

2008/09 Summer Learning (SL) Audit Program
Student Enrolment Data Claimed for the Period of July 1 2008 to August 31, 2008

Date of Visit: _____ Facility Visited: _____ School District: _____

Lead Auditor: _____ Audit Team Members: _____

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p>Ref. Summer Learning Data Collection Instructions for Form 1701.</p> <p>Students reported for funding by the SL centre are:</p> <ul style="list-style-type: none"> • <i>Students who are of school age (born between July 1, 1989 and December 31, 2003) and are</i> • <i>Enrolled at the Kindergarten to Grade 9 level, for the completion of learning outcomes outlined in the appropriate subject educational program guide or</i> • <i>Enrolled in Ministry-Authorized or Board Authority Authorized Grade 10-12 level courses.</i> • <i>The program or course must be offered and completed between July 1, 2008 and August 31, 2008.</i> <p>(Ref: SL Data Collection Instructions, P.1)</p>	<p>Evidence that students and courses/programs reported for funding meet all the Ministry requirements to qualify for SL funding.</p>	<p>Whether the districts are accurately reporting students and courses/ programs in accordance with Ministry of Education (MEd) requirements for SL funding.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • Summer Learning Data Collection Instructions for Form 1701, dated April 2, 2008 www.bced.gov.bc.ca/datacollections/july/summer_learning1701p.pdf • Table 8 of the 2008/09 Operating Grants Manual, March 2008 • Ministry of Education's March 31, 2008 Summer School Funding notification letter to all Secretary-Treasurers 	
B.C. College of Teachers (BCCoT)				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>under the supervision of, assessed and evaluated by a member of the BC College of Teachers</i> <p>(Ref: K-12 Funding General Policy)</p>			<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • K-12 Funding- General Policy <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify teachers' membership in BCCoT by reviewing a copy of each of the teachers' current membership in BCCoT. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
B.C. Residency				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>ordinarily resident in BC (and where applicable) with their parent/legal guardian</i> • <i>enrolled in the district</i> (Ref: K-12 Funding General Policy) <p><i>International students are not eligible for a provincially funded education, as they do not meet residency requirements</i> (Ref: International Students Policy). See International Students Policy for exceptions.</p>			<p>Key Documents: As above.</p> <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Determine the school process for ensuring that parents or legal guardians are ordinarily resident in BC. 2. Document the full school process as determined in Step 1, including names of personnel contacted. <p>Note: Verification of residency and district enrolment is included in the audit steps below.</p>	
Enrolment and Attendance				
<p>Students reported on Form 1701 are enrolled in the District on the reporting date of July 18, 2008. (Ref: Ministry of Education's March 31, 2008 Summer School Funding notification to all Secretary-Treasurers and SL Data Collection Instructions, P.1)</p> <p><i>Students may be reported by multiple schools</i> (Ref: SL Data Collection Instructions, P.2)</p> <p>Students excluded from Summer Learning funding:</p> <ul style="list-style-type: none"> • <i>School-age graduates</i> • <i>Adult students</i> • <i>Students taking part in summer camp</i> • <i>Grades 10, 11, 12 and SU students enrolled in Distributed Learning Programs</i> • <i>Out of Province/International Students</i> 	<p>Verification that students reported on Form 1701 were enrolled and attending SL on July 18, 2008.</p>	<p>That the district has reported for funding only:</p> <p>a) students who were enrolled and in attendance in eligible courses/programs in accordance with the SL specified time period.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • Form 1701 ECHO Report 9100. <p>Audit Steps (Enrolment): Review by sampling Form 1701 data:</p> <ol style="list-style-type: none"> 1. Select a sample totalling a minimum of 25% of the SL students listed on Form 1701 enrolment report (ECHO 9100). 2. Verify that the student is enrolled by reviewing student and school documents and interviewing staff. Evidence supporting enrolment includes: <ul style="list-style-type: none"> • Course and student time tables • System course registration reports • Attendance records • Program of studies • Information from interviews with teachers and other staff • Student work (modules, test, project work) 3. Verify that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<ul style="list-style-type: none"> • <i>Students enrolled in a Provincial Resource Program (PRP for 3 months or less</i> • <i>Exchange Students</i> • <i>Students who are only registered to write the General Education Development) examinations</i> • <i>Pre-primary or early childhood education students (those born after December 31, 2003)</i> <p>(Ref: SL Data Collection Instructions, P.2)</p>			<p>4. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</p> <p>Audit Steps (Attendance):</p> <ol style="list-style-type: none"> 1. Determine that each of the students in the sample attended each course (or program in the case of Grade K-9 students) claimed for funding. 2. Evidence to support the students' attendance includes: <ul style="list-style-type: none"> • Classroom teacher attendance sheets • Computer bubble sheets • Electronic data (system logins/outs) • Information gathered through interviews with teachers and other staff • Record of work performed (progress) 3. Identify any discrepancies on an observation sheet and attach student information and supporting documentation (including staff contacts if applicable). 	

