



MyEducationBC

---

1701

## Reference Guide

---

September 2017 v3.1

---

## Version History

Version	Date	Description
1.0	September 2014	Initial document
1.1	January 26, 2015	Minor edits
2.0	September 7, 2015	Additions to resources and reports.
2.1	September 9, 2015	Update to Citizenship Code item in Basic Demographic Data section.
2.2	September 10, 2015	Update to Active Dates section for reference to Grade Management guide for current year courses. Update to Resources section to add reference to Grade Management guide.
2.3	January 15, 2016	Minor Edits. Update 6.0 to remove renaming of file.
2.4	September 6, 2016	Update 2.4 Student Services Designations
2.5	September 16, 2016	Added section 3.2 on District Program Codes
2.6	January 13, 2017	Replaced screenshots to reflect release 5.6
3.0	June 30, 2017	Added Summer School export information: sections 4.0 and 7.0
3.1	September 6, 2017	Replaced screenshots to reflect release 5.7, clarified Student Services

## Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

## Table of Contents

<b>1.0</b>	<b>PURPOSE.....</b>	<b>4</b>
<b>2.0</b>	<b>LOCATING THE 1701 FIELDS .....</b>	<b>4</b>
2.1	School Type.....	4
2.2	Basic Demographic Data.....	5
2.3	Course Information.....	7
2.4	Student Services.....	8
<b>3.0</b>	<b>STUDENT PROGRAM CODES .....</b>	<b>9</b>
3.1	Enterprise vs District Program Codes.....	9
3.2	Adding District Codes.....	9
3.3	Disabling vs Deleting District Codes.....	10
<b>4.0</b>	<b>SUMMER SCHOOLS.....</b>	<b>11</b>
<b>5.0</b>	<b>RESOURCES FOR PREPARING THE DATA .....</b>	<b>11</b>
<b>6.0</b>	<b>1701 REPORTS FOR VERIFYING THE DATA.....</b>	<b>11</b>
<b>7.0</b>	<b>RUNNING THE 1701 EXTRACTS .....</b>	<b>12</b>

## 1.0 Purpose

The information collected on Form 1701 is used in the calculation of Full Time Equivalent (FTE) students for public schools. The FTE values are then used to determine funding levels based on School Type.

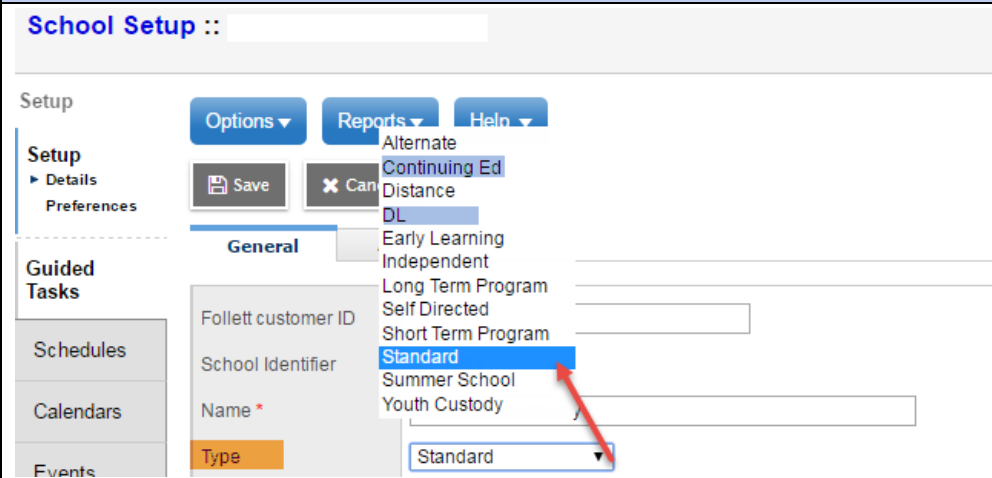
Specific information on how students are counted in different scenarios can be found on the Ministry of Education data collections site at: <http://www.bced.gov.bc.ca/datacollections>

This document identifies where the data for 1701 is drawn from in MyEducation BC, how it may be verified and extracted, and resources which may be used to assist in data entry.

