



MyEducationBC

1701

September 2014 v1.0

Version History

Version	Date	Description
V1.0	September 8, 2014	Initial document

Confidentiality

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1.0 Introduction – Who is Counted?

The 1701 Extract will pull all students with an Active (or Active No Primary) status on the 1701 collection date, and those DL/CE Secondary students who are not active, but who have completed courses between the last 1701 collection date and the current collection date.

1. Grade k-7 student are reported only at their Primary school.

Note: Underage students in public schools are excluded. An underage student is <5 years old at December 31 of the current school year.

2. Grade 8/9 students
 - a. If the secondary school is NOT a DL/CE school, then the student is reported only in the primary school.
 - b. If the secondary school is a DL/CE school, then the following rule applies:

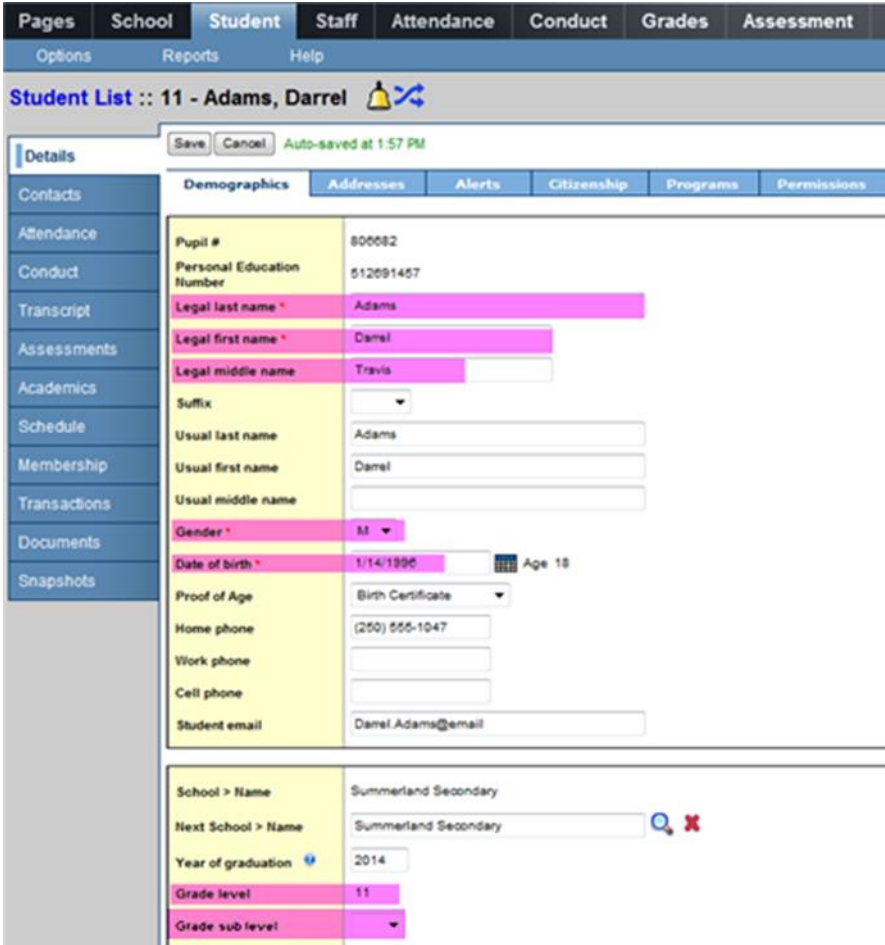
If all courses taken in the secondary school have a minimum grade 10 level course (grade 10-12 courses ONLY), then the DL/CE secondary school will report the active courses taken in its school and the primary school will report courses taken in its school.
3. Grade 10-12, SU or GA students are reported as follows:
 - a. If all courses taken in the secondary school have at least, one minimum grade 10-level course (a grade 10-12 course must be taken), then the secondary school will report the courses taken in its school and the primary school will report courses taken in its school.


