

**FORM 1701: STUDENT DATA COLLECTION****Form Completion Instructions for Independent Schools and BC Global Education Program - Offshore Schools Quick Reference****Who must complete Form 1701?**

This form must be completed by the following schools:

- Independent schools that **have ten or more** fully enrolled school-aged students enrolled in their school:
  - Standard (non-Online Learning)
  - Provincial Online Learning Schools (schools that have an agreement with the Ministry to offer instruction by means of Online Learning [OL])
- Certified BC Global Education Program - Offshore Schools (Offshore schools).

NOTE: Students enrolled in courses offered online (OL) must be reported in a Provincial Online Learning School (Independent).

**1701 files must arrive at the Ministry on or before  
October 10, 2025**

**What does Form 1701 collect?**

Form 1701 collects the following information about individual students as of September 29, 2025:

- name, birth date, gender, grade level and postal code
- language program enrolment
- Indigenous Education program enrolment
- Indigenous self-identification and reserve residency
- Inclusive Education funding category enrolment
- Number of courses for all students in the secondary grades including adults.

The collected information is critical for:

- determining FTEs for funding purposes
- collecting enrolment information about Offshore schools
- tracking student movement between schools
- monitoring enrolment trends in programs.

For independent schools, form 1701 is collected under the [Reports, Records and Data Collection Order \(I 1/91\)](#). Under this order schools are responsible for collecting and submitting the information to the Ministry.

For Offshore schools, form 1701 is collected under the [BC Global Education Program - Offshore Schools Certification Agreement](#).

## Special cases: inclusions/exclusions for Form 1701

**Include:** The following students are to be reported by the education facility with which they are enrolled and in attendance (active for OL students) as of September 29, 2025, or registered, in the case of home schoolers:

- [Eligible school-age students](#) (born between July 1, 2006 and December 31, 2020).
  - Displaced school-age students from Ukraine can be claimed for funding in the 2025/26 school year 1701 reports.
  - If verified as arriving from Ukraine, all families and any unaccompanied children residing in B.C. could be recognized as refugees for the 1701 process despite the variety of documentation Immigration Canada provides.
- Students born prior to July 1, 2006, are considered adult students.
  - Adult students who are taking Ministry-Authorized or Board/Authority Authorized courses that lead to a graduation diploma may be reported and funded. Eligible courses will be funded if they are documented on a Course Enrolment Form and the student meets the attendance definition and the funding eligibility requirements set out in the [Adult Non-Graduated Funding Policy](#);
  - Non-graduated Adult Students who are designated in an Inclusive Education funding category- For the 2025/2026 school year, students are non graduates over the age of 19 who: 1) are designated in an Inclusive Education funding category; 2) were reported in 2024/2025 3) are taking an educational program in accordance with the [Adult Non-Graduated Funding Policy](#), 4) are continuing their K-12 education program uninterrupted from when they were still school age, and 5) are working towards the continuation of those school age goals set out in their Individual Education Plan (IEP), may be reported on Form 1701.
- Out of Province/International Students - These students fall under the following categories: 1) not involved in a reciprocal exchange; 2) not ordinarily resident in the province and for school-aged students for whom the guardians of the students are not ordinarily resident in B.C. Provincial funding will not be provided for these students.
- [Home School](#) Registrations – a child of school age registered with the school but taught at home or elsewhere by the parent or guardian.

**Exclude:** The following students should not be reported on Form 1701:

- Grade 8 and 9 students who are cross enrolled to a school other than their school of record are not to be reported by the cross-enrolling school in the September data collection. These student course claims are to be reported by the cross-enrolling school from another authority or board during the July data collection.
- Pre-primary or early childhood education students (not 5 years of age by December 31 of the current school year).

- Adult students (19 years of age or older before July 1 of the current school year) who have either met the general requirements for graduation or have completed the requirements for graduation from a secondary school or high school in another jurisdiction. These students are considered Graduated Adults and are not fundable.

## Duplicate students

Refer to the [duplicate student rules](#) document for the 2025/2026 rules.

It is Ministry policy that a student in transition from one B.C. school to another B.C. school on September 29, 2025, should be reported at the school last attended in September.

For a student who arrives in a school during the week of September 29, the principal of the receiving school should contact the school the student has left to ensure the student is removed from the departing school's 1701 file to avoid duplicate reporting.

## Attendance and participation records

The Ministry strongly advises schools to retain student attendance and participation documentation for each reporting claim to facilitate in the resolution of duplicate enrolment issues and to assist in the enrolment audit process.

## Common mistakes to avoid when completing Form 1701

**Mistake:** Schools enter N/A or None in the legal middle name field for students who have no legal middle name.

**Correct:** Leave the legal middle name field blank.

**Mistake:** Students enrolled in more than one school are reported in programs such as Core French, ELL or Inclusive Education by both schools.

**Correct:** Students enrolled in more than one school should only be reported in programs such as Core French, ELL or in an Inclusive Education funding Category by one of the reporting schools. **School staff need to work with the other reporting school to determine which school should report the supplemental program information prior to submitting the 1701 file to the Ministry.**

## Step by step instructions for completing Form 1701

### Ministry School Name and Code

Be sure your school's name and school code are correct. If your school's name has changed since last year, ensure you submit an update with the Independent Schools Branch - [EDUC.IndependentSchoolsOffice@gov.bc.ca](mailto:EDUC.IndependentSchoolsOffice@gov.bc.ca).

