

# FORM 1701: STUDENT DATA COLLECTION

## FORMS COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS FULL YEAR CONTINUING EDUCATION DATA

### Quick Reference

#### Who completes Form 1701?

This form is completed by:

- District Continuing Education Schools

A separate Form 1701 record is completed for each student aged 16 to 18 and adult student enrolled in your school.

#### When is Form 1701 to be compiled and returned to the Ministry?

Data files must arrive at the Ministry on or before

**June 19, 2009**

**!** **NOTE:** Schools must send the data files to their District Office, not directly to the Ministry.

#### Why is Form 1701 important?

Form 1701 is required under the School and Student Data Collection Order (M152/89). Under this order school boards are responsible for collecting and submitting the information to the Ministry. The form collects the following information about individual students enrolled in the school between July 1, 2008 and June 12, 2009:

- name, birthdate, gender, grade level and postal code
- Number of courses, by type, for all students in the secondary grades including adults, and school-aged students with graduation certificates.

The collected information is critical for :

- allocating funds to districts and schools
- tracking student movement between districts.

#### If you need assistance

Questions about completing Form 1701 should be directed to your district contact person, or:

Kathy Cordner  
Data Management Unit  
(250) 356-2441

## Inclusions/exclusions for Form 1701

**Include:** The following students should be reported by the continuing education school with which they are enrolled and in attendance:

- **Students born between July 1, 1989 and June 30, 1992.**

- **Students born prior to July 1, 1989** are considered to be adult students. There are three types of adult students which may be reported and funded:
  - 1) adult students who are taking Ministry-Authorized or Board/Authority Authorized courses that lead to a graduation diploma. Eligible courses (detailed in the Adult Funding Policy) will be funded if they are documented on a Course Enrolment Form and the student meets the attendance definition written in the [Adult Funding Policy](#) and the student meets the funding eligibility requirements set out in the [K-12 Funding Policy](#);
  - 2) adult students who have either met the general requirements for graduation in British Columbia or have completed the requirements for graduation from a secondary school or high school in another jurisdiction. These students are considered Graduated Adults. Starting September 1, 2008 school boards will be funded for Graduated Adults taking courses offered at school board continuing education schools or in K-12 schools through Phase 3 of the “Education Guarantee”. The list of eligible courses for funding can be found in Appendix 1 of the Education Guarantee information page at:  
[http://www.bced.gov.bc.ca/adult\\_graduation/courses.htm](http://www.bced.gov.bc.ca/adult_graduation/courses.htm)
  - 3) adult students taking a locally developed General Education Development (GED) preparation course may also be reported.See the current [Adult Program Policy](#) for details on the Ministry web site.

- **B.C. Students Attending Out Of Province** - These are students who are resident in British Columbia, but attend classes in a neighbouring province/territory, through a contractual arrangement between their school board and the school board in the neighbouring jurisdiction.
- **Out of Province/International Students** - These students fall under the following categories: 1) not involved in a reciprocal exchange; 2) not ordinarily resident in the province and for whom the guardians of the students are not ordinarily resident in B.C. Provincial funding will not be provided for these. See the current International Students Policy for details.
- **Exchange Students** - An exchange student is one involved in a reciprocal and equal exchange. This exchange must be one in/one out of the same district for the same length of time, with the exchange completed within two years. Boards receive funding for this student.

**Exclude:** The following students should not be reported on a 1701 form by the education facility with which they are registered:

- Students who are only registered to write the GED (General Education Development) examinations.
- Students born July 1, 1992 and after.

### **Duplicate students**

For the Full Year Continuing Education Centre 2009 count, school aged students in grades 10-12 and SU may be reported and funded in more than one district. This is different from the September and February count where school aged students may only be enrolled and reported in one district or independent school (except in DL).

Adult students may be enrolled and reported in more than one school and more than one Board or Authority.

## **Step by step instructions for completing Form 1701**

### **Ministry School Name and Code**

Your file must include your Ministry school name and code.

### **Local School Student Identification Number**

Indicate the student's school identification number.