Number of Courses/Programs Reported

For funding purposes, boards must report courses in three categories:

(Ref: Ministry of Education's March 31, 2008 Summer School Funding notification to all Secretary-Treasurers and SL Data Collection Instructions, P.8)

Full credit courses must cover 100 percent of the learning outcomes, and involve a **minimum** of 80 hours of instruction, for each course designated as Grade 10, 11, or 12. Full Credit Courses are funded at \$400 per course.

Partial Courses cover less than 100% of the learning outcomes, and involve fewer than 80 hours of instruction, for courses designated as Grade 10, 11, or 12. Partial Courses will be funded at \$200 per course.

K to 7 Programs that cover provincial learning outcomes, and involve fewer than 80 hours of instruction, will be funded at \$200 per student (headcount)

Grade 8 to 9 Program Courses that cover provincial learning outcomes, and involve fewer than 80 hours of instruction, will be funded at \$200 per student/per program/course.

The following may not be included as courses for summer school funding purposes:

- *Planning 10*
- *Career and Personal Planning*
- *Graduation Transitions*
- *Secondary School Apprenticeship*

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<ul style="list-style-type: none"> • <i>Work Experience</i> • <i>Support Blocks</i> • <i>Prior learning assessment credit granting</i> • <i>Tutorial time</i> • <i>Teacher consultation</i> • <i>Courses completed via challenge</i> 				
<p>The school district must report only those courses/programs for students enrolled on the reporting date of July 18, 2008.</p> <p>The course or program must be offered and completed by August 31, 2008.</p>	<p>Assurance of accuracy and appropriateness of the number of courses/programs claimed for funding for each student reported to the Ministry of Education by school districts.</p>	<p>Whether the district is accurately reporting the number of courses/programs in compliance with the Ministry's school and student data collection instructions.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • M191/94 Student Progress Order • M295/95 Required Areas of Study in an Educational Program Order • M302/04 Graduation Program Order • Manual of Course Information for the Graduation Program • M205/95 Graduation Requirements Order • <i>School Act</i> Section 82 <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Reconcile the number of courses/programs recorded on the Form1701 to the courses/programs that the student is enrolled in. For each of the students in the sample: <ul style="list-style-type: none"> • Request a list of all funded courses/programs with start and finish dates. • Determine the number of courses/programs reported on the Form 1701 and compare to the courses in which the student was enrolled and attending. 2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation. 	
Courses Leading to Graduation for School Aged Students				
<p>Courses Claimed Leading to Graduation <i>The following may not be included as courses for funding purposes :</i></p> <ul style="list-style-type: none"> • <i>Planning 10</i> 	<p>Verification that courses reported for funding meet MEd graduation requirements.</p>	<p>Whether the district has reported eligible courses which lead to graduation in accordance with</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • As above; and • Graduation Requirements Policy <p>Audit Steps:</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<ul style="list-style-type: none"> • <i>Career and Personal Planning</i> • <i>Graduation Transitions</i> • <i>Secondary School Apprenticeship</i> • <i>Work Experience</i> • <i>Support Blocks</i> • <i>Prior learning assessment credit granting</i> • <i>Tutorial time</i> • <i>Teacher consultation</i> • <i>Courses completed via challenge.</i> <p>In accordance with SL Data Collection Instructions, P.9.</p>		<p>Ministry graduation requirements.</p>	<ol style="list-style-type: none"> 1. Verify that the courses claimed are leading to the graduation of the student. Use www.bced.gov.bc.ca/graduation/ataglace.pdf for specific (Dogwood) graduation requirements and reference Course Information for the Graduation Program at www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf to identify eligible courses. <ul style="list-style-type: none"> • Reconcile the courses claimed with the Graduation Requirements to ensure courses are allowed. 2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation. 	
Supplementary Service Claims				
<p>English as a Second Language/Dialect (ESL/D)/French as a Second Language (FSL) and Aboriginal Education services must be in evidence at the time of the July 18, 2008 claim for the district to be eligible for this funding. (Ref. SL Data Collection Instructions)</p>	<p>Evidence that claimed supplementary services are in place in accordance with Ministry requirements for these services</p>	<p>There is evidence of the claimed supplementary service(s) at July 18, 2008.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • As above (See Pages 5 through 7 for ESL and Aboriginal requirements and Page 9 for Special Needs in the SL Data Collection Instructions). <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Select a combined minimum sample of 25% of the students reported as ESL and Aboriginal Education on the Form 1701. 2. Verify that the sampled ESL and Aboriginal Education students are receiving the service as outlined in the Form 1701 directives by July 18, 2008. 3. Identify any discrepancies on an observation sheet and attach student information and supporting documentation. 	