

2006-JUL-18

PEN Activity Report for 000 00000 - SCHOOL NAME

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Attention: School PEN Coordinator

To change the person listed as the PEN Contact for your school, log into PEN Web and update your contact information from the main menu.

This report summarizes all of the students submitted in your latest PEN request. Please review this report and update your Student Administration System and files before your next data submission.

The records from your PEN request are grouped into sections based on the accuracy of the data match. Records listed in the PENDING section require action before PENS can be assigned. For a detailed explanation of the report groupings view the sample report on our web site at http://www.bced.gov.bc.ca/pen

If you have students reported in the DIFFERENCES section of this report, please review and make the necessary corrections. If the Official Ministry record requires updating please send us legal documentation for the student and we will update our system.

The notes in this section will change from time to time. Reading the message may answer some of your questions!

INTERPRETATION:

Sch: This line reports the record as submitted in your PEN request.

Min: This line reports the information stored in the Official Ministry record.

Your comments and questions are always welcome. Please feel free to contact us at:

Email: pens.coordinator@gov.bc.ca

Telephone: (250) 356-8020 Facsimilie: (250)953-0450

PENDING - The following records have not been processed because the submitted records contain invalid characters or incomplete demographic information. Please correct the student demographic information in your Student Administration system then re-submit your PEN Request. If your student demographic information was submitted correctly, please forward legal documentation to the PEN Coordinator at (250) 953-0450.

PEN	Legal Surname	Legal Given Name	Legal Middle Names	Birth Date	Gn	School Id
SCH Pending	LASTNAME	FIRSTNAME		0000/01/01	F	0000
SCH Pending	LASTNAME		MIDDLENAME	0000/00/00	F	0000
SCH Pending	LASTNAME	FIRSTNAME	MIDDLE	0000/00/00	F	0000

missing legal name      potential missing middle name      missing birthdate

Records could be left as pending for various reasons. To resolve these missing PENs, please correct the student demographic information in your student administrative system then re-submit your PEN Request. If your student demographic information was submitted correctly, please fax copies of their legal documents to the PEN Coordinator, along with this report page.

**NEW PEN ASSIGNED** - The record submitted did not match any of the Official Ministry Records. The data you submitted will be posted and become an Official Ministry Record.

	PEN	Legal Surname	Legal Given Name	Legal Middle Names	Birth Date	Gn	School Id
Min	000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Min	000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Min	000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000

A match could not be found for this student. A new PEN has been assigned and the data from your request has now become the official ministry record. Future changes to this information will need to be accompanied by legal documentation.

**EXACT MATCH** - The record you submitted has matched an Official Ministry Record.

	PEN	Legal Surname	Legal Given Name	Legal Middle Names	Birth Date	Gn	School Id
SCH	000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Min	SAME						
SCH	000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Min	SAME						

The official ministry record matched the record in your PEN request exactly! No further action is required.

**DIFFERENCES** - The information in the Official Ministry record is different than the record you have submitted. PLEASE FAX the PEN Coordinator any legal documentation that indicates the information in the record you have submitted is correct. Also, listed in this section are any 'changed' PENS. Please replace your current PEN section with the Official Ministry PEN.

PEN	Legal Surname	Legal Given Name	Legal Middle Names	Birth Date	Gn	School Id
SCH 000000000	LASTNAME	FIRSTNAME	MIDDLE	0000/00/00	M	0000
Min 000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	F	0000
SCH 111111111	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Min 222222222	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
Usual name: LASTNAME, FIRSTNAME MIDDLENAME						

The PEN that was submitted for this student has been changed. The old PEN was either incorrect or invalid. Replace the submitted PEN with the number in the PEN column in your Student Administration System.

If a student prefers to be called something other than what appears on their birth certificate or legal name change document, it will appear in this line, below their legal name. (i.e. nicknames, aka's, aliases, called names)

The official ministry record matched a record in your PEN request, but not exactly. Update your Student Administration System with the ministry information or fax legal documentation indicating the correct data to the PEN Coordinator.

**CONFIRMED** - The record you submitted has matched an Official Ministry Record, however your record differs from the Official Ministry Record which has been confirmed with legal documentation. PLEASE update your record with the information from the Official Ministry Record or fax the PEN Coordinator any legal documentation that indicates the record you submitted is correct.

PEN	Legal Surname	Legal Given Name	Legal Middle Names	Birth Date	Gn	School Id
SCH 000000000	LASTNAME	FIRSTNAME	MIDDLE	0000/00/01	M	0000
Min 000000000	LASTNAME	FIRSTNAME	MIDDLENAME	0000/00/00	M	0000
PEN Previously Requested by: XXXXXXXX School Name						

This PEN was requested by the listed school within the last year.

Only part of the students legal middle name has been entered into your system. Please add the data from the Official Ministry Record

Your birthdate appears to be different then the Official Ministry Record which has been confirmed with a legal document. Please update your record with the data in the Official Ministry Record

The Ministry has a legal document on file for the student. Please update your records with the data in the Official Ministry record or submit a legal document which shows that your data is correct

The PEN request file was processed by the PEN system on 2003/07/18 at 08:41, reference id 8

END OF REPORT