

2009/10 Summer Learning (SL) Audit Program
Student Enrolment Data Claimed for the Period of July 1 2009 to August 31, 2009

Date of Visit: _____ Facility Visited: _____ School District: _____

Lead Auditor: _____ Audit Team Members: _____

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p>Ref. Summer Learning Data Collection Instructions for Form 1701.</p> <p>Students reported for funding by the SL centre are:</p> <ul style="list-style-type: none"> • <i>Students who are of school age (born between July 1, 1990 and December 31, 2004) and are</i> • <i>Enrolled and attending at the Grade 1 to Grade 7 level, for the completion of courses that align with the provincial curriculum, and are offered for a minimum of 40 hours;</i> or • <i>Enrolled and attending in Grade 8 to Grade 9 level courses that align with the provincial curriculum, and are offered for a minimum of 40 hours;</i> or • <i>Enrolled and attending in Grade 10-12 level courses. Both four credit courses that meet all the provincial or board/authority authorized learning outcomes within the provincial curriculum, or partial credit courses that align with the provincial or board/authority authorized curriculum and are offered for a minimum of 40 hours.</i> • <i>The program or course must be offered and completed between July 1, 2009 and August 31, 2009.</i> 	<p>Evidence that students and courses/programs reported for funding meet all the Ministry requirements to qualify for SL funding.</p>	<p>Whether the districts are accurately reporting students and courses/ programs in accordance with Ministry of Education (MEd) requirements for SL funding.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • Summer Learning Data Collection Instructions for Form 1701, dated June 9, 2009. www.bced.gov.bc.ca/datacollections/july/summer_learning1701p.pdf • Table 8 of the 2009/10 Operating Grants Manual, March 2009 • Ministry of Education's March 10, 2009 Summer School Funding interim policy notification letter to all Secretary-Treasurers 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
B.C. College of Teachers (BCCoT)				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>under the supervision of, assessed and evaluated by a member of the BC College of Teachers</i> <p>(Ref: K-12 Funding General Policy)</p>			<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • K-12 Funding- General Policy <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify teachers' membership in BCCoT by reviewing a copy of each of the teachers' current membership in BCCoT. 	
B.C. Residency				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>ordinarily resident in BC (and where applicable) with their parent/legal guardian</i> • <i>enrolled in the district</i> <p>(Ref: K-12 Funding General Policy)</p> <p><i>International students are not eligible for summer learning funding. Per SL interim policy, 2009/10 Operating Grants Manual, and Form 1701 Instructions.</i></p>			<p>Key Documents: As above.</p> <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Determine the school process for ensuring that parents or legal guardians are ordinarily resident in BC. 2. Document the full school process as determined in Step 1, including names of personnel contacted. <p>Note: Verification of residency and district enrolment is included in the audit steps below.</p>	
Enrolment and Attendance				
<p>Students reported on Form 1701 are enrolled in the District on the reporting date of July 17, 2009 and attending courses that align with the provincial curriculum. (Ref: SL Data Collection Instructions, P.1)</p> <p><i>Students may be reported by multiple schools</i> (Ref: SL Data Collection Instructions, P.2)</p> <p>Students excluded from Summer Learning funding:</p> <ul style="list-style-type: none"> • <i>Students in Kindergarten</i> • <i>School-age graduates</i> • <i>Adult students</i> 	<p>Verification that students reported on Form 1701 were enrolled on July 17, 2009 and attending SL courses offered and completed between July 1, 2009 and August 31, 2009.</p>	<p>That the district has reported for funding only:</p> <ol style="list-style-type: none"> a) students who were enrolled and in attendance in eligible courses/programs in accordance with the SL specified time period. 	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • Form 1701 ECHO Report 9100. <p>Audit Steps (Enrolment):</p> <p>Review by sampling Form 1701 data:</p> <ol style="list-style-type: none"> 1. Select a sample totalling a minimum of 25% of the SL students listed on Form 1701 enrolment report (ECHO 9100). 2. Verify that the student is enrolled by reviewing student and school documents and interviewing staff. <p>Evidence supporting enrolment includes:</p> <ul style="list-style-type: none"> • Course and student time tables • System course registration reports • Attendance records 	

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<ul style="list-style-type: none"> • <i>Students taking part in summer camp</i> • <i>Grades 10, 11, 12 and SU students enrolled in Distributed Learning Programs</i> • <i>Out of Province/International Students</i> • <i>Students enrolled in a Provincial Resource Program (PRP) for 3 months or less</i> • <i>Exchange Students</i> • <i>Students who are only registered to write the General Education Development) examinations</i> • <i>Pre-primary or early childhood education students (those born after December 31, 2004)</i> <p>(Ref: SL Data Collection Instructions, P.2)</p>			<ul style="list-style-type: none"> • Program of studies • Information from interviews with teachers and other staff • Student work (modules, test, project work) <p>3. Verify that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC.</p> <p>4. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.</p> <p>Audit Steps (Attendance):</p> <p>1. Determine that each of the students in the sample attended each course claimed for funding.</p> <p>2. Evidence to support the students' attendance includes:</p> <ul style="list-style-type: none"> • Classroom teacher attendance sheets • Computer bubble sheets • Electronic data (system logins/outs) • Information gathered through interviews with teachers and other staff • Record of work performed (progress) <p>3. Identify any discrepancies on an observation sheet and attach student information and supporting documentation (including staff contacts if applicable).</p>	