### Local School Student Identification Number

Indicate the student's school identification number.

### Personal Education Number (PEN)

Enter the student's Personal Education Number (PEN) that was assigned by the Ministry. Schools must request PENs for any new student **prior** to submitting your file to the Ministry.

### Legal Names

These are the names that appear on a student's birth certificate unless a legal name change has been filed. Full names are required. Do not include any of the following.

- usual names or nicknames.
- do not put names in brackets or surround them with an '\*' or # #
- do not enter an initial in any of these fields.
- do not enter words such as Junior, Senior, or 'No Middle name'.
- do not use language accents in names.

### Birth Date

Year - four digits (e.g., 2014).

Month - two digits (e.g., 01 rather than Jan).

Day - two digits (e.g., 05 rather than 5).

### Usual Names

In most instances the usual name will be the same as the legal name and this section should be left blank. In those situations where the student requests to be referred to by a name other than their legal name, then complete those portions of the usual name which are different.

### Gender

Indicate gender of the student.

### Postal Code

Enter the current BC residential postal code of the student. Do not enter the foreign country zip codes.

## Funding Code 14 - Out-of-Province/International student

Enter Funding Code (14) if the student is an Out-of-Province/ International student.

These are students whose parent or guardian is not a permanent resident of British Columbia. This includes students from:

- out of province
- other countries

Any incoming student not involved in a reciprocal exchange (e.g., an exchange student) would be considered an out-of-province/international student.

## Funding Code 20 – ‘Ordinarily Resident on Reserve’

Funding Code 20 should be applied to the student’s record if the student is deemed eligible to be Federally funded.

Funding Code 20 – Nominal Roll Eligibility and Living on Reserve refers to “any student (First Nations status, non-status, other Indigenous, and non-Indigenous) who is ordinarily resident on reserve and is eligible to be on the Nominal Roll or living within a Treaty or a Self-Governing First Nation in British Columbia”.

As per BCTEA, “**Ordinarily resident on reserve**” means that the student usually lives at a civic address on reserve, is a child in joint custody who lives on reserve most of the time or is staying on reserve and has no usual home elsewhere. Students continue to be considered ordinarily resident on reserve if they return to live on reserve with their parents or guardians during the year, even if they live elsewhere in B.C. while attending school or working at a summer job. (In this context, reserves are deemed to include all land set aside by the federal government for the use and occupancy of an Indian band, along with all other Crown lands which are recognized by Canada as settlement lands of the Indian band of which the student is a resident).

**NOTE 1:** For the purpose of completing the 1701, funding code 20 should also be used to indicate that the student is living within a Self-Governed District.

**NOTE 2:** If the student is not federally funded, please do not report the student with Funding Code 20.

## Band Code (Band of Residence)

If Funding Code 20 was applied, please indicate the four character "band of residence" code for the student if they are identified as part of a Self-Government First Nation and/or identified as "Ordinarily Resident on Reserve". **Refer to Appendix 2** for a list of bands of residence and their codes.

**NOTE:** Band of Residence code is the band number of the First Nation on whose reserve and/or whose government district the student lives within. It may or may not be the student's membership First Nation i.e., if a Cowichan member resides on Penelakut's reserve, the band of residence code for the student is 0650 for Penelakut.

### Self-Government First Nation

A "Self-Government" First Nation refers to the following First Nations:

|                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0551 shíshálh (Sechelt)                                                                                                                                                                                                                         |
| 0554 Tla'amin Nation                                                                                                                                                                                                                            |
| 0577 Tsawwassen First Nation                                                                                                                                                                                                                    |
| 0601 Westbank First Nation                                                                                                                                                                                                                      |
| <b>Maanulth</b><br>0638 Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (Kayukth/Chektleseth)<br>0663 Huu-ay-aht First Nations (Ohiaht)<br>0666 Toquaht Nation<br>0667 Uchucklesaht Tribe<br>0668 Ucluelet First Nation (Yuulu?if?ath Government) |
| <b>Nisga'a Tribal Council</b><br>0671 Nisga'a Village of Gingolx (Kincolith)<br>0677 Nisga'a Village of New Aiyansh (Gitlaxt'aamiks)<br>0678 Nisga'a Village of Laxgalts'ap<br>0679 Nisga'a Village of Gitwinksihlkw                            |

### Indigenous Self-Identification

This includes First Nation, Métis and Inuit students, on reserve or off reserve.

**NOTE:** Indigenous self-identification must be made on a voluntary basis.

### Primary Language Spoken in the Home

Please indicate the language normally spoken in the home. If more than one language is normally spoken in the home, indicate the language most often spoken. Refer to Appendix 1 for languages and their codes.

### Receiving Home Schooling

Enter code (HS) in the grade code field if the child's education program is being led by the parent or guardian and has been registered with your school. A home school registered child must be of school age (must be 5 years of age by December 31, but not 19 years of age or older as of July 1, of the current school year).

**NOTE:** Home schooling is not a valid grade for students enrolled in Offshore schools.

## Kindergarten Half Time

Enter code (KH) if the student is enrolled in Kindergarten and attends class on a half time (0.5 FTE) basis. **NOTE:** Kindergarten students may not be enrolled in more than one school.

## Kindergarten Full Time

Enter code (KF) if the student is enrolled in Kindergarten and attends class on a full day (1.0 FTE) basis.

## Grades 1-12

If the student is in a specific elementary or secondary grade, indicate the specific grade.

