Compliance Audit Procedures - Reports Required

The table below provides information for district data retention and compliance review procedures to verify student claims through MyEdBC reports or supplemental reports and evidence required by the school district. The information aligns with Compliance Program Procedures and Form 1701 instructions. This list has been compiled on the recommendation of school districts that have undergone a compliance audit.

<u>Information</u>
1. This list is not intended to be an exhaustive list of data and information required to be retained by school districts.
2. Review the recommended reports with administrative and data collection staff to ensure that they have the reports required for district/school data retention and compliance audit.
3. For easy access to student information, prepare an audit "Snapshot" in MyEdBC of the students on the audit list.
4. Depending on district practice, reports and extracts can be retained at the DISTRICT or at the SCHOOL level.
5. Reports may be listed multiples times; schools need only print the report once to support evidence and verification.
6. Auditors will require the information to be accessible by SCHOOL and STUDENT in alphabetic order.
7. The audit team will require that the documents requested below for all students (including supplemental servicing, and Career and Dual-Credit Transition Programs course claims) **be in evidence (printed or, if accessible on-line, by providing data terminals for every auditor) and contain the information for one student only** to enable each auditor to review specific groups of students individually and in alphabetic order. *For example, provide the timetable as one student per page; the attendance as one student per page, or more if their attendance requires more space, etc.*

Evidence	Recommended Frequency	Evidence Shows	Recommended MyEdBC and/or Archived Reports Supplied by District
BC Residency **Student Reporting** (Ref: K – 12 Funding General Policy).	• Data Collection Periods • End of Year • Audit	• Verification of student residency, and enrolment in the district. • District's policy and/or practice for ensuring students are ordinarily resident in BC. • School's process and practice for residency verification and evidence of how residency is determined and recorded.	• *Form 1701 Extract:* (Student TT > Reports > Ministry Reporting > BC 1701 Reports) *See Program options below.* • *Student Permanent Record Card:* Select Audit Snapshot or Student(s); show selected (Student TT > Reports > Permanent Student Record) • *Student Verification Form:* Select Audit Snapshot or Student(s); show selected>(Student TT > Reports > BC Student Information Verification)
Attendance	• Data Collection Period • End of Year • Audit	• Verification that students reported on Form 1701 were enrolled and in attendance on September 29, 2023. • Record of attendance for each student to verify attendance from September 5, 2023, to November 10, 2023. • District's policy and/or practice regarding student withdrawal.	*Course Based Attendance (per student):* Select Audit Snapshot or Student(s) (Student TT > Attendance ST > Class Attendance SST>Filter: Current Year>Reports>Quick Report>Saved Report>Attendance Summary) Save Individually YYYY-MM-DD Attendance, Legal Surname, Legal Givenname. *Daily Attendance (per student):* (Student TT > Attendance ST > Daily Attendance SST > BC Attendance History Report) using the audit snapshot generate a report for each student. Save Individually YYYY-MM-DD Attendance, Legal Surname, Legal Givenname **Note: Withdrawn Students** Auditors require attendance records for all students claimed on Form 1701 including withdrawn students. Provide withdrawn student attendance report printed when student withdraws from school. If a student has moved to another in-district school an attendance report can be run by that school).
Program and Course Claim Eligibility	• Data Collection Period • End of Year • Audit	• Provide 1701 extract file sent to Ministry for September, February, May and July data collections.	*Student Program Participation*: (Global TT > Favourite ST > Student Program Participation > List SST) *1701 Reports and Extracts:* (Student TT > Reports > Ministry Reporting > BC 1701 Reports)

BC Ministry of Education and Child Care Compliance Audit Procedures – List of Recommended District and School Reports (2023)