## 2.0 Locating the 1701 Fields

### 2.1 School Type

School view > School top tab > Setup side tab > Details

Fields included in 1701 Reporting:	Field name
	School Type

## 2.2 Basic Demographic Data

School View > Student top tab > select student > Details side tab > Demographics sub-top tab

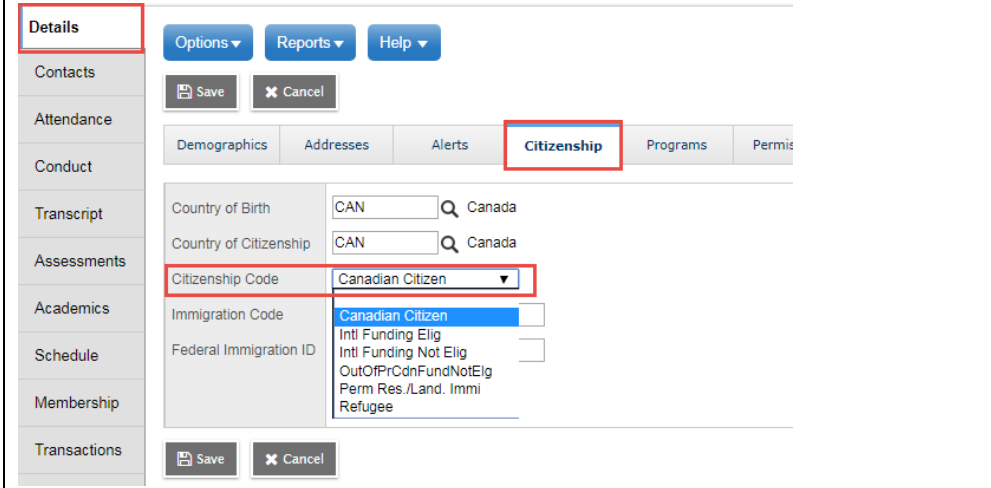
Fields included in 1701 Reporting:	Field name
	Pupil # Personal Education Number Legal last name Legal first name Legal middle name Gender Date of birth Grade level Grade sub level Status = Active or Active No Primary

School View > Student top tab > select student > Details side tab > Addresses sub-top tab

- 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.

Fields included in 1701 Reporting:	Field name
	Postal Code

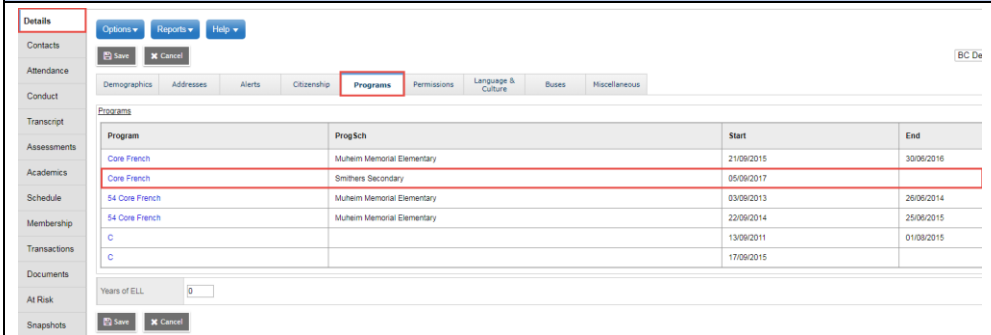
School View > Student top tab > select student > Details side tab > Citizenship sub-top tab

Fields included in 1701 Reporting:	Field name
	Citizenship Code

School View > Student top tab > select student > Details side tab > Language and Culture sub-top tab

Fields included in 1701 Reporting:	Field name
	Home Language Aboriginal Ancestry Band of Residence

School View > Student top tab > select student > Details side tab > Programs sub-top tab