## Elementary and Secondary Ungraded

Indicate if the student is not in a specific elementary or secondary grade. Ungraded students are not necessarily students with disabilities or diverse abilities. The ungraded categories include students who are taking courses at a number of levels and the school personnel do not consider the student to be in a specific grade level.

## French language program

Schools may only report French program enrolment for those students who are receiving at least the minimum of time in French language instruction.

|                               | Program      | Required Minimum Time |
|-------------------------------|--------------|-----------------------|
| <b>Core French</b>            | Grades K-3   | 4.0%                  |
|                               | Grades 4-7   | 5.3%                  |
|                               | Grades 8-12  | 12.5%                 |
| <b>Early French Immersion</b> | Grades K-3   | 100.0%*               |
|                               | Grades 4-7   | 80.0%                 |
|                               | Grades 8-10  | 50.0%                 |
|                               | Grades 11-12 | 25.0%                 |
| <b>Late French Immersion</b>  | Grade 6      | 100.0%                |
|                               | Grade 7      | 80.0%                 |
| <b>Programme Francophone</b>  | Grades K-12  | 100.0%*               |

\*By the end of grade 3, some students may be receiving up to 20% of their instruction in the English language.

- **Core French** is a second language program offered at various grade levels, in which French is studied as a subject rather than as a language of instruction.
- **Early French Immersion** is a separate program where instruction to students (in some subject areas) is offered in the French language. This program is normally offered to students whose first language is not French.

- **Late Immersion** refers to those beginning French Immersion in Grade 6. At the 8 - 12 level, these students move into and are reported under the Early Immersion stream.
- **Programme francophone** is a separate program offered, where numbers warrant, to students whose first language is French or who qualify under Section 23 of the Charter of Rights and Freedoms.

**English Language Learning Program or Apprentissage de la langue anglaise Program (for students enrolled in Conseil scolaire francophone de la Colombie-Britannique\*)**

Refer to the [English Language Learning Policy and Guidelines](#)

For a student to be reported as receiving English Language Learning support services there must be:

1. documentation of a current annual English (French\*) language proficiency assessment, dated after September 27, 2024, confirming that the student's use of English (French\*) is sufficiently different from standard English that he or she is identified as requiring specialized services to develop intellectually, to develop as a citizen and to achieve the expected learning outcomes of the provincial curriculum;
2. evidence that a current annual instructional plan is in place, dated after September 27, 2024. The instructional plan must be designed to meet the needs of the student or groups of students as identified in their English (French\*) language proficiency assessments;
3. evidence that an ELL (ALA\*) specialist teacher is involved in the development of the instructional plan and participates in a regular review of that plan during the school year (at a minimum, at each student reporting period);
4. evidence that additional ELL (ALA\*) services are being provided. These services might include pull-out services, specialist support to a classroom teacher or teachers' assistant, and/or additional services provided in a regular classroom environment. When students receive adaptations within mainstream classrooms, there must be documentation that these adaptations address the ELL (ALA\*) needs identified in the student's English Language (French Language\*) proficiency assessment;
5. a schedule or list documenting the ELL/ALA\* services provided (see #4 above) by an ELL/ALA\* specialist teacher, teacher or teacher's assistant;
6. documentation of the student's progress in the acquisition of English (French\*) proficiency in all Student Progress Reports.

Speech Language Pathology services and other non-ELL (non-ALA\*) specific services are not considered to be additional services for purposes of this 1701 report.

Reduction of class size is not enough service to meet the definition of ELL services.

A plan for delivery of ELL (ALA\*) support services must be in evidence at the time of the September 29, 2025 claim. For secondary students there must be some evidence of support services in September although it may be appropriate to increase the level of service in the second semester based on scheduling of the student's courses or course load.

Provincial policy recognizes **English as a Second Dialect (ESD)** support services as a part of ELL support services. ESD support services must address the development of Standard English language proficiency, including oral language proficiency. Students reported as requiring ESD services speak a dialect of English that differs significantly from Standard English used in school and in broader Canadian society (i.e., significant variations in oral language vocabulary and sentence structure from those used in Standard English).

ESD services do not include: speech-language therapy for language development disorders; services that solely address accents in speech carried over from another language; or services that solely address deficits in reading and writing Standard English.

**NOTE:** Students meeting the requirement of both ELL (ALA\*) and an Inclusive Education funding category may be reported in both categories. Online Learning Schools may report ELL students if they meet the policy and reporting requirements described in this section.

### **Indigenous Education Programs and Services**

This information is collected for statistical purposes only.

Students may be reported under one or more of the following three categories of Indigenous Education Programs and Services:

**Indigenous Language and Culture Programs:** there must be evidence that students are receiving a program leading to knowledge and understanding of Indigenous language and/or culture in particular those of the First Nations in whose territory the board operates.

**Indigenous Support Services:** there must be evidence that students are receiving a program intended to assist Indigenous students to achieve success in school by providing support services. Services should be provided by personnel who are familiar with and sensitive to, the values, beliefs and needs of the Indigenous community from which the student comes.

**Other Approved Indigenous Programs:** there must be evidence that students are receiving a program developed, defined, approved, and delivered through a shared decision-making process between the board of education and the Indigenous Education Council.

