BRITISH COLUMBIA | MyEducationBC

1701
Reference Guide

September 2018 v3.3

FUJITSU

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.
2.4	September 6, 2016	Update 2.4 Student Services Designations
2.5	September 16, 2016	Added section 3.2 on District Program Codes
2.6	January 13, 2017	Replaced screenshots to reflect release 5.6
3.0	June 30, 2017	Added Summer School export information: sections 4.0 and 7.0
3.1	September 6, 2017	Replaced screenshots to reflect release 5.7, clarified Student Services
3.2	April 4, 2018	Updated the Student Program Code section
3.3	Sep 4, 2018	Added District Setup guide to list of reference guides in section 5.0

Confidentiality

Table of Contents

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 based on School Type.
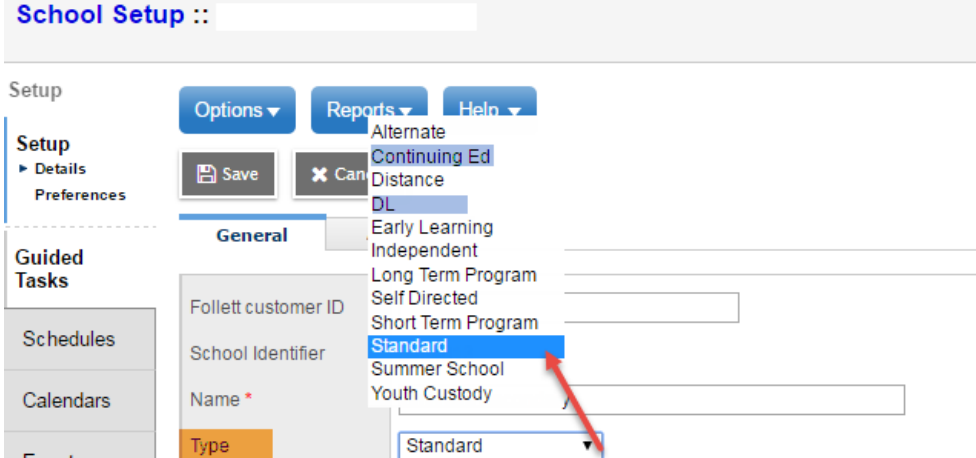
Specific information on how students are counted in different scenarios can be found on the Ministry of Education data collections site at: http://www.bced.gov.bc.ca/datacollections

This document identifies where the data for 1701 is drawn from in MyEducation BC, how it may be verified and extracted, and resources which may be used to assist in data entry.
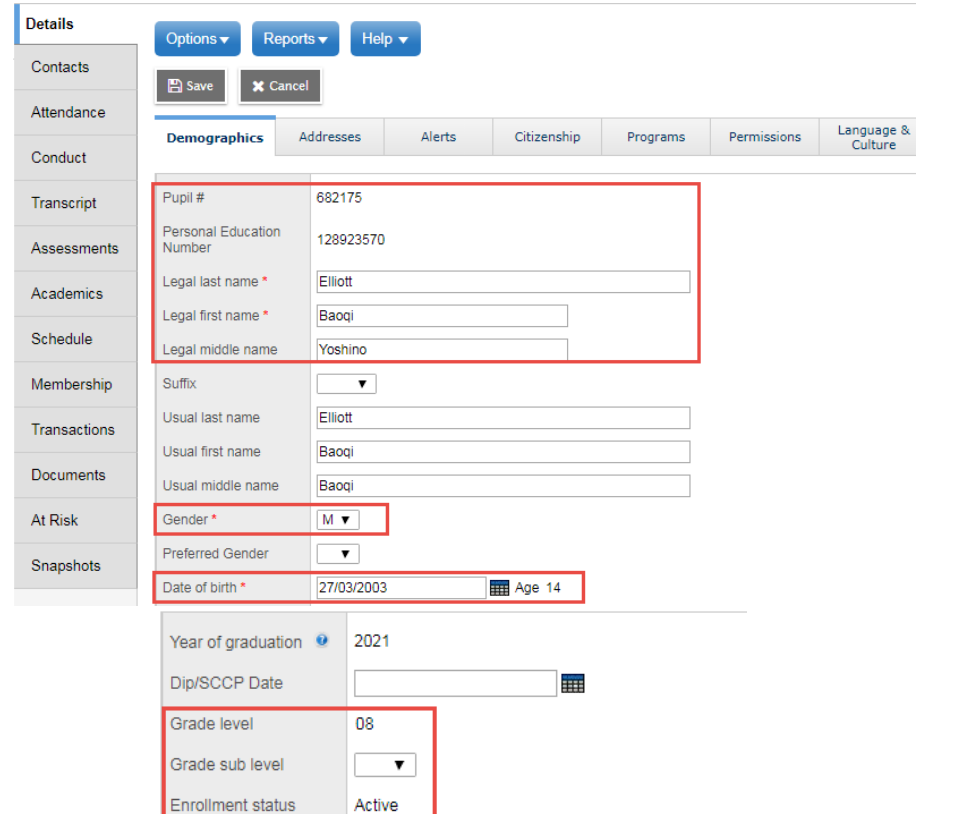
2.0 Locating the 1701 Fields

