

**2010/11 Summer Learning (SL) Audit Program**  
**Student Enrolment Data Claimed for the Period of July 1 2010 to August 31, 2010**

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><i>Boards of education are reminded that summer programs must comply with Section 82 of the School Act, which requires boards to provide instruction in an education program sufficient to meet the general requirements for graduation, free of charge, to every school-age student resident in British Columbia, as well as the educational resource materials necessary to participate in the education program.</i> (Ref. Ministry of Education's February 18, 2010 Deputy Minister's Summer Learning Policy letter)</p> <p>Students reported for funding by the SL centre are:</p> <ul style="list-style-type: none"> <li>• <i>Students who are of school age (born between July 1, 1991 and December 31, 2005) and are</i></li> <li>• <i>Enrolled and attending at the Grade 1 to Grade 7 level, for the completion of courses that align with the provincial curriculum, and are offered for a minimum of 40 hours; or</i></li> <li>• <i>Enrolled and attending in Grade 8 to Grade 9 level courses that align with the provincial curriculum, and are offered for a minimum of 40 hours; or</i></li> <li>• <i>Enrolled and attending in Grade 10-12 level courses. Both four credit courses that <b>meet all</b> the provincial or board/authority authorized learning</i></li> </ul>	<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><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• Summer Learning Data Collection Instructions for Form 1701, dated April 29, 2010. <a href="http://www.bced.gov.bc.ca/datacollections/july/summer_learning1701p.pdf">www.bced.gov.bc.ca/datacollections/july/summer_learning1701p.pdf</a></li> <li>• Table 10 of the 2010/11 Operating Grants Manual, March 2010</li> <li>• Ministry of Education's February 18, 2010 Deputy Minister's Summer Learning Funding policy notification letter to all Secretary-Treasurers</li> <li>• <i>School Act</i>, Section 82</li> </ul>	

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<p><i>outcomes within the provincial curriculum, or partial credit courses that align with the provincial or board/authority authorized curriculum and are offered for a minimum of 40 hours.</i></p> <ul style="list-style-type: none"> <li><i>The program or course must be offered and completed between July 1, 2010 and August 31, 2010.</i></li> </ul> <p>(Ref. Summer Learning Data Collection Instructions for Form 1701)</p>				
<b>B.C. College of Teachers (BCCoT)</b>				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> <li><i>under the supervision of, assessed and evaluated by a member of the BC College of Teachers</i></li> </ul> <p>(Ref: K-12 Funding General Policy)</p>			<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>K-12 Funding-General Policy</li> <li><i>School Act</i>, Section 19</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>Verify teachers' membership in BCCoT by reviewing a copy of each of the teachers' current membership in BCCoT.</li> </ol>	
<b>B.C. Residency</b>				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> <li><i>ordinarily resident in BC (and where applicable) with their parent/legal guardian</i></li> <li><i>enrolled in the district</i></li> </ul> <p>(Ref: K-12 Funding General Policy)</p> <p><i>Non-resident Out-of-Province/ International students are not eligible for summer learning funding. Per SL interim policy, 2010/11 Operating Grants Manual, and Form 1701 Instructions.</i></p>			<p><b>Key Documents:</b> As above.</p> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>Determine the school process for ensuring that parents or legal guardians are ordinarily resident in BC.</li> <li>Document the full school process as determined in Step 1, including names of personnel contacted.</li> </ol> <p><b>Note:</b> Verification of residency and district enrolment is included in the audit steps below.</p>	