Number of Courses/Programs Reported

For funding purposes, boards must report courses in four categories:

(Ref: Ministry of Education's March 10, 2009 Summer Learning Funding interim policy and Operating Grants Manual, Table 8)

Grades 10 – 12: Four-credit courses that meet all the provincial or board/authority authorized learning outcomes within the provincial curriculum will be funded at \$400 per course.

Grades 10-12: Partial Courses that align with the provincial or board/authority authorized curriculum, and are offered for a minimum of 40 hours, will be funded at \$200 per course.

Grades 1-7: Courses that align with the provincial curriculum, and are offered for a minimum of 40 hours, will be funded at \$200 per student (headcount)

Grades 8-9: Courses that align with the provincial curriculum, and are offered for a minimum of 40 hours, will be funded at \$200 per course.

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<p>The school district must report only those courses for students enrolled on the reporting date of July 17, 2009.</p> <p>The course or program must be offered and completed between July 1, 2009 and August 31, 2009. (Ref: SL Data Collection Instructions, P.1)</p>	<p>Assurance of accuracy and appropriateness of the number of courses/programs claimed for funding for each student reported to the Ministry of Education by school districts.</p>	<p>Whether the district is accurately reporting the number of courses/programs in compliance with the Ministry's school and student data collection instructions.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • M191/94 Student Progress Order • M205/95 Graduation Requirements Order • M295/95 Required Areas of Study in an Educational Program Order • M302/04 Graduation Program Order • Manual of Course Information for the Graduation Program • <i>School Act</i> Section 82 <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Reconcile the number of courses/programs recorded on ECHO9100 to the courses/programs that the student is enrolled in. For each of the students in the sample: <ul style="list-style-type: none"> • Request a list of all funded courses/programs with start and finish dates. • Determine the number of courses/programs reported on ECHO9100 and compare to the courses in which the student was enrolled and attending. 2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation. 	
Courses Leading to Graduation (secondary courses Grades 8-12)				
<p><i>The following may not be included as courses for funding purposes:</i></p> <ul style="list-style-type: none"> • <i>Planning 10</i> • <i>Career and Personal Planning</i> • <i>Graduation Transitions</i> • <i>Secondary School Apprenticeship</i> • <i>Work Experience</i> • <i>Support Blocks</i> • <i>Prior learning assessment credit granting</i> • <i>Tutorial time</i> 	<p>Verification that courses reported for funding meet MEd graduation requirements.</p>	<p>Whether the district has reported eligible courses which lead to graduation in accordance with Ministry graduation requirements.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • As above; and • Graduation Requirements Policy <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify that the courses claimed are leading to the graduation of the student. Use www.bced.gov.bc.ca/graduation/ataglance.pdf for specific (Dogwood) graduation requirements and reference Course Information for the Graduation Program at 	

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<ul style="list-style-type: none"> • <i>Teacher consultation</i> • <i>Courses completed via challenge.</i> Ref: SL Data Collection Instructions, P.8.			www.bced.gov.bc.ca/graduation/courseinfo/0809_cid.pdf to identify eligible courses. <ul style="list-style-type: none"> • Reconcile the courses claimed with the Graduation Requirements to ensure courses are allowed. 2. Identify any discrepancies on an observation sheet and attach student information and supporting documentation.	
Supplementary Service Claims				
English as a Second Language/Dialect (ESL/D)/French as a Second Language (FSL) and Aboriginal Education services must be in evidence at the time of the July 17, 2009 claim for the district to be eligible for this funding. (Ref. SL Data Collection Instructions)	Evidence that claimed supplementary services are in place in accordance with Ministry requirements for these services	There is evidence of the claimed supplementary service(s) at July 17, 2009.	Key Documents: <ul style="list-style-type: none"> • As above, and • See SL Data Collection Instructions Pages 5 through 7 for ESL and Aboriginal requirements and Page 9 for Special Needs. Audit Steps: <ol style="list-style-type: none"> 1. Select a combined minimum sample of 25% of the students reported as ESL and Aboriginal Education on the Form 1701. 2. Verify that the sampled ESL and Aboriginal Education students are receiving the service as outlined in the Form 1701 directives by July 17, 2009. 3. Verify students claimed for supplementary funding are ordinarily resident in BC with their parent/guardian. 4. Identify any discrepancies on an observation sheet and attach student information and supporting documentation. 	