



MyEducationBC

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1701

## Reference Guide

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January 2016 v2.3

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## 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.

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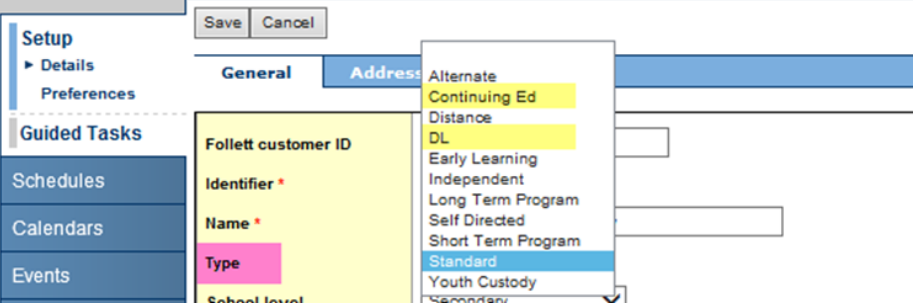
## 1.0 Purpose

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 for these schools. This information is also used to monitor various enrolment trends in programs offered by the BC school system.

Specific information on what 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>

The purpose of this document is to identify where the data for 1701 is drawn from in MyEducation BC, how it may be verified and extracted, and what resources may be used to assist in data entry.

## 2.0 Locating the 1701 Fields

Fields included in 1701 Reporting:	Field name in MyEducation BC
<p><b>2.1 School Type</b></p> <p>School view &gt; School top tab &gt; Setup side tab &gt; Details</p> <p>School Setup ::</p>  <p>The screenshot shows the 'School Setup' interface. On the left is a navigation menu with 'Setup' expanded to show 'Details' and 'Preferences'. Below that are 'Guided Tasks' and a list of tabs: 'Schedules', 'Calendars', and 'Events'. The main area has 'General' and 'Address' tabs. A dropdown menu for 'Type' is open, showing options: 'Alternate', 'Continuing Ed', 'Distance', 'DL', 'Early Learning', 'Independent', 'Long Term Program', 'Self Directed', 'Short Term Program', 'Standard', 'Youth Custody', and 'Remedial'. The 'Standard' option is highlighted in blue.</p>	<p>School Type</p>

**Fields included in 1701 Reporting:**

**Field name in MyEducation BC**

**2.2 Basic Demographic Data**

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

BRITISH COLUMBIA MyEducationBC Arrow Lakes 2015-2016

Pages District Student Staff Attendance Conduct Grades Assessment Schedule

Options Reports Help

Student List :: 10 - Rothenberg, Kayo

Save Cancel Auto-saved at 11:16 AM

Details Demographics Addresses Alerts Citizenship Programs Permissions Language & Culture

Pupil # 433334

Personal Education Number 122957238

Legal last name \* Rothenberg

Legal first name \* Kayo

Legal middle name

Suffix

Usual last name Rothenberg

Usual first name Kayo

Usual middle name

Gender \* M

Preferred Gender

Date of birth \* 11/18/2000 Age 15

Proof of Age Birth Certificate

Home phone (250)555-1234

Unlisted Phone Number

Work phone

Work Phone Extension

Cell phone

Student email

Who has custody? Both Parents

School > Name Nakusp Secondary

Next School > Name

Out of Catchment

Out of District Yes

Home School Not in MyEducation

HS not in MyEd Name

Year of graduation 2018

Diploma Granted Date

Grade level 10


Grade sub level

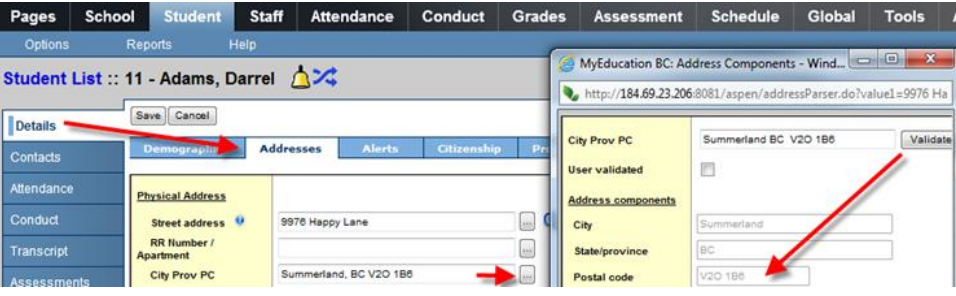
Enrollment status Active

Pupil #  
 Personal Education Number  
 Legal last name  
 Legal first name  
 Legal middle name  
 Gender  
 Birthdate  
 Grade level  
 Grade sub level  
 Status = Active or Active  
 No Primary