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<b>Enrolment and Attendance</b>				
<p>Students reported on Form 1701 are enrolled in the District on the reporting date of July 16, 2010 and attending courses that align with the provincial curriculum, and are offered and completed between July 1, 2010 and August 31, 2010. (Ref: SL Data Collection Instructions, P.1)</p> <p><i>For this data collection, students may be reported as attending multiple schools and districts.</i>(Ref: SL Data Collection Instructions, P.2)</p> <p>Students excluded from Summer Learning funding:</p> <ul style="list-style-type: none"> <li>• <i>Students in Kindergarten</i></li> <li>• <i>School-age graduates</i></li> <li>• <i>Adult students</i></li> <li>• <i>Students taking part in summer camp</i></li> <li>• <i>Grades 10, 11, 12 and SU students enrolled in Distributed Learning Programs</i></li> <li>• <i>Out of Province/International Students</i></li> <li>• <i>Students enrolled in a Provincial Resource Program (PRP) for 3 months or less</i></li> <li>• <i>Exchange Students</i></li> <li>• <i>Students who are only registered to write the General Education Development) examinations</i></li> <li>• <i>Pre-primary or early childhood education students (those born after December 31, 2005)</i></li> </ul> <p>(Ref: SL Data Collection Instructions, P.2)</p>	<p>Verification that students reported on Form 1701 were <b>enrolled on July 16, 2010</b> and <b>attending SL courses offered and completed between July 1, 2010 and August 31, 2010.</b></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><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• Form 1701 ECHO Report 9100.</li> </ul> <p><b>Audit Steps (Enrolment):</b>  <b>Review by sampling Form 1701 data:</b></p> <ol style="list-style-type: none"> <li>1. Select a sample of the SL students listed on Form 1701 enrolment report (ECHO 9100).</li> <li>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"> <li>• Course and student time tables</li> <li>• System course registration reports</li> <li>• Attendance records</li> <li>• Program of studies</li> <li>• Information from interviews with teachers and other staff</li> <li>• Student work (modules, test, project work)</li> </ul> </li> <li>3. Verify that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC.</li> <li>4. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</li> </ol> <p><b>Audit Steps (Attendance):</b></p> <ol style="list-style-type: none"> <li>1. Determine that each of the students in the sample attended <b>each course</b> claimed for funding.</li> <li>2. Evidence to support the students' attendance includes: <ul style="list-style-type: none"> <li>• Classroom teacher attendance sheets</li> <li>• Computer bubble sheets</li> <li>• Electronic data (system logins/outs)</li> </ul> </li> </ol>	

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			<ul style="list-style-type: none"> <li>• Information gathered through interviews with teachers and other staff</li> <li>• Record of work performed (progress)</li> </ul> 3. Identify any discrepancies on an observation sheet and attach student information and supporting documentation (including staff contacts if applicable).	
<b>Number of Courses/Programs Reported</b>				
<p><i>All students attending summer school must be assessed and assigned a mark. (SL Data Collection Instructions, P.2)</i></p> <p><i>The Ministry will provide summer learning funding in 2010 for courses that lead to graduation based on the following revised schedule:</i></p> <p><b>Grades 1-7: Instruction</b> that aligns with provincial curriculum, and has a minimum of 40 hours of instruction, will be funded at \$200 per student.</p> <p><b>Grades 8-9: Courses</b> that align with provincial curriculum, and have a minimum of 40 hours of instruction, will be funded at \$200 per course.</p> <p><b>Grades 10-12: Partial courses</b> that align with provincial or board/authority authorized curriculum, and have a minimum of 40 hours of instruction, will be funded at \$200 per course.</p> <p><b>Grades 10–12: Four-credit courses</b> that <u>meet all</u> the provincial or board/authority-authorized learning outcomes will be funded at \$400 per course. (Ref: Ministry of Education’s February 18, 2010 Summer Learning Funding policy letter and Operating Grants Manual, Table 10)</p> <p><i>Classroom based industry training courses may be reported...if they are part of the student’s planned program leading to graduation and they meet the requirements in the Recognition of Post-Secondary Transition Programs for Funding Purposes policy <a href="http://www.bced.gov.bc.ca/policy/policies/recog_post_sec.htm">http://www.bced.gov.bc.ca/policy/policies/recog_post_sec.htm</a>. (Ref. SL Data Collection Instructions, P.8)</i></p>				
Districts offering Summer Learning instruction report only those courses for students attending a program or course between July 1, 2010 and August 31, 2010 (enrolled on the reporting date of July 16, 2010). (Ref: SL Data Collection Instructions, P.1)	Assurance of accuracy and appropriateness of the number of eligible courses/programs claimed for funding for each student reported to the Ministry of Education by school districts.	Whether the district is accurately reporting the number of eligible courses/programs in compliance with the Ministry’s school and student data collection instructions.	<b>Key Documents:</b> As above, and <ul style="list-style-type: none"> <li>• M191/94 Student Progress Report Order</li> <li>• M205/95 Graduation Requirements Order</li> <li>• M295/95 Required Areas of Study in an Educational Program Order</li> <li>• M302/04 Graduation Program Order</li> <li>• Manual of Course Information for the Graduation Program</li> </ul> <b>Audit Steps:</b> 1. Reconcile the number of courses/programs recorded on ECHO9100 to the eligible courses/programs that the student is enrolled in. For each of the students in the sample:	

