



Name of School: _____

Principal: _____

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.

To complete step one: use the STUDENT Top Tab, Filter is set to Primary Active Students, Field Set is SD73 1701 Demographic

1. _____ **Demographics (p4) – checking to ensure no blanks or missing data**
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)

To complete the following check, use the 1701 Verification Report

2. _____ **Programs Assignment (p7) – checking to ensure the correct code is placed on students**
French Language p7, English Language Learning p8, English as a Second Dialect p 9, Aboriginal Education Programs and Services p9 and “Aboriginal Program Codes” document
3. _____ **Special Needs Category (p16) – checking to ensure that the SPED count is correct**
In MyEdBC: Enrolled in Student Services, assign only one primary Ministry Category, IEP is implemented

Secondary will use the SLD upload to look for further errors. For help around this attend a support session. Elementary Schools tend not to complete the SLD upload and review the echo reports

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

Principal’s Signature

Date