For a student to be reported as receiving an Indigenous Education Program or Services, all of the following must be met:

- evidence that the student has self-identified as being of Indigenous Ancestry (First Nations, status and non status, Métis, and Inuit);
- evidence that the parent or guardian of the student has been consulted;
- evidence that the Indigenous Education Programs or Services have involved the Indigenous Education Council in planning and delivery;
- evidence that the Indigenous Education Program and Services are in addition to any other programs and services to which the student is eligible;

- evidence that the Indigenous Education Programs or Services provide a continuum of substantive learning experiences and/or support services throughout the school year.

**NOTE:** Many programs designed for Indigenous students may be inclusive of all students and/or may be designed to increase cultural knowledge. As such, the presence of non-Indigenous students in such programs may be appropriate. Cultural events may form part of an Indigenous Education program but do not constitute a program in and of themselves.

**NOTE:** A plan for the delivery of these Indigenous Education Programs and/or Services must be in evidence at the time of the September 29, 2025 claim.

**NOTE:** Students may be reported in all categories for which they meet the requirements: Indigenous Education Programs or Services, ELL and Inclusive Education funding categories (A through R).

Deference will be paid to the languages, cultures, customs, traditions, practices, or history of the First Nations in whose traditional territories the board of education operates.

## Number of Courses Leading to Graduation

Report according to the actual course credit value. A course is defined by the [Student Credentials Ministerial Order MO M164/96](#).

For the purpose of completing this form, consider a four credit course (approximately 120 hours\*) as one course, a two credit course (approximately 60 hours\*) as a half course and a one credit course (approximately 30 hours\*) as a quarter course (see chapter 3 of the [Handbook of Procedures for the Graduation Program](#) for credit definition) i.e., a student taking Math 12 (which is four credits - is reported as 1.0), Applied Skills 11 (which is two credits – is reported as 0.5) and Workforce Training Certificate 12A (which is one credit - reported as 0.25) should be reported as 01.75 courses (1.0+0.50+0.25) in this section.

\*One credit represents the value attached to the understanding, knowledge, skills and competencies that most students can acquire in approximately 30 hours of instruction.

- Items that are not secondary courses, such as credit awarded through equivalency, prior learning assessments, credit recognition, credit granted, tutorial time and teacher consultation, are not fundable and are not to be included in this section.
- General Education Development (GED) preparation courses are not fundable as GED is no longer offered in British Columbia.
- Courses completed via challenge and external credential courses are not to be included in this section.

- Courses encompass only one organized set of learning standards. While completion of the course's learning outcomes may be over a number of enrolment periods, only one course is undertaken and therefore eligible for only one funding claim.
- Post Secondary courses may be reported in this section if they are part of the school-aged student's planned program **leading to graduation** and they meet the requirements in the [Recognition of Post-Secondary Transition Programs for Funding Purposes policy](#)

**NOTE:** Students are not allowed to take the same course at the same time during the funded school year whether in different schools or the same school.

To report **school-aged** students, schools must meet the following criteria:

- For all school-aged students, except those enrolled in Online Learning Schools, report the student's annual plan of courses leading to graduation in which the student was enrolled and in attendance as at September 29, 2025.

To obtain funding for **adult** students (non-graduated), schools must meet the following criteria:

- For adult students, a Course Enrolment Form on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment;
- For all adult students, except those enrolled in Online Learning Schools, report the courses in which the student met the [Adult Non-Graduated Funding Policy's](#) eligibility directives including the [attendance definition](#) as at September 29, 2025

**NOTE:** When completing the 1701 form please refer to the [Adult Non-Graduated Funding Policy](#).

For funding and scheduling purposes, the Ministry has created a set of generic, non-credit codes that meet Ministry funding requirements as accepted activities for students who are designated in an Inclusive Education funding category, on an IEP.

To use these non-credit codes, the student (Grade 8-12 and SU):

- must have a reported designated Inclusive Education funding category
- must have an IEP (Individual Educational Plan)
- is receiving an educational program and/or support to meet the goals of the student's IEP
- is assigned this activity because it is being used to assist the student in meeting one or more of their IEP goals.

| <u>CODES</u>              | <u>TITLE</u>                   |
|---------------------------|--------------------------------|
| XSIEP 10A through to 10H  | LD IEP Modified Course 10A etc |
| XSIEP 11A through to 11H  | LD IEP Modified Course 11A etc |
| XSIEP 12A through to 12 H | LD IEP Modified Course 12A etc |

## Advanced Placement courses

Schools may claim an AP course as a separate course in this section only if it meets the definition of a course, is a separate and distinct instructional session of approximately 120 hours (for a four credit course) on the student's timetable, the course is being taught by a certified teacher and is in accordance with the [Student Credentials Ministerial Order M164/96](#).

## Ministry Work Experience 12 and Youth Work in Trades courses

Work Experience 12 claims must meet the directives of the [Elective Work Experience Courses and Workplace Safety Policy](#), [Work Experience Order MO237/11](#), and in accordance with the [Program Guide for Ministry-authorized Work Experience Courses](#). Youth Work in Trades (WRK11A, 11B, 12A and 12B) claims must meet the directives in the [Program Guide for Youth WORK in Trades](#).

Schools must ensure when tracking hours related to the work study program segment of any WEX 12 and WRK 11A/B, and WRK 12A/B that each of these four credit courses are only claimed once regardless of the number of reporting periods the student requires to complete the work placement component.

In order to calculate the Full-time Equivalent for all secondary students enrolled in Grades 8-12 and SU report the total number of eligible courses.