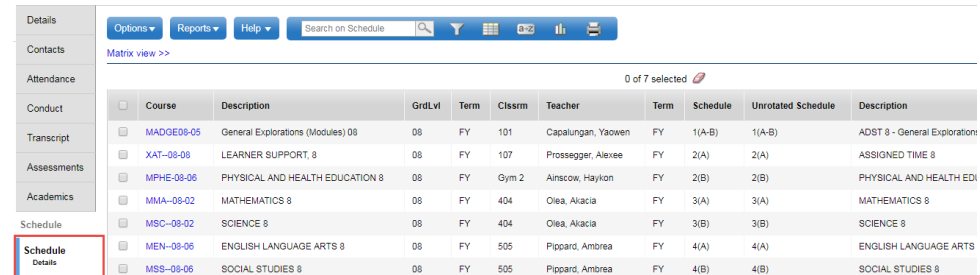
Fields included in 1701 Reporting:	Field name																												
 <table border="1" data-bbox="289 1627 1172 1774"> <thead> <tr> <th>Program</th> <th>ProgSch</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Core French</td> <td>Muheim Memorial Elementary</td> <td>21/09/2015</td> <td>30/06/2016</td> </tr> <tr> <td>Core French</td> <td>Smithers Secondary</td> <td>05/09/2017</td> <td></td> </tr> <tr> <td>S4 Core French</td> <td>Muheim Memorial Elementary</td> <td>03/09/2013</td> <td>26/05/2014</td> </tr> <tr> <td>S4 Core French</td> <td>Muheim Memorial Elementary</td> <td>22/06/2014</td> <td>25/06/2015</td> </tr> <tr> <td>C</td> <td></td> <td>13/06/2011</td> <td>01/09/2015</td> </tr> <tr> <td>C</td> <td></td> <td>17/09/2015</td> <td></td> </tr> </tbody> </table>	Program	ProgSch	Start	End	Core French	Muheim Memorial Elementary	21/09/2015	30/06/2016	Core French	Smithers Secondary	05/09/2017		S4 Core French	Muheim Memorial Elementary	03/09/2013	26/05/2014	S4 Core French	Muheim Memorial Elementary	22/06/2014	25/06/2015	C		13/06/2011	01/09/2015	C		17/09/2015		Active Programs
Program	ProgSch	Start	End																										
Core French	Muheim Memorial Elementary	21/09/2015	30/06/2016																										
Core French	Smithers Secondary	05/09/2017																											
S4 Core French	Muheim Memorial Elementary	03/09/2013	26/05/2014																										
S4 Core French	Muheim Memorial Elementary	22/06/2014	25/06/2015																										
C		13/06/2011	01/09/2015																										
C		17/09/2015																											

## 2.3 Course Information

**School View > Student** top tab > select student > **Schedule** side tab

- The courses that are included for 1701 reporting vary, depending on the grade level of the student, the school type the student is attending and the course type.

Refer to the Ministry of Education 1701 Instructions for details on which courses are counted as valid for 1701 reporting.

Fields included in 1701 Reporting:											Field name
											Courses
Course	Description	GrdLvl	Term	Clsrsm	Teacher	Term	Schedule	Unrotated Schedule	Description		
<input type="checkbox"/> MADGE8-05	General Explorations (Modules) 08	08	FY	101	Capalungan, Yaowen	FY	1(A-B)	1(A-B)	ADST 8 - General Exploration		
<input type="checkbox"/> XAT--08-08	LEARNER SUPPORT 8	08	FY	107	Prosegger, Alexee	FY	2(A)	2(A)	ASSIGNED TIME 8		
<input type="checkbox"/> MPHE-08-06	PHYSICAL AND HEALTH EDUCATION 8	08	FY	Gym 2	Ainstow, Haylon	FY	2(B)	2(B)	PHYSICAL AND HEALTH EDI		
<input type="checkbox"/> MMA--08-02	MATHEMATICS 8	08	FY	404	Olea, Akacia	FY	3(A)	3(A)	MATHEMATICS 8		
<input type="checkbox"/> MSC--08-02	SCIENCE 8	08	FY	404	Olea, Akacia	FY	3(B)	3(B)	SCIENCE 8		
<input type="checkbox"/> MEN--08-06	ENGLISH LANGUAGE ARTS 8	08	FY	505	Pippard, Ambrea	FY	4(A)	4(A)	ENGLISH LANGUAGE ARTS		
<input type="checkbox"/> MSS--08-06	SOCIAL STUDIES 8	08	FY	505	Pippard, Ambrea	FY	4(B)	4(B)	SOCIAL STUDIES 8		

**School view > Student** > select student > **Transcript > Details**

For schools identified with a **Type** of “Continuing Ed” or “DL”, only courses with a valid active date will be counted (**Active Date** field).

**Active dates can be viewed and modified “en masse” in the Grades top tab > Transcripts side tab > Active Dates field set.**

For current year scheduled courses, schools will need to prepare grade input for Course dates in order to enter and post active dates for the current 1701 submission window.

