



SCHOOL YEAR 2023/24

This form is to be completed by all independent schools* who received grant funding for the 2023/24 school year and must be **submitted to the Ministry by June 14, 2024.**

Management of the Authority is responsible for the completion of this form which represents their assertion regarding compliance. This form should be prepared and signed off by the Authority and submitted with an Auditor's Report to the Ministry by June 14, 2024.

SCHOOL CODE:	SCHOOL NAME:	CITY:
AUTHORITY NO.:	AUTHORITY (SOCIETY) NAME:	

SECTION 1 – ELIGIBLE STUDENTS ONLY

Enrolled in Kindergarten to Grade 12 between July 1, 2023 – May 15, 2024

Exclude: out-of-province students, international students, students living on-reserve, registered home school students, online learning students, non-graduated adults, cross enrolled students, and students in a Group 3, or 4 portion of a school.

PART A: STUDENTS ATTENDING AT LEAST 600 HOURS

1. The number of students enrolled in Grades 1-12 (headcount = FTE)	A1
2. The number of Kindergarten students:	
(a) Enrolled in a Full-Day Program (headcount = FTE)	+
(b) Enrolled in a Half-Day Program - attending at least 320 hours (headcount divided by 2 = FTE)	+
Total Kindergarten (a) + (b)	= A2

PART B: STUDENTS ATTENDING LESS THAN 600 HOURS

1. The number of students enrolled in Grades 1-12 (total hours in attendance divided by 600 = FTE)	B1
2. The number of Kindergarten students:	
(a) Enrolled in a Full-Day Program (total hours in attendance divided by 600 = FTE)	+
(b) Enrolled in a Half-Day Program - attending less than 320 hours (total hours in attendance divided by 320, then divided by 2 = FTE)	+
Total Kindergarten (a) + (b)	= B2

TOTAL ELIGIBLE STUDENT FTEs (A1) + (A2) + (B1) + (B2):

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Please proceed and complete next page – Section II ALL STUDENTS



SECTION II – ALL STUDENTS

Enrolled in Kindergarten to Grade 12 between July 1, 2023 – May 15, 2024

Include eligible and non-eligible K-12 students.

Exclude registered home school students, online learning students and all students not enrolled in a K-12 program

PART A: STUDENTS ATTENDING AT LEAST 600 HOURS

1. The number of students enrolled in Grades 1-12 (headcount = FTE)	A1
2. The number of Kindergarten students:	
(a) Enrolled in a Full-Day Program (headcount = FTE)	
(b) Enrolled in a Half-Day Program - attending at least 320 hours (headcount divided by 2 = FTE)	+
Total Kindergarten (a) + (b)	A2

PART B: STUDENTS ATTENDING LESS THAN 600 HOURS

1. The number of students enrolled in Grades 1-12 (total hours in attendance divided by 600 = FTE)	B1
2. The number of Kindergarten students:	
(a) Enrolled in a Full-Day Program (total hours in attendance divided by 600 = FTE)	
(b) Enrolled in a Half-Day Program - attending less than 320 hours (total hours in attendance divided by 320, then divided by 2 = FTE)	+
Total Kindergarten (a) + (b)	B2

SECTION II – TOTAL ALL STUDENT FTEs (A1) + (A2) + (B1) + (B2):

PART C: ADULT (NON-GRADUATED) STUDENTS

The number of Non-Graduated Adult Students enrolled in Grades 1-12 (as reported on Form 1701) (Course count multiplied by .125 = FTE)	C
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PART D: CROSS-ENROLLED STUDENTS (GRADES 8-9 ONLY)

The number of cross-enrolled courses. This reporting school cannot be the student's school of record.

Grade 8		+ Grade 9		=	D
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- Our Auditor is qualified under the Act and has appropriate licensing (Audit category) from the Chartered Professional Accountants of BC (CPABC).
- Attached Auditor's Report (CSAE 3530) as provided to the Authority by the external auditor.

“Management asserts that the information has been prepared and presented in accordance with the criteria established by the Independent Schools ES Audit Form Completion Information (“the specified requirements”) under Section 2(1)(d) of the Independent Schools Regulation (“the Regulation”) of the Ministry of Education Office of the Inspector of Independent Schools for the Province of British Columbia (“the Ministry”).

Signature of Authorized Individual

Date

Name of Authorized Individual

Position / Title

Completion of the Eligible Student form is required under Section 2(1) of the Independent School Regulation and must be **received by the Ministry before June 14, 2024.**

Email the completed form and Auditor's Report to: FAA.IS@gov.bc.ca

Subject line of email should contain the school name and school code - Example: Name of Independent School 065-12345

Funding & Allocation, Ministry of Education - Phone: 250-356-2514