## Online Learning Programs

- For all students enrolled in Online Learning Schools, attendance is according to the [Interim Online Learning Procedures Guide — Active participation in Online Learning](#)
- Full time students in Grades K-9 enroll with only one authority or board and are funded for the school year.
- Full time students in Grades K-9 may only be reported once by their school of record. No additional funding may be claimed in multiple schools/programs within the same authority or board.
- Online Learning Programs report the student's annual plan of courses for full time students in Grades 8-9.
- Students in Grades 10-12 enrolled in an Online Learning School may enroll in courses in more than one school.
- For the September 2025 data collection, report all new courses leading to graduation in which the Grade 10-12 or SU student has met the active participation requirement for each course.
- Report only the courses taken at your school where the student's active participation has been met between May 3, 2025 and September 29, 2025.

## Support Block

For the purpose of completing this form, a support block is for non graduated, school-aged students in grades 10-12 and SU who are not designated in an Inclusive Education funding category and who are engaged in their learning at structured times in addition to their annual academic or regular program courses provided in all schools and are taking fewer than 8 courses. The combined total number of support block and courses leading to graduation cannot exceed 8 for these students.

Each support block is to be considered equivalent to the 120 hours of instruction of a regular 4-credit course. Instructional service is provided and documented by a teacher, regular attendance is expected, and does not include independent study time, drop-in sessions, voluntary study halls, tutorial sessions or time spent solely on a course(s) from another school.

**NOTE:** Support blocks are not to be reported for school-aged graduates, adult students or Online Learning (OL) schools. In support of students taking Online Learning courses, students cross enrolled in non-OL schools may claim one funded support block per student per school year, as long as the other requirements noted above are met.

**NOTE:** Support blocks are not to be used as the sole method for English Language Learning or Indigenous Education support services.

**NOTE:** In MyEducation BC the code for support block is XSPBK 10A etc. It is recommended that other student information systems adopt the same code scheme.

## FTE Calculation

The following chart shows how FTE will be calculated by grade and student type.

- Reported courses and the calculated FTE will include support block for eligible students.
- Adult Non-Graduates and students in OL schools enrolled in grades 10, 11, 12 and SU will be funded for more than 1.0000 FTE if they take more than 8 courses.

| School-aged Grades 8-9 |                     |               | Grades 10-12, Secondary Ungraded |               |
|------------------------|---------------------|---------------|----------------------------------|---------------|
| Number of Courses      | Reported as Courses | Funded as FTE | Reported as Courses              | Funded as FTE |
| 1                      | 01.00               | 0.6250        | 01.00                            | 0.1250        |
| 1.5                    | 01.50               | 0.6875        | 01.50                            | 0.1875        |
| 2                      | 02.00               | 0.7500        | 02.00                            | 0.2500        |
| 2.5                    | 02.50               | 0.8125        | 02.50                            | 0.3125        |
| 3                      | 03.00               | 0.8750        | 03.00                            | 0.3750        |
| 3.5                    | 03.50               | 0.9375        | 03.50                            | 0.4375        |

|           |       |        |       |        |
|-----------|-------|--------|-------|--------|
| <b>4</b>  | 04.00 | 1.0000 | 04.00 | 0.5000 |
| <b>5</b>  | 05.00 | 1.0000 | 05.00 | 0.6250 |
| <b>6</b>  | 06.00 | 1.0000 | 06.00 | 0.7500 |
| <b>7</b>  | 07.00 | 1.0000 | 07.00 | 0.8750 |
| <b>8</b>  | 08.00 | 1.0000 | 08.00 | 1.0000 |
| <b>9</b>  | 09.00 | 1.0000 | 09.00 | 1.0000 |
| <b>10</b> | 10.00 | 1.0000 | 10.00 | 1.0000 |

### Number of Other Courses

Report the number of courses not included in the “Number of courses leading to graduation” section. Include Ministry Accepted Certificates for External Courses such as those offered by the Young Drivers of Canada or Royal Conservatory of Music. (See the [Ministry External Credits](#) web page or the [online Course Registry](#)).

**NOTE:** These courses are not used in the funded FTE calculation.

### Inclusive Education Funding Category

Select the appropriate category to report the student as a student with disabilities or diverse abilities. The following table lists the Inclusive Education category titles and relative codes:

| <u>CODES</u> | <u>CATEGORY TITLE</u>                                   |
|--------------|---------------------------------------------------------|
| A            | Physically Dependent                                    |
| B            | Deafblind                                               |
| C            | Moderate to Profound Intellectual Disability            |
| D            | Physical Disability or Chronic Health Impairment        |
| E            | Visual Impairment                                       |
| F            | Deaf or Hard of Hearing                                 |
| G            | Autism Spectrum Disorder                                |
| H            | Intensive Behaviour Intervention/Serious Mental Illness |
| K            | Mild Intellectual Disability                            |
| P            | Gifted                                                  |
| Q            | Learning Disability                                     |
| R            | Moderate Behaviour Support/Mental Illness               |

Students must be reported in the category according to the definition, identification and service delivery found in the [Inclusive Education Services: A Manual of Policies, Procedures and Guidelines](#). Principals are to consult with authority staff in identifying these students to ensure that information is reliable for audit and accountability purposes.