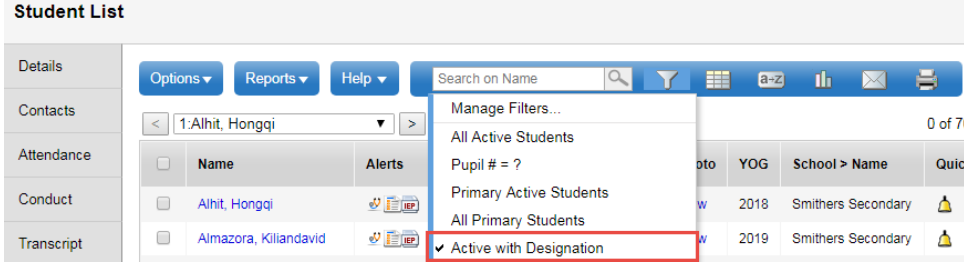
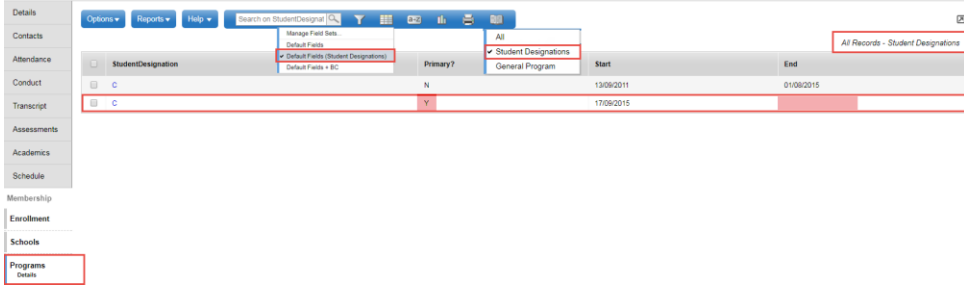
Fields included in 1701 Reporting:		Field name
Course Start Date	<input type="text" value="08/09/2015"/>	Active Dates
Course End Date	<input type="text" value="30/06/2016"/>	
Actual Start Date	<input type="text" value="06/04/2016"/>	
Active Date	<input type="text" value="06/04/2016"/>	
Percent Complete	<input type="text"/>	
Completion Date	<input type="text" value="22/06/2016"/>	

## 2.4 Student Services

A student can only have ONE primary Ministry Designation for funding purposes.

From the **School** view > **Student** top tab students who have a Ministry Designation can be displayed using the **Active w/ Designation** filter.

Schools can also run the BC 1701 Student Services report located in Student top tab > Reports menu > Ministry Reporting.

Fields included in 1701 Reporting:	Field name
 <p>The screenshot shows the 'Student List' interface. A dropdown menu is open, listing various filters: 'All Active Students', 'Pupil # = ?', 'Primary Active Students', 'All Primary Students', and 'Active with Designation'. The 'Active with Designation' option is highlighted with a red box. The background shows a table with columns for Name, Alerts, Photo, YOG, School &gt; Name, and Quick.</p>	<p>Ministry Designation</p>
 <p>The screenshot shows the 'Student Designation' details page. The 'Programs' tab is selected and highlighted with a red box. A dropdown menu is open, showing 'Student Designations' and 'General Program', with 'Student Designations' selected and highlighted with a red box. The table below shows columns for StudentDesignation, Primary?, Start, and End.</p>	<p>Ministry Designation</p>

Users with appropriate security can add, revise or end date any student designation in the District or School Views > Programs side tab. *Please refer to the **1701 Student Services Designations** document for information on how to assign, modify or end Ministry Designations.*



## 3.0 Student Program Codes

### 3.1 Enterprise vs District Program Codes

All 1701 Program Codes are available for all schools to use at the Enterprise level. However, many districts have codes that were converted in that they may choose to use. Others may want to create district level codes rather than use the Enterprise codes. Generally, the main benefit for district creating their own codes is for programs OTHER than 1701 programs (i.e., various ways of organizing students).

Benefit of using Enterprise 1701 Program Codes:

- Bypasses the potential of codes being set up incorrectly.
- Some secretaries will assign some students to the Enterprise version of the code while others will be assigned the District version.
- There are fewer programs to choose from in the picklist.
- All districts have access to the Enterprise Codes so they can be managed by any district regardless of where the student moves.
- Enterprise Program Codes and Descriptions are always visible to any school in the province. Schools cannot see the description of programs created by other districts.

Benefits of using / creating District 1701 Program Codes

- Districts can differentiate codes for their own purposes e.g. They can have multiple ELL Programs that the 1701 will treat as identical but have slightly more detailed information for the district (ESL vs ESD vs ELL).
- Districts can easily identify programs from their own or other districts as the description convention is to lead with the district number e.g. SD44 Core French

### 3.2 Adding District Codes

#### 3.2.1 District Code Conventions

District View > Admin Top Tab > References Side Tab > Student Programs > 1701 Programs Field Set.

