

**2012/13 Summer Learning (SL) Audit Program**  
**Student Enrolment Data Claimed for the Period of July 1 2012 to August 31, 2012**

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"> <li>• <i>Students who are of school age (born between July 1, 1993 and December 31, 2007) 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; or</i></li> <li>• <i>Enrolled and attending in Grade 8 to Grade 9 level courses that align with the provincial curriculum; 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 outcomes within the provincial curriculum, or partial credit courses that align with the provincial or board/authority authorized curriculum.</i></li> </ul> <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 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 March 20, 2012. <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 9 of the 2012/13 Operating Grants Manual, March 2012 <a href="http://www.bced.gov.bc.ca/k12funding/funding/12-13/operating-grants-manual.pdf">http://www.bced.gov.bc.ca/k12funding/funding/12-13/operating-grants-manual.pdf</a></li> <li>• <i>School Act</i>, Section 82 <a href="http://www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents.pdf">http://www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents.pdf</a></li> </ul>	
<b>Teacher Regulation Branch (TRB)</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 Ministry of Education Teacher Regulation Branch</i></li> </ul> <p>(Ref: K-12 Funding General Policy)</p>	<p>Verification that all staff teaching K-12 students hold a certificate of qualification as a teacher, or a letter of permission to teach issued under Section 25(2) of the <i>Teaching Profession Act</i>.</p>	<p>Whether teaching staff are current members of the TRB.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• <i>School Act</i> Section 17 to 20</li> <li>• BC Regulation 265/89, Sec.4-Duties of a teacher</li> <li>• K-12 Funding General Policy</li> <li>• TRB Website: <a href="http://www.bcteacherregulation.ca/CertificateServices/FindATeacher.aspx">www.bcteacherregulation.ca/CertificateServices/FindATeacher.aspx</a></li> </ul>	

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			<b>Audit Steps</b> 1. Prior to the audit, verify teachers' membership in the TRB by reviewing each of the teachers' current membership.	
<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> (Ref: K-12 Funding General Policy)</li> </ul> <p><i>Non-resident Out-of-Province/ International students are not eligible for funding. Per Form 1701 Instructions.</i></p>	Confirmation that there is a District wide process to ensure funded students are ordinarily resident in BC.	That students reported for funding are ordinarily resident in BC and therefore eligible for provincial funding.	<p><b>Key Documents:</b> As above.</p> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Determine the school process for ensuring that students (incl. adults), and parents/legal guardians (of school-age students) are ordinarily resident in BC.</li> <li>2. Obtain a copy of the District's policy and/or school's practice or if none available, 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>	
<b>Enrolment and Attendance</b>				
<p>Students reported on Form 1701 are enrolled in the District on the reporting date of July 13, 2012 and attending courses that align with the provincial curriculum, and are offered and completed between July 1, 2012 and August 31, 2012. (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 Form 1701 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> </ul>	Verification that eligible students reported on Form 1701 were <b>enrolled on July 15, 2012 and attending SL courses offered and completed between July 1, 2012 and August 31, 2012.</b>	That the district has reported for funding only eligible students who were enrolled and in attendance in accordance with the SL specified time period.	<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. 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"> <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 staff</li> <li>• Student work (modules, test, project work)</li> </ul> </li> <li>2. Verify that each of the students in the sample and their parent/legal guardian (where applicable) is/are ordinarily</li> </ol>	

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<ul style="list-style-type: none"> <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, 2007)</i></li> </ul> <p>(Ref: SL Data Collection Instructions, P.2)</p> <p><b>*Clarification:</b> Distributed Learning (DL) schools are not part of the summer learning reporting or funding. If districts offer DL courses between May 4 and Sept 28 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 <b><u>offered at a summer learning school, be reported by the summer school and must meet the summer school rules of attendance, etc.</u></b></p>			<p>resident in BC in accordance with District process identified above in the BC Residency Audit Steps.</p> <p>3. Identify any discrepancies on an observation sheet and attach supporting documentation.</p> <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 attendance sheets</li> <li>• Electronic data (system logins/outs)</li> <li>• Information gathered through interviews with school staff</li> <li>• Record of work performed (progress)</li> </ul> </li> <li>3. Identify any discrepancies on an observation sheet and attach supporting documentation.</li> </ol>	
<b>Number of Courses 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><b>Grades 1-7: Courses</b> that align with the provincial curriculum, and are offered for a minimum of 40 hours of instruction.</p> <p><b>Grades 8-9: Courses</b> that align with the provincial curriculum, and are offered for a minimum of 40 hours of</p>	<p>Assurance of accuracy and appropriateness of the number of eligible courses claimed for funding for each student reported to the Ministry by school districts.</p>	<p>Whether the district is accurately reporting the number of eligible courses in compliance with the Ministry's school and student data collection instructions.</p>	<p><b>Key Documents:</b></p> <p>As above, and</p> <ul style="list-style-type: none"> <li>• M191/94 Student Progress Report Order <a href="http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf">http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf</a></li> <li>• M295/95 Required Areas of Study in an Educational Program Order <a href="http://www.bced.gov.bc.ca/legislation/schoollaw/e/m295-95.pdf">http://www.bced.gov.bc.ca/legislation/schoollaw/e/m295-95.pdf</a></li> <li>• M302/04 Graduation Program Order <a href="http://www.bced.gov.bc.ca/legislation/schoollaw">http://www.bced.gov.bc.ca/legislation/schoollaw</a></li> </ul>	