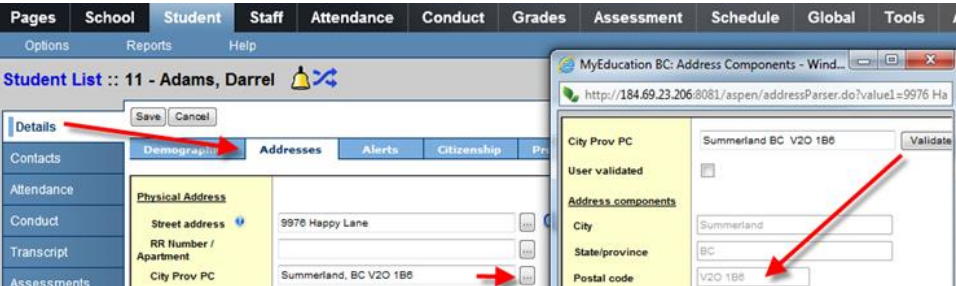

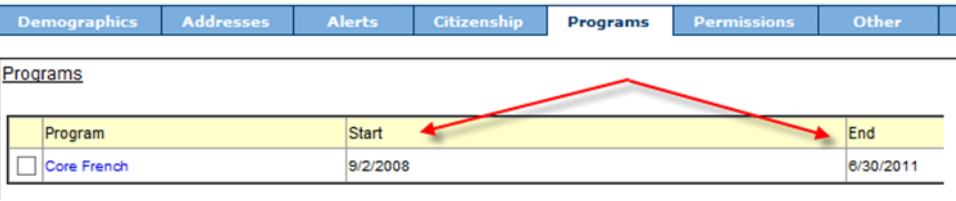
If the courses are taken in a DL/CE school then only active courses in the DL/CE school are counted.
 - b. If all courses taken in the secondary school are at the grade 8/9 level only, then the secondary school will NOT report the courses taken in its school. The primary school will report courses taken in both the primary school and the cross-enrolled school, regardless if the school is DL/CE or Regular.

If the courses are taken in a DL/CE school then only active courses in the DL/CE school are counted.
4. Adult students are funded in public schools only.
5. Home School (HS) students are reported, but excluded from funding calculations.

2.0 Locating the 1701 Fields

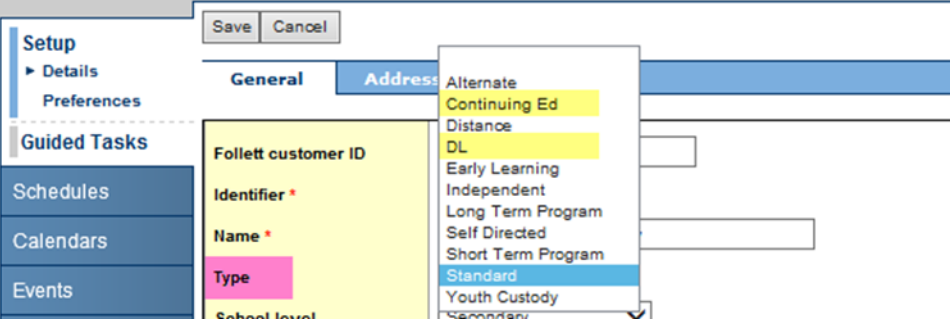
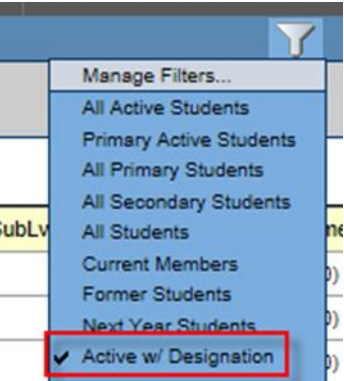
There are many fields of information included in the 1701 extract that is sent to the Ministry. The following table identifies the 1701 specific fields and where the 1701 extract information is found.

