

EARLY LEARNING DATA COLLECTION

COMPLETION INSTRUCTIONS FOR EARLY LEARNING PROGRAMS

Quick Reference

Who must submit Early Learning data?

This data must be submitted by:

- Approved early learning programs (as per the School Act, section 86(5))

When must the Early Learning data be compiled and submitted to the Ministry?

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| January 10 (attendance for September through December) and July 10 (attendance for January through June) |
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What information is collected for Early Learning?

The Early Learning data collection includes the following information about children participating in early learning programs:

- name, birth date, gender, and postal code
- daily attendance

Why is the submission of Early Learning data important?

The Early Learning Data Collection is required under the School and Student Data Collection Order (M304/07). Under this order school boards are responsible for collecting and submitting the information to the Ministry.

The collected information is critical for:

- monitoring the activity levels of each program
- tracking the long term effectiveness of Early Learning programs on student achievement

Submitting the Early Learning Data to the Ministry

The Ministry will accept Early Learning data files via BCeSIS only. Processes have been set up for this information to be transferred to the Ministry via a secure data exchange method.

If you need assistance

Questions about the Early Learning Data Collection should be directed to your district contact person, or:

Beverly Shaw, Business Integration Branch, Phone (250) 356-9546

Questions about the early learning programs should be directed to:
Catherine (Cat) Jensen, Early Years, Phone (250) 886-2896
