



**Class Size & Composition Compliance Reporting**

This document is written in 2 parts.

Part 1. All High schools and Brocklehurst Middle School (pages 2 & 3)

Part 2. All Elementary schools (pages 4 & 5)

Note:

1. The data will be loaded to the Ministry of Education website centrally by the School Board Office
2. The report does not interpret local collective agreement in class size and composition between SD#73 and the KTTA
3. Principals will need to identify school classes that contain students with low incidence designations and make manual adjustments to the class total
4. **Kamloops School of the Arts** will do Part 1 with their grade 8 to 12 course sections and Part 2 with their K to 7 portion of their school
5. **Logan Lake Elementary-Secondary** will do Part 1 with their grade 8 to 12 course sections and Part 2 with their grade 5 to 7 portion of their school

Reference Documents

1. MyEdBC – Class Size Verification v1.2.pdf
2. MyEdBC – Class Size Compliance Report v1.0.pdf



**Class Size & Composition Compliance Reporting**

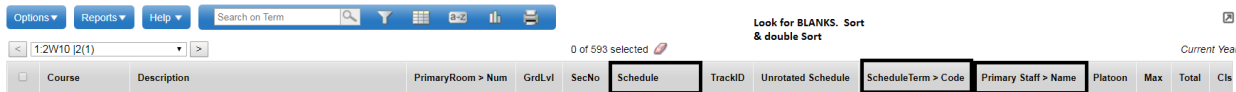
Part 1 – All High schools and Brocklehurst Middle School

In the *School View*

1. **Schedule** Top Tab, **Master** Side Tab, *Filter=Current Year. Field Set=SD73 Default Fields with Platoon*
  - a. Ensure that **all courses** in the master schedule have been scheduled (*Primary Staff>Name, Schedule, ScheduleTerm>Code*)

Notes:

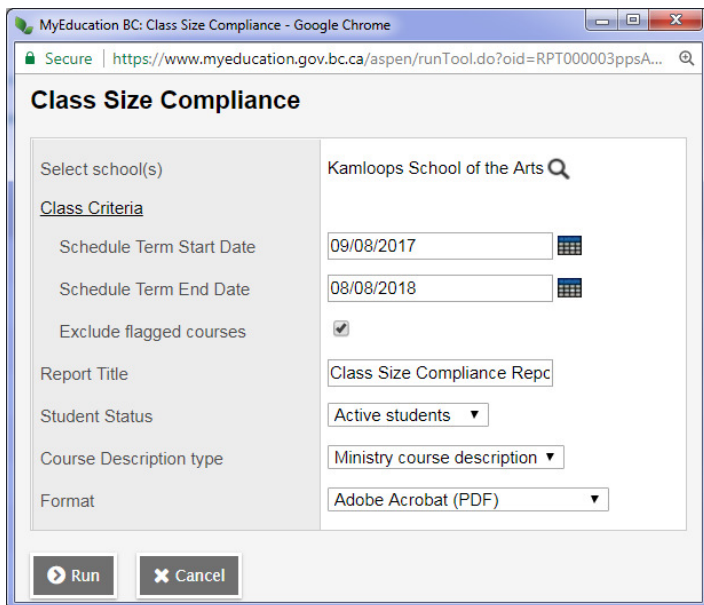
- i. For KSA / Logan Lake E-S this rule only applies to their grade 8 to 12 courses.
- ii. For KSA / Logan Lake E-S look at step 1 in the elementary document



2. Click **Options**, **Recalculate Enrollment Totals**. Select **Current Selection**, then **OK**

Note: Brocklehurst Middle needs to contact SD#73 L1’s prior to running the report to configure their data properly

3. Navigate to **Student** Top Tab, **Reports > Ministry Reporting > Class Size Compliance**



- a. Choices for Schedule term start & end dates can be configured for the whole year, or a single semester.
- b. Choose File Format

4. Click **Run**



**Class Size & Composition Compliance Reporting**

5. Interpreting the report

BC - Kamloops/Thompson  
Class Size Compliance Report

School Code:

School Name:

Subject Area	Division or Course Name	Teacher	# Sections	Term	Period	Day	Primary Designation													ELL	Class Total
							A	B	C	D	E	F	G	H	K	P	Q	R			
Mathematics	APPRENTICESHIP AND WORKPLACE MATH 10 (001), APPRENTICESHIP AND WORKPLACE MATH 11 (001)	←	2	S1	1	1	0	0	0	1	0	0	0	0	0	1	0	4	1	0	23

- a. The # of sections refers to the number of different “courses” in that specific block with a specific teacher
- b. Class total is the number of students in that specific block with a specific teacher.
- c. The ELL column is a combination of ESL (English as a Second Language) and ESD (English as a Second Dialect)



