

**2011/12 Summer Learning (SL) Audit Program
Student Enrolment Data Claimed for the Period of July 1 2011 to August 31, 2011**

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>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, 1992 and December 31, 2006) and are</i> • <i>Enrolled and attending at the Grade 1 to Grade 7 level, for the completion of courses that align with the provincial curriculum; or</i> • <i>Enrolled and attending in Grade 8 to Grade 9 level courses that align with the provincial curriculum; or</i> • <i>Enrolled and attending in Grade 10-12 level courses. Both four credit courses that meet all the provincial or board/authority authorized learning outcomes within the provincial curriculum, or partial credit courses that align with the provincial or board/authority authorized curriculum.</i> <p>(Ref. Summer Learning Data Collection Instructions for Form 1701)</p>	<p>Evidence that students and courses reported for funding meet all the Ministry requirements to qualify for SL funding.</p>	<p>Whether the districts are accurately reporting students and courses in accordance with Ministry of Education (Ministry) requirements for SL funding.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • Summer Learning Data Collection Instructions for Form 1701, dated March 17, 2011. www.bced.gov.bc.ca/datacollections/july/summer_learning1701p.pdf • Table 10 of the 2011/12 Operating Grants Manual, March 2011 http://www.bced.gov.bc.ca/k12funding/funding/11-12/operating-grants-manual.pdf • <i>School Act</i>, Section 82 http://www.bced.gov.bc.ca/legislation/schoolact/revisedstatutescontents.pdf 	
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 http://www.bced.gov.bc.ca/policy/policies/funding_general.htm • <i>School Act</i>, Section 19 <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. In advance of the audit, request from District contact the names of all 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			summer learning teachers and verify eligible certification through BCCoT website http://www.bcct.ca/MemberServices/FindATeacher.aspx .	
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> <p>(Ref: K-12 Funding General Policy)</p>			<p>Key Documents: As above.</p> <p>Audit Steps:</p> <ol style="list-style-type: none"> Determine the school process for ensuring that students along with parents/legal guardians are ordinarily resident in BC. Document or obtain a copy of the full District policy/process the school follows as determined in Step 1, including names of personnel contacted. <p>Note: Verification of residency for student claims 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 15, 2011 and attending courses that align with the provincial curriculum, and are offered and completed between July 1, 2011 and August 31, 2011. (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"> <i>Students in Kindergarten</i> 	<p>Verification that eligible students reported on Form 1701 were enrolled on July 15, 2011 and attending SL courses offered and completed between July 1, 2011 and August 31, 2011.</p>	<p>That the district has reported for funding only:</p> <ol style="list-style-type: none"> eligible students who were enrolled and in attendance in accordance with the SL specified time period. 	<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"> Verify that the students in the sample are 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 staff Student work (modules, test, project 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<ul style="list-style-type: none"> • School-age graduates • Adult students • Students taking part in summer camp • Grades 10, 11, 12 and SU students enrolled in Distributed Learning Programs* • Out of Province/International Students • Students enrolled in a Provincial Resource Program (PRP) for 3 months or less • Exchange Students • Students who are only registered to write the General Education Development) examinations • Pre-primary or early childhood education students (those born after December 31, 2006) <p>(Ref: SL Data Collection Instructions, P.2)</p> <p>*Clarification: Distributed Learning (DL) schools are not part of the summer learning reporting or funding. If districts offer DL courses between May 7 and Sept 30 they report the students in the Fall Data Collection file. All DL rules apply. Students who are enrolled in a DL course may also enrol in a Summer school course <u>offered at a summer learning school, be reported by the summer school and must meet the summer school rules of attendance, etc.</u></p>			<p>work)</p> <ol style="list-style-type: none"> 2. Verify that each of the students in the sample and their parent/legal guardian (where applicable) is/are ordinarily resident in BC in accordance with District process identified above in the BC Residency Audit Steps. 3. Identify any discrepancies on an observation sheet and attach supporting documentation. <p>Audit Steps (Attendance):</p> <ol style="list-style-type: none"> 1. Determine that each of the students in the sample attended each course claimed for funding. 2. Evidence to support the students' attendance includes: <ul style="list-style-type: none"> • Classroom attendance sheets • Electronic data (system logins/outs) • Information gathered through interviews with school staff • Record of work performed (progress) 3. Identify any discrepancies on an observation sheet and attach supporting documentation. 	