2.1 School Type

School view > **School** top tab > **Setup** side tab > **Details**

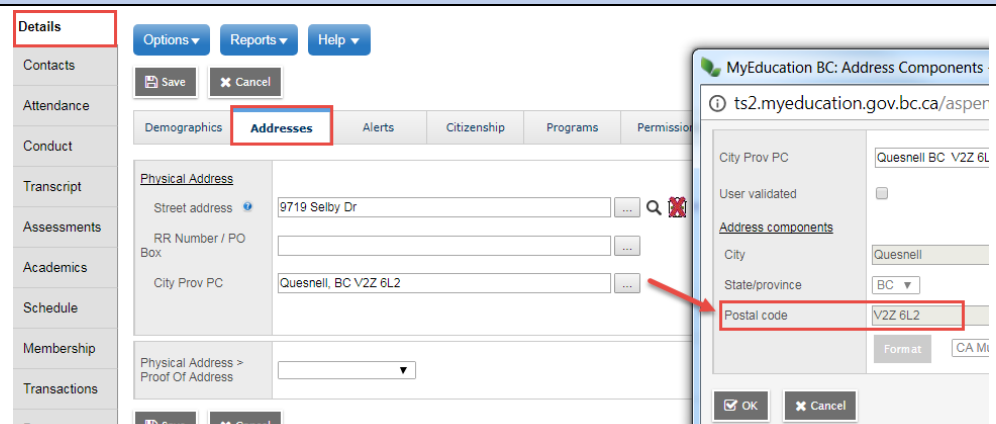| Fields included in 1701 Reporting:	Field name
	School Type

2.2   Basic Demographic Data

School View > **Student** top tab > select student > **Details** side tab > **Demographics** sub-top tab
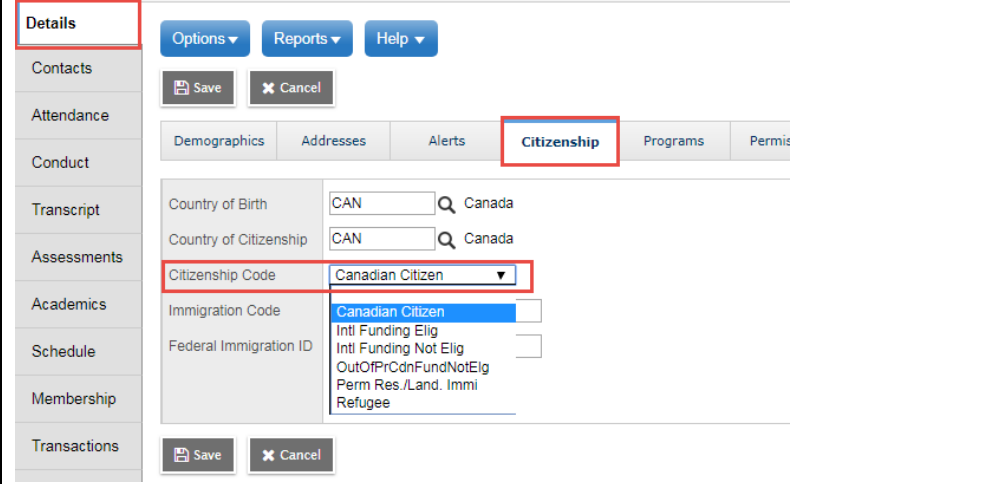
Fields included in 1701 Reporting:	Field name
	Pupil # Personal Education Number Legal last name Legal first name Legal middle name Gender Date of birth Grade level Grade sub level Status = Active or Active No Primary