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Evidence	Recommended Frequency	Evidence Shows	Recommended MyEdBC and/or Archived Reports Supplied by District
			BC 1701 Reports: • By ELL • By First Nations • By International • By Student Services • Verification
FTE Claim Eligibility- Timetables, Change History and X-Enrolled Student Report	• Data Collection Period • End of Year • Audit	• Provides record of FTE for September, February, May and July data collections. • Verification of student courses including add/drop information. • Verification of cross-enrolled students for each collection period.	***Student Timetables for Course Based Schools and Students:*** (Filter: Active Students > Student TT > Reports > Scheduling Reports > Student Schedules (Sheet) by Term > Select Term(all) > Course Identifier> Students > Audit Snapshot > Search Value: Snapshot name > Effective Date > Sort Students by Student Name > Sort Schedules by Term > .PDF) ***Schedule Change History:*** Select Audit Snapshot or Student(s)>Show Selected>Reports> BC Student Course Change History > Select Start and End Date > Select Current Selection > .PDF) ***Cross Enrolled Students Report:*** (Student TT > Filter: All Secondary Students) Using default field set, maintain all default quick report settings with output format of CSV for extract file type and change filename to student name and archive.

Career/Skills Training/Dual Credit Transition Program of Courses	• Data Collection Period
	• End of Year
	• Audit
		• Provides evidence of student participation in career programs (only if career programs are used to track participation).	***Program Participation:*** (Global TT > Favourites ST > Student Program Participation > List SST)
			
			Filter: Current School and Active Program
			
			Create a new field set:
			
			Include the following fields:
			
			    • Student Program Participation > Program code
			    • Student Program Participation > Program School
			    • Student Program Participation > Start date
			    • Student Program Participation > End date
			    • Student > Personal Education Number
			    • Student > Legal last name
			    • Student > Legal first name
			
			Use the new field set and then select records for students currently enrolled in career programs that are currently active on 1701 snapshot date and then use Options > Show Selected to narrow list of records, print a .csv or .docx extract file and change filename to suitable report name and archive.

English Language Learning Program (ELL)	• Data Collection Period • End of Year • Audit	• AIP dated after September 29, 2022.	• ***Annual Instruction Plan (AIP):*** (if entered in MyEdBC) (Student TT > Audit Snapshot > Reports > Annual Instruction Plan > Students to Include: Snapshot > Sort by Student Name > PDF)
Special Needs	• Data Collection Period • End of Year • Audit	• IEP dated after September 29, 2022.	• ***Individual Education Plan (IEP)***: (if entered in MyEdBC) Student TT > Documents ST > Plans ST>Dictionary>Choose Plan (if entered in MyEdBC)

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Evidence	Recommended Frequency	Evidence Shows	Recommended MyEdBC and/or Archived Reports Supplied by District
			Parent Consultation Log: (if entered in MyEdBC) can be printed by student support services. Student Services Module (School or District) > Log TT > Log History ST > Filter "All Records" > Sort by Student Name. Select required student records then use "Show Selected" option. Export as Quick Report > CSV or Microsoft Word file Change extract filename to student name and archive.
Evidence of Student Participation in courses claimed for funding	• After each reporting period/ end of term/ semester/ year	• Record of FTE. • Student Marks (Course Progress and Course Completion).	• *Student Report Card:* Select Audit Snapshot or Student(s)>(Student TT > Reports > Report Card > *Choose appropriate Report and Term Information and sort alpha*) • *Student Timetables:* (Course based Schools only) See FTE Claim Above • *Class Lists:* Select Audit Snapshot or Student(s) Reports > BC Class List w. Design > ALL > Sort by Course
General Data Extract .	• Data Collection Period • Term and Semester Turn Around Periods • End of Year	• Historical and backup data and information for **all schools** at key periods in the school year. • It is recommended that the district/school collect a full GDE extract at each 1701 reporting period. (September, February and May), semester and term turnaround periods, student reporting periods and at the end of the year. • Set GDE extracts to widest possible parameters and include headers where possible.	• *GDE Files required to support audit procedures*: • Admission/Withdraw Information • Class Information - Enhanced • Class Information • Course Information • Course Information - Enhanced • Course Marks • Cross-Enrolled School Information • Curriculum Marks History • Curriculum Marks Information • Student Course History • Student Course Request

Additional Information

1. **Snapshot date -** refers to data collection date for September, February, May and July (summer school) data collections.
2. **Course Based Schools -** refers to all scheduled schools with course-based timetables.
3. **Elementary Schools** - refers to schools scheduled by homeroom or attendance.
4. **Secondary -** refers to cross enrolled schools or students.
5. **Archive -** refers to the process of filing district/school data in folders by year and data collection period (see image).

