

# 1701 Reference Guide

September 2018 v3.3







#### **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

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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 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: <u>http://www.bced.gov.bc.ca/datacollections</u>

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 inclu	ded in 1701 Re	eporting:	Field name					
School Setu	School Setup ::							
Setup Setup Details Preferences Guided Tasks Schedules		Alternate Continuing Ed Distance DL Early Learning Independent Long Term Program Short Term Program Standard						
Calendars	Name *	Summer School Youth Custody Standard						



# 2.2 Basic Demographic Data

Fields inc	luded in 170	01 Reporting:	Field name
Details Contacts	Options - Report	Help •	Pupil # Personal Education
Attendance	Save Cance Demographics A	ddresses Alerts Citizenship Programs Permissions Language & Culture	Number Legal last name
Conduct		Culture	Legal first name
Transcript	Pupil #	682175	Legal middle name
Assessments	Personal Education Number	128923570	Gender Date of birth
Academics	Legal last name *	Elliott	Grade level
Schedule	Legal first name * Legal middle name	Baoqi Yoshino	Grade sub level
Membership	Suffix	T	Status = Active or
Transactions	Usual last name	Elliott	Active No Primary
	Usual first name	Baoqi	
Documents	Usual middle name	Baoqi	
At Risk	Gender *	M ▼	
Snapshots	Preferred Gender	<b>T</b>	
	Date of birth *	27/03/2003 🗰 Age 14	
	Year of graduation	<b>2</b> 021	
	Dip/SCCP Date		
	Grade level	80	
	Grade sub level		
	Enrollment status	Active	

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

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 ir	Fields included in 1701 Reporting:									
Details	Options   Reports	s 🕶 Help 🔻						Postal Code		
Contacts	Save X Cancel				[	MyEducation BC: Add	dress Components			
Attendance						<ol> <li>ts2.myeducation.</li> </ol>	.gov.bc.ca/asper			
Conduct	Demographics Add	Iresses Alerts	Citizenship Pro	grams Permissio	>1	City Prov PC	Quesnell BC V2Z 6L			
Transcript	Physical Address Street address	9719 Selby Dr		Q 🎇		User validated				
Assessments	RR Number / PO			~		Address components				
Academics	Box City Prov PC	Quesnell, BC V2Z 6L2				City State/province	Quesnell			
Schedule					۲	Postal code	V2Z 6L2			
Membership	Physical Address >						Format CA Mi			
Transactions	Proof Of Address	•				𝕶 OK 🗶 Cancel				
Documents	🖺 Save 🗶 Cancel				L					





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

Fields inc	luded in 170 <sup>2</sup>	1 Reporting:	Field name
Details	Options	s + Help +	Citizenship Code
Contacts	🖺 Save 🗶 Cancel		
Attendance	Demographics Add	dresses Alerts Citizenship Programs Permis	
Conduct	Demographics Aut	Alerts Cluzenship Programs Permis	
Transcript	Country of Birth	CAN Q Canada	
Assessments	Country of Citizenship	CAN Q Canada	
Academics	Citizenship Code Immigration Code	Canadian Citizen   Canadian Citizen	
Schedule	Federal Immigration ID	Inti Funding Elig Inti Funding Not Elig OutOfPrCdnFundNotElg	
Membership		Perm Res/Land. Immi Refugee	
Transactions	Save X Cancel		

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

Fields	included in 1701 Reporting:	Field name
Details	Options   Reports  Help	Home Language
Contacts	문) Save 🗰 Cancel	Home Language Aboriginal Ancestry
Attendance	Descention allow a first a formation and annual Language &	Band of Residence
Conduct	Demographics Addresses Alerts Citizenship Programs Permissions Culture Buses Miscellaneous	Band of Residence
Transcript	Home language English Q Status - On Reserve V	
Assessments	Language Most Used English T	
	First Language English	
Academics	Status Card Number	
Schedule	El Save K Cancel	

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

ields	s included in 170 <sup>4</sup>	Field name										
rtails	Options   Reports   Help	Active Programs										
ntacts	🖹 Save 🗶 Cancel	0										
indance iduct	Demographics Addresses Alerts Citizensh											
nscript	Programs											
essments	Program	ProgSch	Start	End								
ressments	Core French	Muheim Memorial Elementary	21/09/2015	30/06/2016								
ademics	Core French	Smithers Secondary	05/09/2017									
edule	54 Core French	Muheim Memorial Elementary	03/09/2013	26/06/2014								
mbership	54 Core French	Muheim Memorial Elementary	22/09/2014	25/06/2015								
nsactions	c		13/09/2011	01/08/2015								
insactions	c		17/09/2015									
cuments Risk	Years of ELL 0											
apshots	Save X Cancel											