School View > **Student** top tab > select student > **Details** side tab > **Addresses** sub-top tab
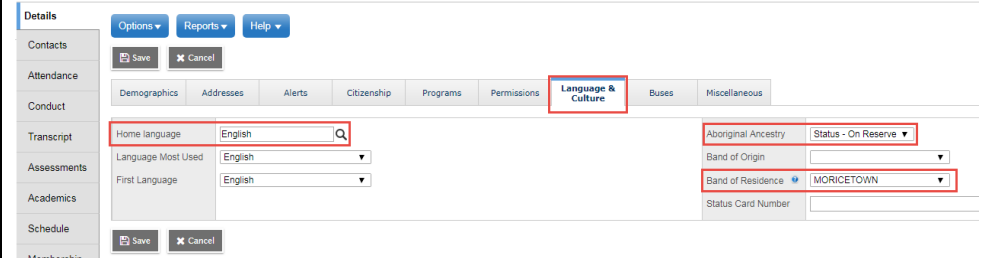
- When you click the ⊡ button in the **City Prov PC** field, ensure in the pop-up window that the Postal code is formatted correctly in the correct field.
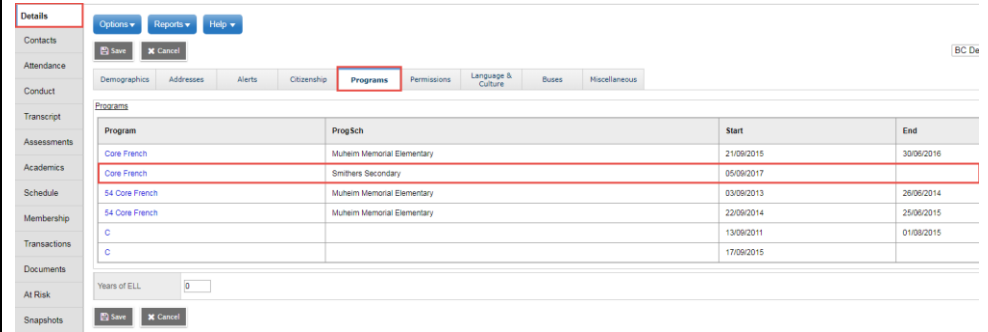
Fields included in 1701 Reporting:	Field name
	Postal Code

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

Fields included in 1701 Reporting:	Field name
	Citizenship Code

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

Fields included in 1701 Reporting:	Field name
	Home Language Aboriginal Ancestry Band of Residence

School View > **Student** top tab > select student > **Details** side tab > **Programs** sub-top tab
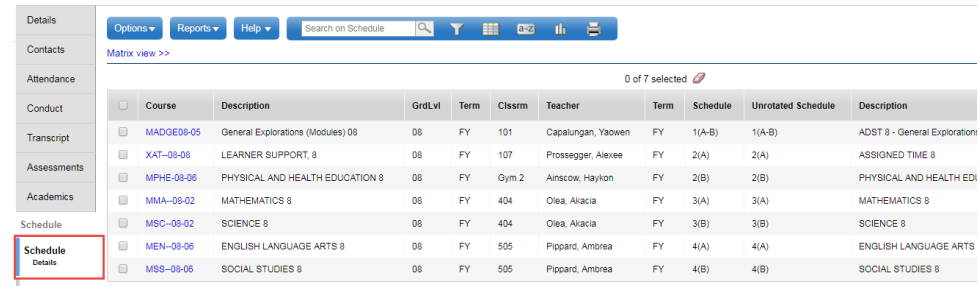
Fields included in 1701 Reporting:	Field name
	Active Programs

2.3 Course Information

School View > **Student** top tab > select student > **Schedule** side tab

- The courses that are included for 1701 reporting vary, depending on the grade level of the student, the school type the student is attending and the course type.

  Refer to the Ministry of Education 1701 Instructions for details on which courses are counted as valid for 1701 reporting.

Fields included in 1701 Reporting:	Field name
	Courses

School view > **Student** > select student > **Transcript** > **Details**

For schools identified with a **Type** of "Continuing Ed" or "DL", only courses with a valid active date will be counted (***Active Date*** field).

Active dates can be viewed and modified "en masse" in the Grades top tab > Transcripts side tab > Active Dates field set.