Number of Courses Reported				
<p><i>All students attending summer school must be assessed and assigned a mark. (SL Data Collection Instructions, P.2)</i></p> <p>Grades 1-7: Courses that align with the provincial curriculum, and have a minimum of 40 hours of instruction.</p>	<p>Assurance of accuracy and appropriateness of the number of eligible courses claimed for funding for each student reported to the Ministry of Education by school</p>	<p>Whether the district is accurately reporting the number of eligible courses in compliance with the Ministry's school and student data</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • M191/94 Student Progress Report Order http://www.bced.gov.bc.ca/legislation/school/aw/e/m191-94.pdf • M295/95 Required Areas of Study in an Educational Program Order 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p>Grades 8-9: Courses that align with the provincial curriculum, and have a minimum of 40 hours of instruction (To be reported as 0100 on Form 1701).</p> <p>Grades 10-12: Partial courses that align with the provincial or board/authority authorized curriculum, and have a minimum of 40 hours of instruction (To be reported as 0050 on Form 1701).</p> <p>Grades 10-12: Four-credit courses that meet all provincial or board/authority-authorized learning outcomes within the provincial curriculum (To be reported as 0100 on Form 1701). (Ref. Table 10 2011/12 Operating Grants Manual, March 2011 and SL Data Collection Instructions)</p>	districts.	collection instructions.	<p>http://www.bced.gov.bc.ca/legislation/school/aw/e/m295-95.pdf</p> <ul style="list-style-type: none"> • M302/04 Graduation Program Order http://www.bced.gov.bc.ca/legislation/school/aw/e/m302-04.pdf • Course Registry Website http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Reconcile the number of courses recorded on ECHO9100 to the eligible courses 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 with start and finish dates. • Determine the number of courses reported on ECHO9100 and compare to the courses in which the student was enrolled and attending. • Verify courses claimed were assessed and assigned a mark by a BCCoT certified teacher. 2. Identify any discrepancies on an observation sheet and attach supporting documentation. 	
Courses Leading to Graduation (secondary courses Grades 8-12)				
<p><i>Funding is provided to boards of education for non-graduate school-age students who enrol in summer learning courses that lead to graduation</i></p> <p><i>The following may not be included as courses for funding purposes:</i></p> <ul style="list-style-type: none"> • Planning 10 • Career and Personal Planning • Graduation Transitions • Secondary School Apprenticeship • Work Experience 	Verification that eligible courses reported for funding meet Ministry graduation requirements.	Whether the district has reported eligible courses which lead to graduation in accordance with Ministry requirements.	<p>Key Documents:</p> <ul style="list-style-type: none"> • As above; and • Graduation Requirements Policy http://www.bced.gov.bc.ca/policy/policies/graduation_req_sec_2.htm <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify that the courses claimed are leading to the graduation of the student. Use http://www.bced.gov.bc.ca/graduation/docs/ata glance.pdf for specific (Dogwood) 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<ul style="list-style-type: none"> • Support Blocks • Prior learning assessment credit granting • Tutorial time • Teacher consultation • Courses completed via challenge. <p>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 http://www.bced.gov.bc.ca/policy/policies/re_cog_post_sec.htm (Ref: SL Data Collection Instructions, P.8.)</p>			<p>graduation requirements and reference Course Information for the Graduation Program at http://www.bced.gov.bc.ca/graduation/cours_einfo/ to identify eligible courses.</p> <ul style="list-style-type: none"> • Reconcile the courses claimed with the Graduation Requirements to ensure courses are eligible. <p>2. Identify any discrepancies on an observation sheet and attach supporting documentation.</p>	
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 15, 2011 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 15, 2011.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • As above, and • See SL Data Collection Instructions Pages 5 through 7 for ESL/D and Aboriginal requirements. <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify that the sampled ESL/D and Aboriginal Education students are receiving service as outlined in the Form 1701 directives by July 15, 2011. 2. Verify students claimed for supplementary funding are ordinarily resident in BC with their parent/guardian. 3. Identify any discrepancies on an observation sheet and attach supporting documentation. 	