To identify a student in an Inclusive Education funding category the following criteria **must** be met:

- there must be documentation to support that the student has been appropriately assessed and identified by the Independent School Authority as meeting the criteria of the Inclusive Education funding category,
- a current IEP must be in place dated after September 27, 2024.
- the goals of the IEP must correspond to the category in which the student is identified,
- support services must be outlined in the IEP and must be related to the student's identified need(s),
- there must be evidence that a parent has been offered the opportunity to be consulted about the preparation of the IEP,
- there must be evidence that the student is being offered learning activities in accordance with the IEP developed for the student,

#### Additionally

- the goals of the IEP should correspond to the Inclusive Education funding category in which the student is identified,
- the IEP should outline methods for measuring the student's progress in relation to the IEP goals.

For students in Inclusive Education funding categories A, B, C, D, E, F, G, and H: The student must be receiving **additional** Inclusive Education services on a regular basis, other than:

- Speech/Language Pathology
- Counseling
- Physiotherapy
- Occupational Therapy
- Psychology
- Hospital/Homebound Instruction

**NOTE:** A plan for the delivery of these Inclusive Education Services must be in evidence at the time of the September 29, 2025 claim.

**NOTE:** Refer to the [Interim Online Learning Procedures Guide – Students with Disabilities or Diverse Abilities](#) for details regarding these students enrolled in Online Learning Schools.

### Submitting the 1701 file to the Ministry

The Ministry will accept transaction files via the [Education Data Exchange](#) (EDX). If your school has a student record system supported by a certified software supplier, you should be able to transmit data to the Ministry in an electronic format. Otherwise, you must use the Ministry verification software to produce your file for submission.

### Need Assistance?

- Data Management [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca)
- Data Management Website: [K-12 Data Collection Website](#)
- Funding & Allocation Independent [FAA.IS@gov.bc.ca](mailto:FAA.IS@gov.bc.ca)

- Compliance: [EDUC.Compliance@gov.bc.ca](mailto:EDUC.Compliance@gov.bc.ca)
- Independent School Funding Website: [Independent Schools Funding](#)
- Online Learning: [EDUC.OnlineLearning@gov.bc.ca](mailto:EDUC.OnlineLearning@gov.bc.ca)
- Inclusive Education: [Inclusive.Education@gov.bc.ca](mailto:Inclusive.Education@gov.bc.ca)
- Independent Schools 1701 Support: [School User Resources – MyEducationBC.info](#)

## APPENDIX 1

## CODES FOR PRIMARY LANGUAGE SPOKEN IN THE HOME

|     |              |     |                    |
|-----|--------------|-----|--------------------|
| 044 | AFRIKAANS    | 009 | NORWEGIAN          |
| 096 | ALBANIAN     | 153 | NUU-CHAH-NULTH     |
| 076 | ARABIC       | 141 | NUXALK             |
| 030 | ARMENIAN     | 145 | OKANAGAN           |
| 034 | BENGALI      | 071 | OTHER INDIGENOUS   |
| 172 | BOSNIEN      | 091 | OTHER AFRICAN      |
| 020 | BULGARIAN    | 082 | OTHER ASIATIC      |
| 083 | CAMBODIAN    | 061 | OTHER ATHPASKAN    |
| 174 | CANTONESE    | 947 | OTHER GERMANIC     |
| 060 | CARRIER      | 090 | OTHER LANGUAGES    |
| 043 | CATALAN      | 087 | OTHER MALAYO-POLY  |
| 946 | CHINESE      | 147 | OTHER SALISHANE    |
| 097 | CREOLE       | 070 | OTHER WAKASHANES   |
| 112 | CROATIAN     | 033 | PERSIAN            |
| 024 | CZECH        | 085 | PILIPINO           |
| 007 | DANISH       | 027 | POLISH             |
| 132 | DUNNE-ZA     | 001 | PORTUGUESE         |
| 004 | DUTCH        | 037 | PUNJABI            |
| 943 | ENGLISH      | 103 | ROMANCHE           |
| 041 | ESTONIAN     | 003 | ROMANIAN           |
| 045 | FAEROESE     | 018 | RUSSIAN            |
| 042 | FINNISH      | 065 | SECWEPEMC          |
| 944 | FRENCH       | 113 | SERBIAN            |
| 927 | GERMAN       | 021 | SERBO-CROATIAN     |
| 149 | GITKSAN      | 801 | SIGNING            |
| 029 | GREEK        | 035 | SINHALESE          |
| 039 | GUJARATI     | 025 | SLOVAK             |
| 062 | HAIDA        | 022 | SLOVENIAN          |
| 077 | HEBREW       | 002 | SPANISH            |
| 036 | HINDI        | 144 | STL'ALT'IMC        |
| 048 | HUNGARIAN    | 088 | SWAHELI            |
| 008 | ICELANDIC    | 010 | SWEDISH            |
| 047 | INDO IRANIAN | 086 | TAGALOG (PILIPINO) |
| 072 | INUKTITUT    | 074 | TAMIL              |
| 945 | ITALIAN      | 155 | THAI               |
| 049 | JAPANESE     | 110 | TSILHQOT'IN        |
| 050 | KOREAN       | 069 | TSIMSHIAN          |
| 108 | KASKA        | 067 | TLINGIT            |
| 163 | KURDISH      | 040 | TURKISH            |
| 064 | KTUNAXA      | 111 | TUTCHONE           |
| 152 | KWAKW'ALA    | 094 | UKRAINIAN          |
| 080 | LAOTIAN      | 038 | URDU               |
| 084 | MALAY-BAHASA | 081 | VIETNAMESE         |
| 173 | MANDARIN     | 023 | YUGOSLAVIAN        |
| 802 | NISGA'A      |     |                    |