**Fields included in 1701 Reporting:** **Field name in MyEducation BC**

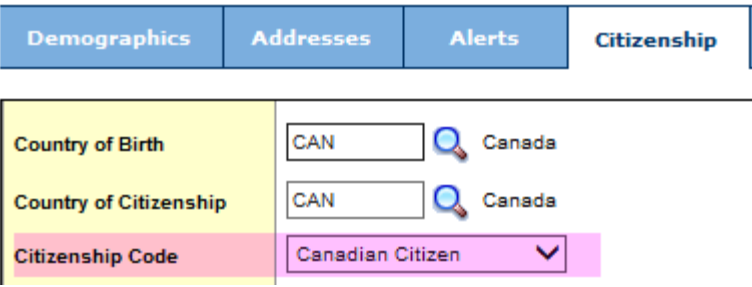
**School View > Student top tab > select student > Details side tab > Addresses sub-top tab**

- 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.




Postal Code

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



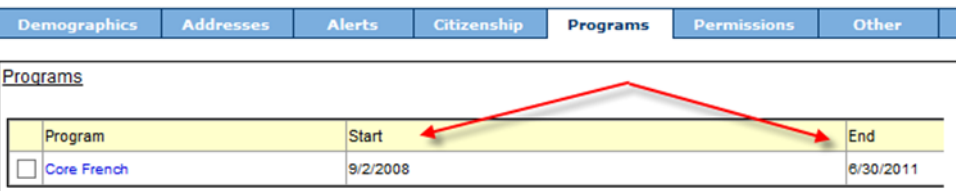
Citizenship Code

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



Home Language  
Aboriginal Ancestry  
Band of Residence

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

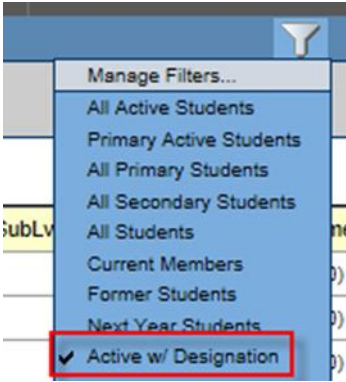


Program	Start	End
<input type="checkbox"/> Core French	9/2/2008	8/30/2011

Active Programs





Fields included in 1701 Reporting:	Field name in MyEducation BC
<p><b>2.4 Student Services</b></p> <p>A student can only have ONE primary Ministry Designation for funding purposes. From the <b>School</b> view &gt; <b>Student</b> top tab students who have a Ministry Designation can be displayed using the <b>Active w/ Designation</b> filter.</p> <p>Schools can also run the BC 1701 Student Services report located in Student top tab &gt; Reports menu &gt; Ministry Reporting.</p>  <div data-bbox="618 785 1110 938" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Students must have an "Active" IEP to be included as eligible for 1701 funding.</p> </div> <p>Users with appropriate security can revise, exit or add any student designation in the Student Services view. <b>Please refer the Student Services Processes &amp; Workflows documentation for more information on how to assign, modify or exit Ministry Designations.</b></p>	<p>Ministry Designation</p>

### 3.0 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.

## 4.0 1701 Reports for Verifying the Data

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

1. In the **School** view, select the **Student** top tab.
2. In the **Reports** menu, select **Ministry Reporting**. There are a variety of BC 1701 reports for verifying the data prior to running the extract.

The screenshot shows the MyEducationBC interface with the 'Student' tab selected. The 'Reports' menu is open, and the 'Ministry Reporting' option is highlighted. A sub-menu is open, showing the following reports:

- 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 shows a 'Student List' table with the following data:

Pupil #	PEN	YOG	School > Name
02047	117408476	2015	Gulf Islands Secondary
98023	130696412	2017	Gulf Islands Secondary
52116	123419426	2018	Gulf Islands Secondary
88541	116950932	2015	Gulf Islands Secondary

## 5.0 Running the 1701 Extracts



Three 1701 extracts are currently available:

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract
- BC 1701 STD Extract

To run the 1701 Extracts:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports**.
3. Select the desired extract.
4. In the extract pop-up window:
  - a. **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.
  - b. **Grades**: Use the drop-down menu to select the grades to be included in the extract.
  - c. **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.
5. Click **Run**.

### BC 1701 STD Extract

Select school(s)	Gulf Islands Secondary School 
Grades	All Grades ▼
<u>Distributed Learning</u>	
Active Course Date	<input type="text"/> 

6. Save the extract for upload to the Ministry site. Example: 6464020.std