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<p><i>instruction (To be reported as 0100 on Form 1701-calculated as 0.125 FTE).</i>  <b>Grades 10-12: Partial courses that align with the provincial or board/authority authorized curriculum, and offered for a minimum of 40 hours of instruction (To be reported as 0050 on Form 1701-calculated as 0.0625 FTE).</b>  <b>Grades 10-12: Four-credit courses that <u>meet all</u> provincial or board/authority-authorized learning outcomes within the provincial curriculum (To be reported as 0100 on Form 1701-calculated as 0.125 FTE). (Ref. Table 9 2012/13 Operating Grants Manual, March 2012 and SL Data Collection Instructions)</b></p>			<p><a href="#">/e/m302-04.pdf</a>  <ul style="list-style-type: none"> <li>Course Registry Website  <a href="http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php">http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php</a></li> </ul> <p><b>Audit Steps:</b>  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"> <li>Request a list of all funded courses with start and finish dates.</li> <li>Determine the number of courses reported on ECHO9100 and compare to the courses in which the student was enrolled and attending.</li> <li>Verify courses claimed were assessed and assigned a mark by a TRB certified teacher.</li> </ul> 2. Identify any discrepancies on an observation sheet and attach supporting documentation.</p> </p>	
<b>Courses Leading to Graduation (secondary courses Grades 8-12)</b>				
<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 <b>not</b> be included as courses for funding purposes:</i></p> <ul style="list-style-type: none"> <li>Planning 10</li> <li>Career and Personal Planning</li> <li>Graduation Transitions</li> <li>Secondary School Apprenticeship</li> <li>Work Experience</li> <li>Support Blocks</li> <li>Prior learning assessment credit granting</li> <li>Tutorial time</li> <li>Teacher consultation</li> </ul>	<p>Verification that eligible courses reported for funding meet Ministry graduation requirements.</p>	<p>Whether the district has reported eligible courses which lead to graduation in accordance with Ministry requirements.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>As above; and</li> <li>Graduation Requirements Policy  <a href="http://www.bced.gov.bc.ca/policy/policies/graduation_req_sec_2.htm">http://www.bced.gov.bc.ca/policy/policies/graduation_req_sec_2.htm</a></li> </ul> <p><b>Audit Steps:</b>  1. Verify that the courses claimed are leading to the graduation of the student. Use  <a href="http://www.bced.gov.bc.ca/graduation/docs/ataglance.pdf">http://www.bced.gov.bc.ca/graduation/docs/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>	

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<ul style="list-style-type: none"> <li>• <i>Courses completed via challenge.</i></li> </ul> <p><b><u>Classroom based</u></b> 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/re_cog_post_sec.htm">http://www.bced.gov.bc.ca/policy/policies/re_cog_post_sec.htm</a> (Ref: SL Data Collection Instructions, P.8.)</p>			<ul style="list-style-type: none"> <li>• Reconcile the courses claimed with the Graduation Requirements to ensure courses are eligible.</li> <li>2. Identify any discrepancies on an observation sheet and attach supporting documentation.</li> </ul>	
<b>Supplementary Service Claims</b>				
<p>English Language Learning (ELL)/ Apprentissage de la langue anglaise- (ALA) and Aboriginal Education services must be in evidence at the time of the July 13, 2012 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 13, 2012.</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 ELL and Aboriginal Education requirements.</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Verify that the sampled ELL and Aboriginal Education students are receiving service as outlined in the Form 1701 directives by July 15, 2011.</li> <li>2. Verify students claimed for supplementary funding are ordinarily resident in BC with their parent/guardian.</li> <li>3. Identify any discrepancies on an observation sheet and attach supporting documentation.</li> </ol>	