> Documents > 2023-2024
> Name
> 2023-24 February Data Collection
> 2023-24 May Data Collection
> 2023-24 September Data Collection

6. **Recommended file naming convention - YYYY-MM-DD Filename** (use file names that represent contents i.e., Student Timetables; Student Report Cards Term 1; 1701 Report for YYYY-MM-DD; Student Permanent Record; Student Verification Form; Smith, Samantha Daily Attendance etc.
7. **Saving Archive Reports -** Reports should be archived and saved in the following:
   a. School Folder by year (Archive Reports folder, sub folders by year i.e., 2022-2023 folder, 2023-2024 folder etc.). *Note: For long term storage.*
   b. District Folders.
   c. Emergency Preparedness – it is important that schools have an alternate source of emergency information available in an event where MyEdBC cannot be accessed.

8. **Scheduling Month End Reports as 'Jobs' -** MyEdBC can schedule some reports to run overnight and allow users to pick them up in the morning. Tools top tab > Jobs side tab > Options > Add the New Job Entry screen will appear.

9. **Complete the New Job Entry screen as follows**:
    a. Tool: Click the magnifying glass next to Select a tool a. In the pop-up window, under Select a tool type, choose Report
    b. Select the report you wish to schedule and click OK
    c. Name: Type a name for the job (this field defaults to the name of the report) Month End and Archive Reports - Elementary
    d. Input parameters: click Set and enter the parameters in the pop-up window. The pop-up is specific to the tool you selected.
    e. Input defaults: Select this checkbox if you wish to use the default parameters instead of the parameters you have set.
    f. Enabled: Select this checkbox to enable the scheduled job. This checkbox must be checked for the job to run at the scheduled time.
    g. Delivery Type: select None - the results will be available on the Results sub side tab once the job has run
    h. Delivery Address: leave blank
    i. Save multiple results: leave unchecked
    j. Start time: enter a start time for the report to run i.e., 11:59 PM if you want it to run overnight
    k. End time: leave blank
    l. Repeat time (minutes): leave blank
    m. Set your schedule under the Monthly tab:
        i. Enter a Start date and an End date
        ii. Select Last next to Days to run the report on the last day of each calendar month (note that if you select 31 instead of Last, months with only 30 days will not run a scheduled job during that month since there is no 31)
    n. Click Save

10. **Results To view scheduled jobs that have finished:**
    a. Tools top tab > Jobs side tab > Results sub-side tab > click View Results View and retrieve each of your results by using the Navigation Arrows in the top right corner.

MyEdBC Tools for Tracking and Managing Student Information

1. **Student Journals**
    a. Journals allow staff to maintain an online record of consultations or advising notes for students. They can serve as a log to provide accurate information on consultations and meetings with parents or student and also support claims for supplemental funding – i.e. Alternate, ELL, Indigenous funding etc.
    b. Journals entries can be added to multiple students by copying an original entry and adding it to students in a snapshot.

2. **Student Documents**
    a. Documents allow schools to maintain critical documents for individual student record keeping.

3. **Student Learning Groups or School or District Programs**
    a. Allows for grouping students to manage information and reports.

4. **Student Services Parent Consultation Log**
    a. Student Services Module (School or District) > Log TT > Log History ST > Filter "All Records" > Sort by Student Name

Districts should set guidelines for using tracking tools that align with FOIPPA requirements.