Name of School: _____

1701 Lead Administrator: _____

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 28th.

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 29th.
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, English Language Learning, English as a Second Dialect, Aboriginal Education Programs and Services   **Reference:** "Aboriginal Program Codes" document

3. _____**Career Program Enrollment Code (p11)**
   Career Preparation, Transitions, Trades and Technology, Co-operative Education, Secondary School Apprenticeship, Career Technical or ACE – IT
   Reference: Translating PSIV Credits, Transitions, Trades &Technology Programs

4. _____**Number of Courses Leading to Graduation (p12)**
   Grad Transitions, Advanced Placement courses, Work Experience 12 courses, Secondary School Apprenticeship courses, Distributed Learning Programs, Continuing Education Schools

5. _____**Support Block (p15), FTE Calculation, Number of Other Courses (p16)**

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

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

_____   _____

Signature of 1701 Lead Administrator   Date