Standard – 1701 Ministry Designations

The document that explains the procedure of adding a 1701 Ministry Designation is located in the Student Services folder on myed73.sd73.bc.ca titled: SD73 – Student Services 1701 Designation.pdf

Audience: HGEC staff who add designations

Student Scenarios
A. Kindergarten Planning Meetings (Screenings) – In the school year prior to the start of Kindergarten (Use the PreReg Filter)   1. Add student designation 2. Mark the designation as primary 3. Start date is the 1st day of school of the next school year 4. Leave End date blank so the designation is active in the next school year (for 1701 funding)
B. Student Transfer (student movement within district) • **Do not** end date student designation(s)
C. Student Withdrawal (student movement out of district) • **Do not** end date student designation(s)
D. Student Graduation • **Do not** end date student designation • If a graduated student re-enrolls their designation is re-evaluated.
E. Student designation is re-evaluated and no longer has same designation (or is no longer being offered services or no longer wants services) 1. Un-check primary designation 2. Add End date
F. Student has new secondary designation 1. Add the new designation 2. DO NOT check the primary designation check box 3. Add the start date 4. Leave End date blank