### 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.

ields	, , , , , , , , , , , , , , , , , , ,										Field name	
Details	Options ▼ Reports ▼ Help ▼ Search on Schedule Q Y III 022 1h 🚔											Courses
Contacts												
Attendance							0 ot	7 selecte	d 🥔			
Conduct		Course	Description	GrdLvl	Term	Clssrm	Teacher	Term	Schedule	Unrotated Schedule	Description	
Transcript		MADGE08-05	General Explorations (Modules) 08	08	FY	101	Capalungan, Yaowen	FY	1(A-B)	1(A-B)	ADST 8 - General Exploration:	
		XAT08-08	LEARNER SUPPORT, 8	08	FY	107	Prossegger, Alexee	FY	2(A)	2(A)	ASSIGNED TIME 8	
Assessments		MPHE-08-06	PHYSICAL AND HEALTH EDUCATION 8	08	FY	Gym 2	Ainscow, Haykon	FY	2(B)	2(B)	PHYSICAL AND HEALTH EDU	
Academics		MMA08-02	MATHEMATICS 8	08	FY	404	Olea, Akacia	FY	3(A)	3(A)	MATHEMATICS 8	
chedule		MSC08-02	SCIENCE 8	08	FY	404	Olea, Akacia	FY	3(B)	3(B)	SCIENCE 8	
Schedule		MEN08-06	ENGLISH LANGUAGE ARTS 8	08	FY	505	Pippard, Ambrea	FY	4(A)	4(A)	ENGLISH LANGUAGE ARTS	
Details		MSS08-06	SOCIAL STUDIES 8	08	FY	505	Pippard, Ambrea	FY	4(B)	4(B)	SOCIAL STUDIES 8	

#### 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 Reporti	ng:	Field name
Course Start Date Course End Date Actual Start Date	08/09/2015 30/06/2016 06/04/2016		Active Dates
Active Date	06/04/2016		
Percent Complete Completion Date	22/06/2016		





### 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 in	cluded in 1701 Reporting:	Field name
Student Lis	t	Ministry Designation
the Distric Services Ministry D		
Assessments Academics Schedule Membership Errollment Schools Programs Deats		





# 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: <u>http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/data-collections/summer-learning</u>

# **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





Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

#### Student List

Details	Option	ns 🖛	Reports  Help  Search on Name	0.			a+z	Th	$\bowtie$	8				
Contacts					Report	Cards in		_		-	d 💋	7		
Attendance	Attendance Label FSS 5162 BC Homeroom List w. Grid		Student Address Labels - 5161 Student Address Labels - 5960				nder	Pupil #	PEN	Photo				
Conduct		АААА	BC Principal's Attendance					Student Request Entry Status					106723399	
Transcript		AAATe	BC Student Information Verification Form BC Student Information with Photo	Student Unscheduled Periods Grad Reports					2125092					
Assessments		Abaci,	BC Student Withdraw Form			y Report	ing				► B(	272321 C 1701 Repo	11070///36	View
Academics		Abdal	Class Absence Letter Honor Roll		Other Jurisdiction Scheduling Reports				BC 1701 Report - By First Nations					
Schedule		Aberc	Nominal Roll		Quick					BC 1701 Report - By International BC 1701 Report - By Program				
Membership		Abohc Permanent Student Record Permanent Student Record JAM		Quick Report My Job Queue			BC 1701 Report - By Student Services							
Transactions		Acklar Acosta	Permanent Student Record Labels	ing our addition				BC 1701 Report - Nominal Roll BC 1701 Verification						

# 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)

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assess	ment	Schee	dule	Global	Tools	Admin		
Student	List														
Details	0	ptions 🔻 🛛	Reports 🔻	Help 🔻	Search on Nam	e C	Y		a-z	lh	$\bowtie$	8			
Contacts		Modify List			Analytics •						0 of 701 selected 🥔				
Attendance		Mass Update	a			Assign Co	uriers						Gender	Pupil #	PE
		Send Email				Assign Stu	dent Progra	ims					Gender	P upit #	
Conduct		Query				Blended M	arks to Trar	nscript				9 Ee <b>x</b>	F	2125080	10
Transcript		Snapshots				Course Ex	am Synchro	nize Pr	ocedure				м	2125092	
rransenpt		Show Select	ed			Create Sec	ondary Sch	nool Ass	ociations				F	272321	11
Assessmer	nts	Omit Selecte	d			Create Use	r Accounts						F	272321	11
						Exports					•	0.0 1701		iliation Ext	
Academics						Flag Stude	nt for Retrie	val							ract
Schedule						GDE					•		FTE Extra	·· ·	
Ochedule	Schedule										BC 1701 STD Extract				

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

School Type	Regular and DL						
Select school(s)	Smithers Secondary Q						
Grades	All Grades						
Distributed Learning and Continuing Education							
Active Course Date							
Summer School Options							
Students to Include	Funded -						
Display Designation	No 🔻						

- 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
- 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.
- 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.