### **Report Date**

The report date is "2009 06 30".

### **Personal Education Number (PEN)**

Enter the student's Personal Education Number (PEN) that was assigned by the Ministry. Schools must request PENs for any new student **prior** to submitting your file to the Ministry.

### **Legal Names**

These are the names that appear on a student's birth certificate, unless a legal name change has been filed.

### **Birth date**

Year - four digits (e.g., 1980).

Month - two digits (e.g., 01 rather than Jan).

Day - two digits (e.g., 05 rather than 5).

### **Usual Names**

In most instances the usual name will be the same as the legal name and this section should be left blank. In those situations where the student requests to be referred to by other than their legal name, then complete those portions of the usual name which are different.

## Gender

Indicate student's gender.

## Postal Code

Enter the current residential postal code of the student.

## Out of Province/International student

Mark this box if the student is an Out of Province/International student.

This includes:

- students from out of province
- students from other countries
- any incoming student not involved in a reciprocal exchange.

(See page 2 for more details).

! **NOTE:** Ensure you have read the current International Students Policy.

## Aboriginal Ancestry

This includes First Nation (both Status and Non-Status), on reserve and off reserve, Inuit and Metis students.

! **NOTE:** Aboriginal identification is made on a volunteering basis.

## Status Indian Living On Reserve

Indicate if the student is a "Status Indian Living On Reserve". "Living On Reserve" means that the student lives on the reserve in a domestic establishment that is his principle place of residence with his legal guardian(s) and that is the centre of his daily routine during the school year.

! **NOTE:** Please ensure that students indicated as "Status Indian Living On Reserve" are on the Nominal roll. If the student has been removed from the Nominal roll please do not report the student as "Status Indian Living On Reserve".

## Band Code (Band of Residence)

Please indicate the four character "band of residence" code for the student if they are identified as "Status Indian Living On Reserve". Refer to Appendix 2 for a list of bands of residence and their codes.

! **NOTE:** Band of Residence code is the band number of the band on whose reserve the student lives. It may or may not be membership band depending on whose reserve the student lives. For example, if a Cowichan member resides on Penelakut's reserve, the band of residence code for the student should be 650 for Penelakut.

## Primary Language Spoken in the Home

Please indicate the language normally spoken in the home. If more than one language is normally spoken in the home, only indicate the language most often spoken. Refer to Appendix 1 for languages and their codes.

## Grades 10-12

If the student is in grade 10, 11 or 12, indicate the specific grade.

### Secondary Ungraded

Indicate if the student is not in a specific 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.

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**NOTE:** Students reported under Secondary Ungraded will not be included in the calculation of Passport to Education Stamps.

### Graduated Adult

Indicate if the student is a graduated adult by entering GA in the grade code field. (See page 2 for more details).

### Number of Courses Leading to Graduation

A course is defined by the Student Credentials Ministerial Order MO M164/96.

For the purpose of completing this form, consider a four credit course as one course and a two credit course as a half course. For example, a student taking English 12 (a four credit course) and Applied Skills 11 (a two credit course) should report **01.50** courses in this section.

- Items that are not secondary courses, such as prior learning assessment credit granting, tutorial time and teacher consultation, are not fundable and are not to be included in this section.
- Courses completed via challenge are not to be included in this section.
- Post Secondary courses may be reported in this section if they are part of the student's planned program leading to graduation and they meet the requirements in the Recognition of Post-Secondary Transition Programs for Funding Purposes policy on the Ministry web site [http://www.bced.gov.bc.ca/policy/policies/recog\\_post\\_sec.htm](http://www.bced.gov.bc.ca/policy/policies/recog_post_sec.htm)
- One locally developed General Education Development (GED) preparation course may be reported for adults.

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**NOTE:** Students in Continuing Education schools may only be reported in grades 10, 11, 12, SU or GA..

For funding and scheduling purposes the Ministry has created a set of generic, non-credit codes that meet Ministry funding requirements as accepted activities for identified special needs students on an IEP.

