



Name of School: _____

Principal: _____

Complete each step on this checklist and put a check mark in the space provided on this sheet. Once completed, please email a signed copy to Dana Heyman on or before September 29th.

It is important that this data is ready to go early to reduce the amount of data cleanup in two systems after the data is pulled on September 30th.

Page numbers refer to **MOE – 1701 Fall Data Collection** available on the MyEd73 webpage.

1. _____ **Demographics (p4)**
PEN, legal/usual names, Birthdate, Gender, Postal Code, Out of Province/International (citizenship), Aboriginal Ancestry, Status Indian Living on Reserve, Band Code, Primary Language Spoken in the Home, Home Schooling, Grade K-12, Elementary Ungraded, Address, Duplicates Check)

2. _____ **Programs Assignment (p7)**
French Language p7, English Language Learning p8, English as a Second Dialect p 9, Aboriginal Education Programs and Services p9 and “Aboriginal Program Codes” document

3. _____ **Special Needs Category (p16)**
In MyEdBC: Enrolled in Student Services, Assigned only one primary Ministry Category, IEP is implemented

4. _____ **Iterative Process for Data Validation**
MyEd BC Reports & Corrections, 1701 Extract, Upload to School SLD, Review Echo Reports, MyEd BC Reports & Corrections and **REPEAT until data is ready**

Principal’s Signature

Date