Compliance Audit

Below is a list of reports to be kept as required by the Ministry of Education's Funding & Financial Accountability Branch and as recommended by districts that have gone through the Compliance Audit process. This is not intended to be an exhaustive list. You will need to go through these with your administrative and data collection staff to ensure they have what they need from MyEducation BC should they be selected for Compliance Audit by the Ministry.

The below table supports the audit process but does not to replace the Audit instructions located at http://www.bced.gov.bc.ca/compliance/

Table of suggested reports to archive for Audit

Report Name	Reason	Date Range	Comment
1701 Reports and Extracts	For backup	Snapshot- September 28 **DL and CE:** Also February 15 and May 3	This is the extract file sent to the Ministry. The 1701 reports should also be run and archived (Student TT > Reports > Ministry Reports)
Timetables (Course based schools only)	Record of FTE	Snapshot- September 28 **DL and CE:** Also February 15 and May 3	This should be run and archived on September 28 for all course based schools and students. These can be produced by the September 28 GDE later, or a mass print of PDF files. (Could use SADE or Class Lists or GDE instead but it is more convenient to use timetables as the auditors are looking at individual students)
General Data Extract (GDE)	Backup of records	Snapshot- September 28 **DL and CE:** Also February 15 and May 3	All GDE's should be extracted and archived on September 28 for all schools
Schedule Change History	To verify number of student courses are accurately reflected	Beginning of school year until the end of the 4th week of October (October 26th) **DL and CE:** Ensure you have records for students leaving	The auditors require add/drop records for all students who withdrew during beginning of school until October 26th . As add/drops are archived upon withdrawal and detailed information is no longer available, **you must ensure that you have this report for each student withdrawn**. For other students this can wait until the audit. If a student has moved to another in-district school, their Activity Log - Student can be run by the student's current school and sent to you (Student TT > Schedule ST > Change History SST>Reports>Student Sched Change History) For all records: Global tab > All > Student Schedule Change History

Student Verification Form	Verification of BC residency – and – Aboriginal Ancestry verification	<mark>Snapshot- September 28</mark> **DL and CE:** February 15 and May 3	This should be run and archived on September 28 for all schools and students. This could be created using a September 28 GDE as well. (Student TT>Reports>BC Student Info Verification Form)
Student Enrollment Records	Reconciliation	Beginning of School year until audit	This report will pick up your withdrawn students after the fact so this can wait until the audit (Global TT > Favourites > Student Enrollment) Choose enrollment/withdrawal records from the time period in question, print a .csv or .docx extraction
Class Attendance (Course based schools only)	Record of attendance to verify student was in the school	Beginning of school year until October 26th **DL and CE:** Evidence of active engagement or 10/10 rule for CE	The auditors require attendance records for all students who withdrew during beginning of school until October 26th . As attendance is archived upon withdrawal and detailed information is no longer available, **you must ensure that you have this report for each student withdrawn**. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance by Period can be run by the student's current school and sent to you (Student TT > Attendance ST > Class Attendance SST)
Daily Attendance	Record of attendance to verify student was in the school	Beginning of school year until October 26th **DL and CE:** Evidence of active engagement or 10/10 rule for CE	The auditors require attendance records for all students who withdrew during beginning of school until October 26th. As attendance may not be available upon withdrawal and detailed information is no longer available, **you must ensure that you have this report for each student withdrawn**. For other students this can wait until the audit. If a student has moved to another in-district school, their Attendance Summary can be run by the student's current school and sent to you. (Student TT > Attendance ST > Daily Attendance SST > Attendance History Report)
Cross Enrolled Students Report	Verification of student cross enrolled September 28	<mark>Snapshot- September 28</mark>	Quick Report (Student TT > Filter: All Secondary Students)

General Data Extract: Course Information	Verification of: • Partial Credit Courses • BAA courses • Post Secondary Courses • Career Courses	<mark>Snapshot- September 28</mark>	• Run the BC General Data Extract and choose the Course Information file. Choose to Include Column Headings. In Excel, find this data file. Open it as a COMMA DELIMITED file. Enable filtering then right click on the columns and if you find it easier, hide all columns except *Department, Course Code, Title, Credit Value, Grade Level, Short Name and Course Length*. (To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide) • For courses with partial credits: Filter on Credit Value: courses with a credit value: "Uncheck 4 or 0 or blank"; print the list, check "Select All" in the filter drop down • For BAA courses: Filter of Course Code: Text Filters-> Check "Begins with Y"; print the list, click "Select All" in the filter drop down • For Post-Secondary courses: Filter on Course Code: Text Filters-> Check "Begins with P"; print the list, click "Select All" in the filter drop down • For Career courses: Filter on Department: Text Filters-> Check "Career Education" (or whatever you have categorized your career courses department); print the list
Program Participation	Verification of Students in Career Programs (if you are using career programs to track)	<mark>Snapshot- September 28</mark>	Query using "or" and include all career programs. Include the following fields Home School, PEN, Legal Name, First Name, Program Name (Global TT > Favourites ST > Student Program Participation Table >List SST)
Class List	Verification of who was in what class or homeroom, handy to cross check with other documents	<mark>Snapshot- September 28</mark> Both first and second semester courses	For all students run for all courses in course based schools, elementary should run for homeroom. For the nominal roll audit (**Aboriginal Affairs & Northern Development Canada**) run for all courses in course based schools, elementary should run for homeroom. Query by Team and add all nominal roll students to a team

First term marks for nominal roll.	Verification of achievement for nominal roll audit	Snapshot at end of First Term of marks for grade 10, 11 and 12 nominal role students	For the nominal roll audit (**Aboriginal Affairs & Northern Development Canada**) run for all courses in course based schools, elementary should run for homeroom. Create a Snapshot using a query and use in Grade TT > Transcript ST > quick report