



Grade Sub-levels

Grade Sub level is entered in the Student Top Tab, Details Side Tab.

Year of graduation	2024	Confidential Student Date	<input type="text"/>
Dip/SCCP Date	<input type="text"/>	Confidential Student Flag	<input type="checkbox"/>
Grade level	05	Family Courier	Yes
Grade sub level	<input type="text"/>	Locker	<input type="text"/>
Enrollment status	Active	Parking Space	<input type="text"/>
Calendar	Standard	Counsellor	<input type="text"/>
Care Card		Homeroom	DIV 005

The information regarding grade sub level is in Handbook of Procedures (page 123):

[https://www.bced.gov.bc.ca/exams/handbook/handbook\\_of\\_procedures.pdf#page=131](https://www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf#page=131)

- **AD** (Adult Graduating) or **AN** (Adult Not Graduating) must be reported to TRAX as the Grade for any student who is being reported as being on the Adult Graduation Program. Do NOT use AD or AN just because the student is considered to be of adult age.
- **AD** should be used for students who are expected to graduate on the Adult Grad Program in the current school year, or for students who previously graduated on the Adult Grad Program. Students with a Grade of AD will be included with the Ministry's Transcript Verification Reports (TVRs) and on Non-grad Reports (same as Grade 12 students on the 2004 Grad Program).
- **AN** should be used for students who are working towards completing the Adult Grad Program but are not expected to graduate in the current school year. Coding these students as AN will prevent them from appearing on Non-grad Reports and they will not be included with the TVRs (same as students reported as Grade 10 or 11 on the 2004 Grad Program).
- **HS** should only be used for "true" Home School students. HS students are rarely reported to the TRAX system. These are students who are not having any courses assessed by a teacher in a BC Public or a Group 1, 2 or 4 Independent School. For TRAX purposes, these students are permitted to write Provincial Examinations and receive exam results, but the Ministry of Education does not accept school marks for these students.

The following are codes that schools/districts may choose to report for 1701 purposes:

- **EU** = Elementary Ungraded
- **SU** = Secondary Ungraded
- **EU** and **SU** can be used to indicate that a student is not in a specific elementary or secondary grade. Ungraded students are not necessarily special education students. The ungraded categories include students who are taking courses at a number of levels and the school personnel do not consider the student to be in a specific grade level. If SU is reported to TRAX for a student who expected to graduate in the current school year, and the student does not already have a grade of 12 or AD, then the TRAX system will not treat the student as a potential graduate, will not be reported to post-secondary institutions and will not graduate until the student's Grade is reported as 12 or AD. For TRAX reporting purposes, the Ministry of Education recommends schools don't use the SU code for students who are expected to graduate in the current school year to avoid delays in reporting graduation.

In SD#73, use the grade sub level **SU** for students when:

1. The student has graduated but is school aged and the student returns to school to upgrade courses
2. The adult student is completing the 2004 Grad Program (use like AN for adult non-grad on the adult graduation program)



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- **GA** = Graduated Adult - Report GA as the Grade means the student has previously graduated and is considered to be of adult age. The student may have graduated in BC on any grad program, or may have graduated from another jurisdiction.
- **GR** is not a valid Grade code for 1701 or TRAX reporting. GR is the grade sub-level given to a school aged student who has met the graduation requirements of a graduation program and is withdrawn through EOYR. Once a student has a grade sub-level of GR, it may change to SU or GA depending on the Active student's enrollment circumstances (see above). Upon withdrawal from the school, the school will change the student's grade sub-level back to GR (or GA) as an indication that the student has met the graduation requirements. This is also associated with the "Diploma Met Date" in MyEdBC.
- **KH** = Kindergarten Half Day - is still a valid grade code for Independent schools only.

For further information, Form 1701 instructions provide an explanation for all 1701 grade codes - see page 7. <http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/september/pi1701.pdf>