	Code	SeqNo	Description	State	1701
<input type="checkbox"/>	11862	0	52 ESL/ELD	1700	Y

**Code** - Because program code values are not validated, it is important to develop codes that are unique to your district. As such, the recommended practice is to begin each program with your district number.

**Seq No** – You can organize your district program codes using this feature so that they display in this order in picklist displays.

**Description** – Any district level description that clearly denotes the purpose of this program.

**State** – Set the State Code to one of the Ministry of Education 1701 “Enrolled Program Codes”. Two digits are the minimum required for this field. For example, for Core French, enter “08” (although 0800 is also acceptable as the extract only reads the first two digits).

**Enrolled Program Codes**

05 PROGRAMME FRANCOPHONE  
 08 CORE FRENCH  
 11 EARLY FRENCH IMMERSION  
 14 LATE FRENCH IMMERSION  
 17 ENGLISH LANGUAGE LEARNING  
 29 ABORIGINAL LANGUAGE AND CULTURE  
 33 ABORIGINAL SUPPORT SERVICES  
 36 OTHER APPROVED ABORIGINAL PROGRAM  
 40 CAREER PREPARATION  
 41 CO-OP  
 42 APPRENTICESHIP  
 43 CAREER TECHNICAL or ACE - IT

**Career Program Codes**

XA BUSINESS & APPLIED BUSINESS  
 XB FINE ARTS, DESIGN & MEDIA  
 XC FITNESS & RECREATION  
 XD HEALTH & HUMAN SERVICES  
 XE LIBERAL ARTS & HUMANITIES  
 XF SCIENCE & APPLIED SCIENCE  
 XG TOURISM, HOSPITALITY & FOODS  
 XH TRADES & TECHNOLOGY

**1701** – Check the 1701 box to have this Student Program appear on the 1701 reports and extract.

### 3.3 Disabling vs Deleting District Codes

Disabling codes leaves these codes in the system, allowing schools to see the historical program students had in perpetuity. Program Codes cannot be deleted from the reference table.

**Caution:** District level program codes cannot be deleted once applied to a student.

#### 3.3.1 How to disable codes

District View > Admin Top Tab > References Side Tab > Student Programs > Details > Disabled checkbox

Follow the above link and then check the Disabled checkbox and then click on the Save button.

*Disabled codes give errors to other districts when they attempt to End Date codes left with an open end date upon withdrawal. Best practice is to end date all district level programs when a student leaves their district OR when a code is disabled.*

## 4.0 Summer Schools

Summer Schools have unique 1701 reporting requirements. Schools and Districts ensure that the students, courses and designations meet the Ministry of Education funding requirements. Options are provided on the export parameter form to allow for the exclusion of certain students or designations.

For full details on Summer School 1701 requirements please see the Ministry of Education website: <http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/data-collections/summer-learning>

## 5.0 Resources for Preparing the Data

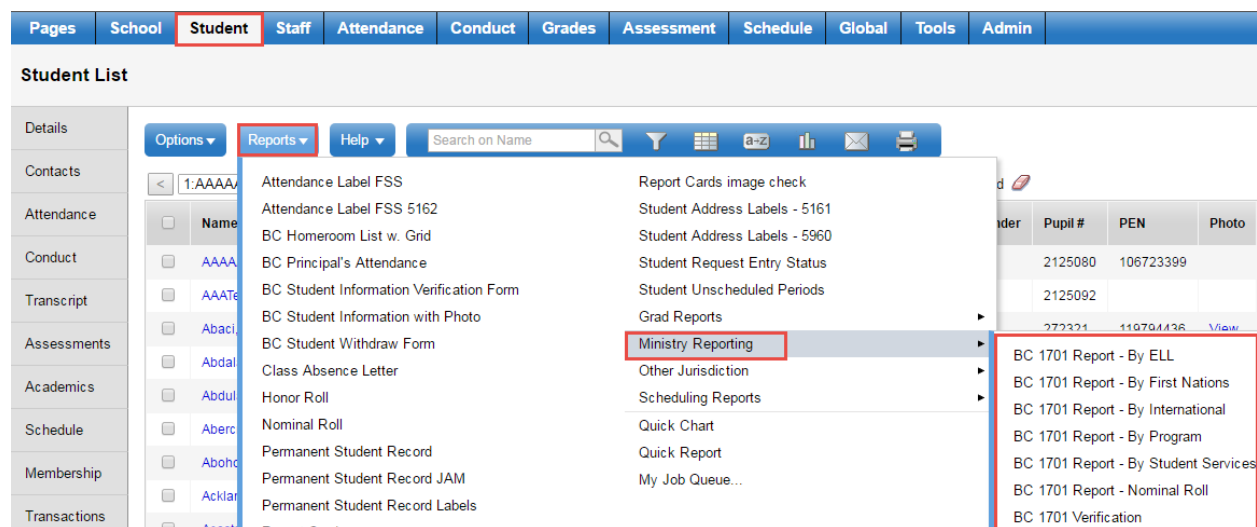
Information on entering the data may be found in the following resources:

- **School Setup:** Setting the school type.
- **Enrollment Management & Student Demographics:** Entering relevant student demographic data, including student program assignments.
- **Student Services Processes & Workflows:** Entering student services designations.
- **Student Scheduling:** Scheduling students into classes.
- **Grade Management:** Preparing grade input for course dates and posting course dates for DL schools.

## 6.0 1701 Reports for Verifying the Data

There are many reports available to support your verification of 1701 Data. To find these reports:

**School or District > Student > Reports > Ministry Reporting**



The screenshot shows the 'Student List' interface with the 'Reports' dropdown menu open. The 'Ministry Reporting' option is highlighted, and a sub-menu is displayed with the following items:

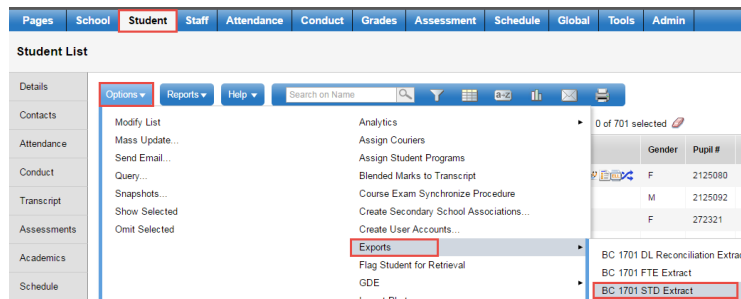
- BC 1701 Report - By ELL
- BC 1701 Report - By First Nations
- BC 1701 Report - By International
- BC 1701 Report - By Program
- BC 1701 Report - By Student Services
- BC 1701 Report - Nominal Roll
- BC 1701 Verification

The background interface includes a navigation bar with 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. The 'Student List' table has columns for 'Pupil #', 'PEN', and 'Photo'.

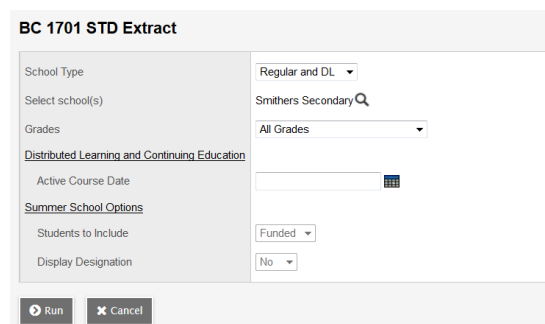
## 7.0 Running the 1701 Extracts

Three 1701 extracts are currently available: **School or District > Student > Options > Exports**

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract
- **BC 1701 STD Extract** (This is the file uploaded to the Ministry site)



In the BC 1701 STD extract pop-up parameter screen, select the appropriate options:



1. **School Type:** Determines the format of the extract and the options available on the parameter pop-up window.
  - a. *Regular and DL* for all schools except Summer Schools
  - b. *Summer School* for Summer Schools only
2. **Select School(s):** Select the school the extract is being run for. School users will only have the option to select schools they are connected to. District users will have the option to select multiple schools.
3. **Grades:** Use the drop-down menu to select the grades to be included in the extract.
4. **Distributed Learning – Active Course Date:** If the school type is a distributed learning or continuing education school, populate the appropriate Active Course Date for this 1701 reporting period. (the first calendar day after the last funding snapshot date)
5. **Summer School Options:** available when Summer School is selected in School Type
  - a. **Students to Include:**
    - i. **Funded:** export file includes students eligible for summer school funding
    - ii. **Adult:** export file includes adult students only and file name will specify adult
  - b. **Display Designation:** The option to include student designation is available for summer schools
6. Click **Run** and save the .std extract on your local workstation to upload to the Ministry site.