

DATE: September 13, 2017
TO: ALL PRINCIPALS
FROM: Bill Hamblett, Assistant Superintendent
Rob Schoen, Assistant Superintendent
RE: **SEPTEMBER 2017 - 1701 DATA COLLECTION**



1701- STUDENT DATA COLLECTION – Snapshot Date: SEPTEMBER 29, 2017

Beginning now and leading up to September 29, schools must verify their 1701 student data in MyEducation BC, by using the 1701 verification reports in MyEdBC, checking for errors and performing fixes to clean the data in MyEdBC. It is essential that data in MyEdBC be as accurate as possible prior to the snapshot date of September 29th.

All resources for the SD73 1701 process can be found on the District Site MYED73 (<http://myed73.sd73.bc.ca>) under the School Administration > 1701 Resources folder. For your convenience, we have created an up to date repository of documents and also included those from the Ministry Data Collection web page at: <http://www.bced.gov.bc.ca/datacollections/help/sld1701public.pdf>

Some administrators may also prefer to do their data verification by running 1701 extracts from MyEdBC and uploading the file to the Ministry's school-level Web Verification Manager. You will need your username and password and the 1701 file(s) you wish to verify. The username and password are the same ones you use to access your PEN Activity Reports.

Your data should be checked and re-checked many times by your school team in the next 2 weeks. On the 1701 snapshot date of September 29th, your school data will be extracted centrally by the District SBO. Any changes made to your student data in MyEdBC after September 29th, 2017 **will not appear** on your 1701 extract that is sent to the Ministry.

If you require any last minute changes after September 29th, please contact Dana Heyman, (250) 374-0679, to manually correct the record(s). Note that records containing a fatal error in your school verification report will ***not count for funding*** for your school.

Program codes for Aboriginal Education and Trades & Technology Programs are available in documents found on the MyEd73 Resource Page listed above, under School Administration > 1701 Resources folder. When running 1701 reports, please check the following areas, which are common for errors:

- **Core French** Program Code
- **International** Students
- **Exchange** Students
- **French Immersion** Student Code
- **Homeschoolers**
- **Aboriginal** Student Support Codes
- **Special Ed. Students** with Ministry Categories
- **Career** Program Student Codes
- Missing or incorrect PEN Numbers
- Missing Postal Codes

Remember that in addition to the step by step 1701 instructions, including funding regulations and program code information, which are available in the MyEd73 > School Administration > 1701 Resources folder, you may also contact Dana Heyman, Surinder Brar or Carla Granberg at the School Board Office if you need anything clarified.