**Class Size & Composition Compliance Reporting**

Part 2 – Elementary Schools

In the *School View*,

1. Navigate to **Schedule** Top Tab, **Master** Side Tab
  - a. Find the ATT--AM-SR courses and then **Options, Show Selected**

<input type="checkbox"/>	Course	Description	PrimaryRoom > Num	GrdLvl	SecNo	Schedule	TrackID	Unrotated Schedule	ScheduleTerm > Code	Primary Staff > Name	Platoon	Max	Total
<input type="checkbox"/>	ATT-AM-SR-001	SOCIAL RESPONSIBILITY AND WORK HABITS			001				FY		DIV 001	30	
<input type="checkbox"/>	ATT-AM-SR-002	SOCIAL RESPONSIBILITY AND WORK HABITS			002				FY		DIV 002	30	
<input type="checkbox"/>	ATT-AM-SR-003	SOCIAL RESPONSIBILITY AND WORK HABITS			003				FY		DIV 003	30	
<input type="checkbox"/>	ATT-AM-SR-004	SOCIAL RESPONSIBILITY AND WORK HABITS			004				FY		DIV 004	30	
<input type="checkbox"/>	ATT-AM-SR-005	SOCIAL RESPONSIBILITY AND WORK HABITS			005				FY		DIV 005	30	
<input type="checkbox"/>	ATT-AM-SR-006	SOCIAL RESPONSIBILITY AND WORK HABITS			006				FY		DIV 006	24	
<input type="checkbox"/>	ATT-AM-SR-007	SOCIAL RESPONSIBILITY AND WORK HABITS			007				FY		DIV 007	24	
<input type="checkbox"/>	ATT-AM-SR-008	SOCIAL RESPONSIBILITY AND WORK HABITS			008				FY		DIV 008	30	
<input type="checkbox"/>	ATT-AM-SR-009	SOCIAL RESPONSIBILITY AND WORK HABITS			009				FY		DIV 009	24	
<input type="checkbox"/>	ATT-AM-SR-010	SOCIAL RESPONSIBILITY AND WORK HABITS			010				FY		DIV 010	30	
<input type="checkbox"/>	ATT-AM-SR-011	SOCIAL RESPONSIBILITY AND WORK HABITS			011				FY		DIV 011	30	
<input type="checkbox"/>	ATT-AM-SR-012	SOCIAL RESPONSIBILITY AND WORK HABITS			012				FY		DIV 012	30	
<input type="checkbox"/>	ATT-AM-SR-013	SOCIAL RESPONSIBILITY AND WORK HABITS			013				FY		DIV 013	30	

- b. Click the check box next to one course, and then click on the **Roster** leaf.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Master Schedule :: ATT-AM-SR-001 - SOCIAL RESPONSIBILITY AND WORK HABITS

Master

Options Reports Help Search on Name

Sections Details Rebuild Teachers Roster

Matrix View

Classes Schedules Courses Rooms Structure Schedule Attributes

<input type="checkbox"/>	Name	Pupil #	YOG	Homeroom
<input type="checkbox"/>			2025	DIV 001
<input type="checkbox"/>			2028	DIV 001
<input type="checkbox"/>			2030	DIV 001
<input type="checkbox"/>			2029	DIV 001
<input type="checkbox"/>			2027	DIV 001
<input type="checkbox"/>			2028	DIV 001
<input type="checkbox"/>			2026	DIV 001
<input type="checkbox"/>			2026	DIV 001
<input type="checkbox"/>			2030	DIV 001

0 of 9 selected

Confirm that these are the students in this division

- i. Confirm that these students are in this division (homeroom)
      1. If this list is inaccurate, make notes and call for support to move students to their new division (homeroom)
    - ii. Click on **Sections** to return to the list of ATT—AM-SR courses and look at the next homeroom / division
  2. When finished, click on the **Schedule** Top Tab, *Filter=Current Year*. Click **Options, Recalculate Enrollment Totals**. Select **Current Selection**, then **OK**



**Class Size & Composition Compliance Reporting**

3. Navigate to **Student Top Tab, Reports > Ministry Reporting > Class Size Compliance**

- a. Choose the file format
- b. Click **Run**

4. Understanding the Report:

**BC - Kamloops/Thompson  
Class Size Compliance Report**

School Code:

School Name:

Subject Area	Division or Course Name	Teacher	# Sections	Term	Period	Day	Primary Designation													Class Total		
							A	B	C	D	E	F	G	H	K	P	Q	R	ELL			
Other	SOCIAL RESPONSIBILITY AND WORK HABITS (001)		1	FY			0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	9

- a. Class total is the number of students in division (homeroom) with a specific teacher.
- b. The ELL column is a combination of ESL (English as a Second Language) and ESD (English as a Second Dialect)