Where the fields are found	Field name in MyEducation BC
<p>2.1 Basic Demographic Data</p> <p>School View > Student top tab > select student > Details side tab > Demographics sub-top tab</p> 	<p>Pupil #</p> <p>Personal Education Number</p> <p>Legal last name</p> <p>Legal first name</p> <p>Legal middle name</p> <p>Gender</p> <p>Birthdate</p> <p>Grade level</p> <p>Grade sub level</p> <p>Status = Active</p>

Where the fields are found	Field name in MyEducation BC						
<p>School View > Student top tab > select student > Details side tab > Addresses sub-top tab</p> <ul style="list-style-type: none"> When you click the  button in the City Prov PC field, ensure in the pop-up window that the Postal code is formatted correctly in the correct field. 	<p>Postal Code</p>						
<p>School View > Student top tab > select student > Details side tab > Citizenship sub-top tab</p> 	<p>Citizenship Code Primary Language Aboriginal Ancestry Band of Residence</p>						
<p>School View > Student top tab > select student > Details side tab > Programs sub-top tab</p>  <table border="1" data-bbox="203 1428 1136 1512"> <thead> <tr> <th>Program</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Core French</td> <td>9/2/2008</td> <td>6/30/2011</td> </tr> </tbody> </table>	Program	Start	End	<input type="checkbox"/> Core French	9/2/2008	6/30/2011	<p>Active Programs</p>
Program	Start	End					
<input type="checkbox"/> Core French	9/2/2008	6/30/2011					