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			<ul style="list-style-type: none"> <li>• Request a list of all funded courses/programs with start and finish dates.</li> <li>• Determine the number of courses/ programs reported on ECHO9100 and compare to the courses in which the student was enrolled and attending.</li> </ul> <p>2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</p>	
<b>Courses Leading to Graduation (secondary courses Grades 8-12)</b>				
<p><i>The Ministry will provide summer learning funding in 2010 for courses that lead to graduation...(Ref: February 18, 2010 Ministry Summer Learning Policy letter)</i></p> <p><i>The following may <b>not</b> be included as courses for funding purposes:</i></p> <ul style="list-style-type: none"> <li>• <i>Planning 10</i></li> <li>• <i>Career and Personal Planning</i></li> <li>• <i>Graduation Transitions</i></li> <li>• <i>Secondary School Apprenticeship</i></li> <li>• <i>Work Experience</i></li> <li>• <i>Support Blocks</i></li> <li>• <i>Prior learning assessment credit granting</i></li> <li>• <i>Tutorial time</i></li> <li>• <i>Teacher consultation</i></li> <li>• <i>Courses completed via challenge.</i></li> </ul> <p>(Ref: SL Data Collection Instructions, P.8.)</p>	<p>Verification that courses reported for funding meet MEEd graduation requirements.</p>	<p>Whether the district has reported eligible courses which lead to graduation in accordance with Ministry graduation requirements.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• As above; and</li> <li>• Graduation Requirements Policy</li> </ul> <p><b>Audit Steps:</b></p> <p>1. Verify that the courses claimed are leading to the graduation of the student. Use <a href="http://www.bced.gov.bc.ca/graduation/ataglance.pdf">www.bced.gov.bc.ca/graduation/ataglance.pdf</a> for specific (Dogwood) graduation requirements and reference Course Information for the Graduation Program at <a href="http://www.bced.gov.bc.ca/graduation/courseinfo/">http://www.bced.gov.bc.ca/graduation/courseinfo/</a> to identify eligible courses.</p> <ul style="list-style-type: none"> <li>• Reconcile the courses claimed with the Graduation Requirements to ensure courses are allowed.</li> </ul> <p>2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</p>	
<b>Supplementary Service Claims</b>				
<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 16, 2010 claim for the district</p>	<p>Evidence that claimed supplementary services are in place in accordance with Ministry requirements for these</p>	<p>There is evidence of the claimed supplementary service(s) at July 16, 2010.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• As above, and</li> <li>• See SL Data Collection Instructions Pages 5 through 7 for ESL and Aboriginal requirements and Page 8</li> </ul>	

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to be eligible for this funding. (Ref. SL Data Collection Instructions)	services		<p>and 9 for Special Needs.</p> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Select a sample of the students reported as ESL and Aboriginal Education on the Form 1701.</li> <li>2. Verify that the sampled ESL and Aboriginal Education students are receiving the service as outlined in the Form 1701 directives by July 16, 2010.</li> <li>3. Verify students claimed for supplementary funding are ordinarily resident in BC with their parent/guardian.</li> <li>4. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</li> </ol>	