## APPENDIX 2

### BAND OF RESIDENCE CODES

|      |                                 |      |                                                |      |                                       |
|------|---------------------------------|------|------------------------------------------------|------|---------------------------------------|
| 0604 | ?AKISQ'NUK                      | 0580 | KWAW-KWAW-APILT                                | 0729 | SKIN TYEE                             |
| 0602 | ?AQAM (ST. MARY'S)              | 0628 | KWIAKAH                                        | 0571 | SKOWKALE                              |
| 0709 | ?ESDILAGH (ALEXANDRIA)          | 0625 | KWIKWASUT'INUXW HAXWA'MIS                      | 0707 | SKUPPAH                               |
| 0684 | ADAMS LAKE                      | 0560 | KWIKWETLEM (COQUITLAM)                         | 0573 | SKWAH                                 |
| 0659 | AHOUSAHT                        | 0678 | LAXGALTS'AP                                    | 0648 | SNUNEYMUXW (NANAIMO)                  |
| 0558 | AITCHELITZ                      | 0607 | LAKE BABINE                                    | 0656 | SONGHEES                              |
| 0685 | ASHCROFT                        | 0674 | LAX KW'ALAAMS (PORT SIMPSON)                   | 0572 | SOOWAHLIE                             |
| 0640 | BEECHER BAY                     | 0579 | LEQ' A: MEL (LAKAHAMEN)                        | 0600 | SPLATSIN (SPALLUMCHEEN)               |
| 0730 | BINCHE WHUT'EN                  | 0611 | LHEIDLI T'ENNEH                                | 0708 | SPUZZUM                               |
| 0547 | BLUEBERRY RIVER                 | 0721 | LHOOSK'UZ DENE (KLUSKUS)                       | 0568 | SQ'EWLETS (SCOWLITZ)                  |
| 0686 | BONAPARTE                       | 0715 | LHTAKO DENE (RED BLUFF)                        | 0555 | SQUAMISH                              |
| 0700 | BOOTHROYD                       | 0502 | LIARD RIVER                                    | 0574 | SQUIALA                               |
| 0701 | BOSTON BAR                      | 0557 | LIL'WAT (MOUNT CURRIE)                         | 0613 | STELLAT'EN (STELLAQUO)                |
| 0590 | BRIDGE RIVER                    | 0606 | LOWER KOOTENAY                                 | 0559 | STS'AILES                             |
| 0622 | CAMPBELL RIVER                  | 0695 | LOWER NICOLA                                   | 0723 | STSWECEM'C XGAT'TEM (CANOE/DOG CREEK) |
| 0591 | CAYOOSE CREEK                   | 0598 | LOWER SIMILKAMEEN                              | 0641 | STZ'UMINUS (CHEMAINUS)                |
| 0583 | CHAWATHIL (HOPE)                | 0646 | LYACKSON                                       | 0578 | SUMAS                                 |
| 0584 | CHEAM                           | 0705 | LYTTON                                         | 0593 | T'IT'Q'ET (LILLOOET)                  |
| 0620 | CHESLATTA CARRIER               | 0647 | MALAHAT                                        | 0657 | T'SOU-KE (SOOKE)                      |
| 0693 | COLDWATER                       | 0629 | MAMALILIKULLA                                  | 0682 | TAHLTAN                               |
| 0694 | COOK'S FERRY                    | 0565 | MATSQUI                                        | 0608 | TAKLA LAKE                            |
| 0642 | COWICHAN                        | 0618 | MCLEOD LAKE                                    | 0501 | TAKU RIVER TLINGIT                    |
| 0635 | DA'NAXDA'XW (TANAKTEUK)         | 0673 | METLAKATLA                                     | 0688 | TK'EMLÚPS TE SECWÉPEMC                |
| 0504 | DEASE RIVER                     | 0630 | MOWACHAHT/MUCHALAHT                            | 0554 | TLA'AMIN (SLIAMMON)                   |
| 0662 | DITIDAHT                        | 0550 | MUSQUEAM                                       | 0660 | TLA-O-QUI-AHT                         |
| 0548 | DOIG RIVER                      | 0612 | NADLEH WHUTEN (FORT FRASER)                    | 0632 | TLATLASIKWALA                         |
| 0636 | DZAWADA'ENUXW                   | 0614 | NAK'AZDLI WHUT'EN                              | 0617 | TL'AZT'EN                             |
| 0634 | EHATTESHAHT                     | 0631 | NAMGIS                                         | 0718 | TL'ESQOX (TOOSEY)                     |
| 0711 | ESK'ETEMC (ALKALI LAKE)         | 0649 | NANOOSE                                        | 0712 | TL'ETINQOX (ANAHAM)                   |
| 0644 | ESQUIMALT                       | 0720 | NAZKO                                          | 0637 | TLOWITSIS                             |
| 0543 | FORT NELSON                     | 0726 | NEE-TAHI-BUHN                                  | 0666 | TOQUAHT                               |
| 0671 | GINGOLX (KINCOLITH)             | 0690 | NESKONLITH (NESKAINLITH)                       | 0619 | TS'IL KAZ KOH (BURNS LAKE)            |
| 0531 | GITANMAAX                       | 0677 | NEW AIYANSH (GITLAXT'AAMIKS)                   | 0595 | TSAL'ALH (SETON LAKE)                 |