Where the fields are found	Field name in MyEducation BC
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<h2 style="margin: 0;">2.2 Course Information</h2> <p>School View > Student top tab > select student > Schedule side tab</p> <p>Course counts are only valid for students in grades 8-12, SU and GA. For regular schools, all courses are counted to determine the student's FTE, including courses the student plans to take in the coming semester.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Contacts</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">Course</td> <td style="padding: 2px;">Description</td> <td style="padding: 2px;">Term</td> </tr> <tr> <td style="padding: 2px;">Attendance</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MIMCB12-01</td> <td style="padding: 2px;">INSTRUMENTAL MUSIC 12: CONCERT BAND</td> <td style="padding: 2px;">FY</td> </tr> <tr> <td style="padding: 2px;">Conduct</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MGT-----02</td> <td style="padding: 2px;">GRADUATION TRANSITIONS</td> <td style="padding: 2px;">S2</td> </tr> <tr> <td style="padding: 2px;">Transcript</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MPREC12-03</td> <td style="padding: 2px;">PRE-CALCULUS 12</td> <td style="padding: 2px;">S1</td> </tr> <tr> <td style="padding: 2px;">Assessments</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MPH--12-02</td> <td style="padding: 2px;">PHYSICS 12</td> <td style="padding: 2px;">S2</td> </tr> <tr> <td style="padding: 2px;">Academics</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MEN--12D-02</td> <td style="padding: 2px;">ENGLISH 12</td> <td style="padding: 2px;">S1</td> </tr> <tr> <td style="padding: 2px;">Schedule</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MEL--11D-03</td> <td style="padding: 2px;">ELECTRONICS 11</td> <td style="padding: 2px;">S2</td> </tr> <tr> <td style="padding: 2px;">Details</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MCH--12D-01</td> <td style="padding: 2px;">CHEMISTRY 12</td> <td style="padding: 2px;">S1</td> </tr> <tr> <td style="padding: 2px;">Workspace</td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">YSEVC2A-04</td> <td style="padding: 2px;">BA VOCTNL, CAREER PREP/EXPLORATION 12A</td> <td style="padding: 2px;">S1</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><input type="checkbox"/></td> <td style="padding: 2px;">MCALC12-01</td> <td style="padding: 2px;">CALCULUS 12</td> <td style="padding: 2px;">S2</td> </tr> </table> </div> <ul style="list-style-type: none"> A support block is for non-special needs, school aged, and non-graduated students in grades 10-12 and SU who are taking less than eight courses. Grade 10, 11, 12, SU or GA courses will be counted by totaling their credits and dividing by four. Courses other than grade 10, 11, 12, SU and GA will each count as one course. XSIEP courses for student in grade 10, 11, 12, SU or GA are always included and counted as 4 credits. Post-Secondary courses (PS course type) will be counted. Grad Transition courses will be counted only for students in grade 12. XAT courses and courses with a Course Type "Pseudo Code – Not Funded" will not be counted. <p>School view > Student > select student > Transcript > Details</p> <p>For schools identified with a Type of "Continuing Ed" or "DL", only courses with a valid active date will be counted (Active Date field).</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Course Start Date</td> <td style="padding: 2px;">01/08/2013</td> </tr> <tr> <td style="padding: 2px;">Course End Date</td> <td style="padding: 2px;">27/06/2014</td> </tr> <tr> <td style="padding: 2px;">Actual Start Date</td> <td style="padding: 2px;">10/10/2013</td> </tr> <tr> <td style="padding: 2px;">Active Date</td> <td style="padding: 2px; background-color: #f080f0;">18/11/2013</td> </tr> <tr> <td style="padding: 2px;">Percent Complete</td> <td style="padding: 2px;">100</td> </tr> <tr> <td style="padding: 2px;">Completion Date</td> <td style="padding: 2px;">27/06/2014</td> </tr> </table> </div>	Contacts	<input type="checkbox"/>	Course	Description	Term	Attendance	<input type="checkbox"/>	MIMCB12-01	INSTRUMENTAL MUSIC 12: CONCERT BAND	FY	Conduct	<input type="checkbox"/>	MGT-----02	GRADUATION TRANSITIONS	S2	Transcript	<input type="checkbox"/>	MPREC12-03	PRE-CALCULUS 12	S1	Assessments	<input type="checkbox"/>	MPH--12-02	PHYSICS 12	S2	Academics	<input type="checkbox"/>	MEN--12D-02	ENGLISH 12	S1	Schedule	<input type="checkbox"/>	MEL--11D-03	ELECTRONICS 11	S2	Details	<input type="checkbox"/>	MCH--12D-01	CHEMISTRY 12	S1	Workspace	<input type="checkbox"/>	YSEVC2A-04	BA VOCTNL, CAREER PREP/EXPLORATION 12A	S1		<input type="checkbox"/>	MCALC12-01	CALCULUS 12	S2	Course Start Date	01/08/2013	Course End Date	27/06/2014	Actual Start Date	10/10/2013	Active Date	18/11/2013	Percent Complete	100	Completion Date	27/06/2014	<p>Courses</p> <p>Active Dates</p>
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Where the fields are found	Field name in MyEducation BC
<p>School view > School top tab > Setup side tab > Details</p> <p>School Setup ::</p> 	<p>School Type</p>
<p>A student can only have ONE Ministry Designation for funding purposes. From the school view, students who have a Ministry Designation can be selected from the filter.</p>  <p>Individuals with appropriate security can revise, exit or add any student designation in the Student Services view. Please review the Student Services documentation for more information on how to assign, modify or exit Ministry Designations.</p>	<p>Ministry Designation</p>

3.0 1701 Reports

There are many reports available to support your verification of 1701 Data. These are found under the **School view > Student top tab > Reports > Ministry Reporting**.

Ministry Reporting	▶	BC 1701 Report - By ELL
Nominal Roll		BC 1701 Report - By First Nations
Permanent Student Record		BC 1701 Report - By International
Report Cards	▶	BC 1701 Report - By Program
School Variance Detail		BC 1701 Report - By Student Services
School Variance Summary		BC 1701 Report - Nominal Role
Secondary School Information		BC 1701 Verification

The 1701 Exports are found under **School view > Student top tab > Options > Exports**

Exports	▶	BC 1701 DL Reconciliation Extract
Query...		BC 1701 FTE Extract
Snapshots...		BC 1701 STD Extract