age 19.

“student record” means
a record of information in written or electronic form in respect of a student, but does not include a record prepared by a person if that person is the only person with access to the record;

INDEPENDENT SCHOOL REGULATION

“eligible student” means a student
(a) who is of school age, and
(b) whose parent or guardian
   (i) is, or was at the time of that parent’s or guardian’s death, a citizen of Canada or a permanent resident, as defined in the Immigration and Refugee Protection Act (Canada), who is or was at the time of the parent’s or guardian’s death, ordinarily resident in British Columbia, or
   (ii) is lawfully admitted to Canada and is ordinarily resident in British Columbia.

EDUCATIONAL STANDARDS ORDER
http://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/j/m41_91.pdf

ADULT NON-GRADUATED ADULT POLICY
https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/independent-schools/adult-non-graduated-funding-policy-independent-schools