



# 1701 Duplicate Resolution Form

Business Integration Branch  
Data Management Unit  
Facsimile: (250) 356-0277

**Do not use this form if you have any of the following three situations: (these are all allowable duplicates)**

- Grade 10, 11, 12, and SU students enrolled in more than one public school within a district (excluding Alternate programs)
- Grade 10 – 12 and SU in a DL school
- Adult students

**Use this form if:**

**The duplicate students are actually two different students**

Both schools should submit this form and a copy of their student(s) birth certificate to the Ministry. Schools should check the correct box in the “details of settlement” section below.

OR

**The following non allowable duplicate situations occur: (these must all be resolved by Oct. 21)**

**Duplicates involving Grade K-9 students**

- a. The school where the student is enrolled in the majority of courses is considered the school of record and should claim the student.
- b. If the number of courses the student is taking is the same in each school the parent/guardian must indicate, in writing, which is the school of record and that school is to report the student.

**Duplicates involving Grade 10-12 and SU students**

If the student is enrolled in more than one school involving an Alternate program, only one school and one board may claim the student.

- a. The school where the student has the highest FTE should claim the student.
- b. If the FTEs are the same in each school the parent/guardian must indicate, in writing, which is the school of record and that school is to report the student.

If the student is enrolled in more than one school between districts and between independent schools.

- a. If your school is NOT CLAIMING the student, you simply draw a line through the student on your report. You may be asked to sign this form releasing the student to another school/district.
- b. If your school is CLAIMING the student, you must contact the releasing school and have them sign the duplicate resolution form as the releasing school. To avoid conflict, the claiming school may want to supply documentation (i.e. attendance records) which indicates the student(s) was physically in attendance in your school on the snapshot day of the current data collection.

**School Detail**

<b>Claiming school name</b> _____	<b>Ministry School Code</b> _____
(student name) _____	(DOB) _____ PEN _____
(school contact name) _____	phone _____ fax _____
<b>Releasing school name</b> _____	<b>Ministry School Code</b> _____
(student name) _____	(DOB) _____ PEN _____
(school contact name) _____	phone _____ fax _____

**Details of Settlement**

- WE** (releasing school above) have agreed to **REMOVE** the student from **OUR** echo report.
- The student(s) mentioned above are two different students. Birth Certificate(s) attached.

**Confirmation**

_____	_____
Claiming School Principal/Coordinator Signature	School Name
_____	_____
Releasing School Principal/Coordinator Signature	School Name