| 0537 | GITANYOW (KITWANCOOL)           | 0566 | NEW WESTMINSTER                                | 0653 | TSARTLIP                              |
| 0675 | GITGA'AT (HARTLEY BAY)          | 0696 | NICOMEN                                        | 0654 | TSAWOUT                               |
| 0677 | NEW AIYANSH (GITLAXT'AAMIKS)    | 0699 | NOOAITCH                                       | 0577 | TSAWWASSEN                            |
| 0535 | GITSEGUKLA                      | 0556 | N'QUATQUA (ANDERSON LAKE)                      | 0609 | TSAY KEH DENE                         |
| 0536 | GITWANGAK                       | 0639 | NUCHATLAHT                                     | 0665 | TSESHAHT                              |
| 0679 | GITWINKSIHLKW                   | 0539 | NUXALK (BELLA COOLA)                           | 0655 | TSEYCUK                               |
| 0672 | GITXAALA (KITKATLA)             | 0616 | OKANAGAN                                       | 0710 | T'SIDELDEL (ALEXIS CREEK)             |
| 0533 | GLEN VOWELL (GITSKAN)           | 0669 | OLD MASSETT VILLAGE COUNCIL                    | 0594 | TS'KW'AYLAXW (PAVILION)               |
| 0724 | GWA'SALA-NAKWAXDA'XW            | 0692 | OREGON JACK CREEK                              | 0549 | TSLEIL-WAUTUTH (BURREAD)              |
| 0627 | GWAWAENUK (KWA-WA-AINEUK)       | 0596 | OSOYOOS                                        | 0713 | TSQ'ESCEN' (CANIM LAKE)               |
| 0534 | HAGWILGET                       | 0658 | PACHEEDAHT                                     | 0643 | TS'UUBAA-ASATX (LAKE COWICHAN)        |
| 0676 | HAISLA (KITAMAAT)               | 0652 | PAUQUACHIN                                     | 0575 | TZEACHTEN                             |
| 0645 | HALALT                          | 0650 | PENELAKUT                                      | 0667 | UCHUCKLESAHT                          |
| 0546 | HALFWAY RIVER                   | 0597 | PENTICTON                                      | 0722 | ULKATCHO                              |
| 0538 | HEILTSUK                        | 0586 | PETERS                                         | 0588 | UNION BAR                             |
| 0661 | HESQUIAHT                       | 0585 | POPKUM                                         | 0697 | UPPER NICOLA                          |
| 0703 | HIGH BAR                        | 0544 | PROPHET RIVER                                  | 0599 | UPPER SIMILKAMEEN                     |
| 0552 | HOMALCO                         | 0651 | QUALICUM                                       | 0545 | WEST MOBERLY                          |
| 0664 | HUPACASATH (OPETCHESAHT)        | 0633 | QUATSINO                                       | 0601 | WESTBANK                              |
| 0663 | HUU-AY-AHT (OHIAHT)             | 0615 | SAIK'UZ (STONEY CREEK)                         | 0725 | WET'SUWET'EN (BROMAN LAKE)            |
| 0683 | ISKUT                           | 0567 | SAMAHQUAM                                      | 0623 | WE WAI KAI (CAPE MUDGE)               |
| 0704 | KANAKA BAR                      | 0542 | SAULTEAU                                       | 0702 | WHISPERING PINES / CLINTON            |
| 0563 | KATZIE                          | 0581 | SEABIRD ISLAND                                 | 0719 | WILLIAMS LAKE                         |
| 0638 | KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' | 0569 | SEMIAHMOO                                      | 0530 | WITSET (MORICETOWN)                   |
| 0532 | KISPIOX                         | 0551 | SHÍSHÁLH (SECHELT)                             | 0541 | WUIKINUXV (OWEEKENO)                  |
| 0540 | KITASOO XAI'XAIS                | 0698 | SHACKAN                                        | 0561 | XA'XTSA (DOUGLAS)                     |
| 0680 | KITSELAS                        | 0605 | SHUSWAP                                        | 0716 | XATSULL (SODA CREEK)                  |
| 0681 | KITSUMKALUM                     | 0570 | SHXWHÁ:Y VILLAGE (SKWAY)                       | 0592 | XAXLI'P (FOUNTAIN)                    |
| 0553 | KLAHOOSE                        | 0587 | SHXW'OW'HAMEL (OHAMIL)                         | 0714 | XENI GWET'IN (NEMIAH VALLEY)          |
| 0503 | KLUANE TRIBAL COUNCIL           | 0691 | SIMPCW (NORTH THOMPSON)                        | 0576 | YAKWEAKWIOOSE                         |
| 0624 | K'ÓMOKS (COMOX)                 | 0706 | SISKA                                          | 0589 | YALE                                  |
| 0610 | KWADACHA (FORT WARE)            | 0562 | SKATIN (SKOOKUMCHUCK)                          | 0603 | YAQIT ?A-KNUQLI'IT (TOBACCO PLAINS)   |
| 0626 | KWAKIUTL                        | 0582 | SKAWAHLOOK                                     | 0728 | YEKOOCHIE                             |
| 0500 | KWANLIN DUN                     | 0687 | SKEETCHESTN                                    | 0717 | YUNESIT'IN (STONE)                    |
| 0564 | KWANTLEN (LANGLEY)              | 0670 | SKIDEGATE                                      | 0668 | YUU-CLUTH-AHT (UCLUELET)              |
|      |                                 | 0689 | SKWLAX TE SECWEPEMCULECW (LITTLE SHUSWAP LAKE) |      |                                       |