

## **SD73 Kamloops/Thompson 1701 Process for 2022-2023**

- Thu Sept 1 Upload all documents to MyEd 73 Website
- Thu Sept 8 SBO email to all school administrators
- Sept 12 to 16 School teams work on 1701 with supports  
District Staff  
School Web Verification Site  
MyEd BC Reports  
Documents on eHelp website and given out at training
- Wed Sept 14 P/VP Meeting (Counselling Steno?)
- Tue Sept 20 1701 Secondary Schools 1701 Support Session (ZOOM 9 – 11 am)**
- Sept 20-23 Schools teams working through iterative process making corrections in MyEdBC
- Thu Sept 22 1701 Snapshot Trial Run (District centrally pulls data from MyEdBC and uploads to District Verification Website)
- Fri Sept 23 District contacts schools that have a significant number of errors
- Fri Sep 23 1701 Elementary Schools Support Session (ZOOM 9 am – 11 pm)**
- Wed Sep 28 School Administrator completes the checklist, signs it and then emails to SBO (Dana Heyman)**
- Thu Sept 29 District centrally pulls 1701 data “STD file” from MyEdBC for all schools
- Mon Oct 3 District uploads new data files for all schools to the Ministry Web Verification Application
- Oct 3 – 28 District staff review data and contact schools as needed  
District staff makes corrections to data in the Web Application and notifies the schools to make the same changes in MyEdBC
- Oct 28 Final Changes are made to data in the Web Application
- Dec 15 Funding based on the Sept 29 snapshot arrives at the district