For current year scheduled courses, schools will need to prepare grade input for Course dates in order to enter and post active dates for the current 1701 submission window.
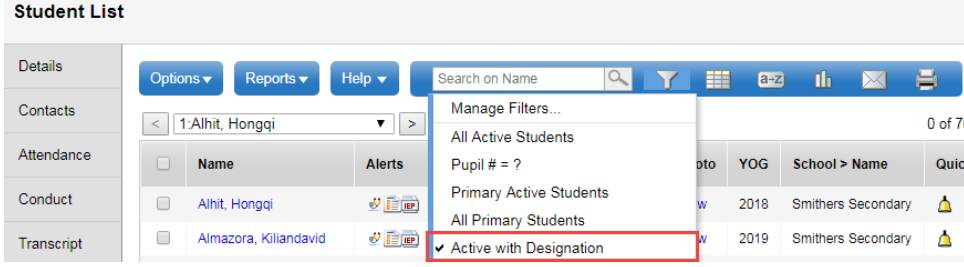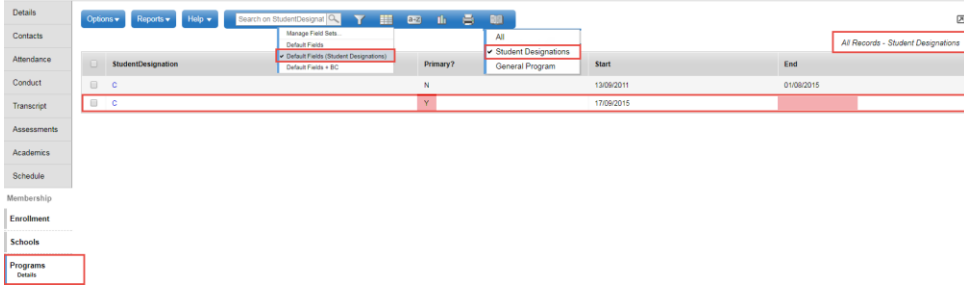
Fields included in 1701 Reporting:	Field name
	Active Dates

2.4   Student Services

A student can only have ONE primary Ministry Designation for funding purposes.
From the **School** view > **Student** top tab students who have a Ministry Designation can be displayed using the **Active w/ Designation** filter.

Schools can also run the BC 1701 Student Services report located in Student top tab > Reports menu > Ministry Reporting.

Fields included in 1701 Reporting:	Field name
	Ministry Designation
Users with appropriate security can add, revise or end date any student designation in the District or School Views > Programs side tab. *Please refer to the **1701 Student Services Designations** document for information on how to assign, modify or end Ministry Designations.* 	
	Ministry Designation

3.0   Student Program Codes

All 1701 Program Codes, and Funded ELL Codes are available for all schools to use at the Enterprise level. Some Districts have created District Level 1701 Codes, and ELL Codes. The system allows Districts to create a program using a code that is already in use by another District, which can result in a student program displaying incorrectly in the 1701 export and report. If a Student displays the wrong Enrolled Program Code on the 1701, submit a ticket to the service desk for assistance.

The District Setup Guide provides instructions on how to create a District Program Code.

4.0   Summer Schools

Summer Schools have unique 1701 reporting requirements. Schools and Districts ensure that the students, courses and designations meet the Ministry of Education funding requirements. Options are provided on the export parameter form to allow for the exclusion of certain students or designations.

For full details on Summer School 1701 requirements please see the Ministry of Education website: http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/data-collections/summer-learning

5.0   Resources for Preparing the Data

Information on entering the data may be found in the following resources:

- **District Setup:** Setting up program codes.
- **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.

6.0   1701 Reports for Verifying the Data

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

School or District > Student > Reports > Ministry Reporting

7.0 Running the 1701 Extracts

Three 1701 extracts are currently available: **School or District > Student > Options > Exports**

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract
- **BC 1701 STD Extract** (This is the file uploaded to the Ministry site)

In the BC 1701 STD extract pop-up parameter screen, select the appropriate options:

1. **School Type:** Determines the format of the extract and the options available on the parameter pop-up window.

   a. *Regular and DL* for all schools except Summer Schools

b. *Summer School* for Summer Schools only

2. **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.

3. **Grades:** Use the drop-down menu to select the grades to be included in the extract.

4. **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. (the first calendar day after the last funding snapshot date)

5. **Summer School Options:** available when Summer School is selected in School Type

    a. **Students to Include:**

        i. **Funded:** export file includes students eligible for summer school funding

        ii. **Adult:** export file includes adult students only and file name will specify adult

    b. **Display Designation:** The option to include student designation is available for summer schools

6. Click **Run** and save the .std extract on your local workstation to upload to the Ministry site.