In order to use these non-credit codes the student:

- must have a designated special needs funding category
- must have an IEP (Individual Educational Plan)
- is receiving an educational program and/or support to meet the goals of the student's IEP
- is assigned this activity because it is being used to assist the student in meeting one or more of the IEP goals

<u>CODES</u>	<u>TITLE</u>
XSIEP 10A through to 10H	LD IEP Modified Course 10A etc
XSIEP 11A through to 11H	LD IEP Modified Course 11A etc
XSIEP 12A through to 12 H	LD IEP Modified Course 12A etc

**Graduation Transitions**

- Schools may report Graduation Transitions in this field.
- Graduation Transitions may only be reported once for a student during their K-12 education and should be reported when the student is enrolled in grade 12.

The number of courses leading to graduation are required in order to calculate the Full-Time Equivalent for **all** secondary students, enrolled in grades 10–12, SU and GA.

To obtain funding **for school aged students**, school district must meet the following criteria:

- Report the **actual** number of courses, as defined above, leading to graduation in which the student was enrolled and in attendance between July 1, 2008 and June 12, 2009.

To obtain **adult student** funding, school boards must meet the following criteria:

- For all adult students, have a Course Enrolment Form on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment;
- Report the **actual** number of courses, as defined above, in which the student was enrolled and in attendance between July 1, 2008 and June 12, 2009.

! **NOTE:** When completing the 1701 form please refer to the [Adult Program Policy](#) and the [Adult Funding Policy](#) .

**Support Block**

- For the purpose of completing this form, a support block is for non special needs, school aged, non graduated students in grades 10-12 and SU who are taking less than 8 courses, but who are engaged in their learning at structured times in addition to their academic or regular program courses. The combined total number of support block and courses leading to graduation can not exceed 8 for these students.

- Each support block should be considered equivalent to the 120 hours of instruction of a regular course, instructional service should be provided by a teacher, regular attendance should be expected, and does not include independent study time, voluntary study halls, tutorial sessions or time spent on courses at another school.
- ! **Note:** Support block may not be reported for school aged students in grades other than grades 10-12 or SU, school aged graduates or adult students. In support of students taking distributed learning courses, non-DL schools may claim one funded support block per student per school year, as long as the other requirement for number of courses, structured time, teacher support and regular attendance are met.

The following chart shows how FTE will be calculated.

- Reported courses and the calculated FTE will include support block for eligible students.
- Students enrolled in grades 10, 11, 12, SU and GA will be funded for more than 1.0000 FTE if they take more than 8 courses.

**School aged and Adult students in  
Grades 10-12, Secondary Ungraded and  
Graduated Adult**

Number of Courses	Reported as Courses	Funded as FTE
1	01.00	0.1250
1.5	01.50	0.1875
2	02.00	0.2500
2.5	02.50	0.3125
3	03.00	0.3750
3.5	03.50	0.4375
4	04.00	0.5000
5	05.00	0.6250
6	06.00	0.7500
7	07.00	0.8750
8	08.00	1.0000
9	09.00	1.1250
10	10.00	1.2500

### Number of Other courses

Report the number of courses not included in the “Number of courses leading to graduation” section. Include Ministry Accepted Certificates for External Courses such as those offered by the Young Drivers of Canada or Royal Conservatory of Music. (See the Grade 12 Transcript and Examinations System Handbook of Procedures 2008/2009 or the Course Information Booklet for 2008/2009 for a comprehensive list on the Ministry web site

<http://www.bced.gov.bc.ca/graduation/courseinfo/>).

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**NOTE:** These courses are not used in the funded FTE calculation.

### **Submitting Data**

Prior to sending your 1701 file to your district contact for submission to the Ministry, it is suggested that schools load and verify their 1701 files using the verification web located on our data collections web site <http://www.bced.gov.bc.ca/datacollections/>. Once your data is accurate you need to forward your file to your District Contact who will submit the data to the Ministry.

## APPENDIX 1

## CODES FOR PRIMARY LANGUAGE SPOKEN IN THE HOME

044	AFRIKAANS	009	NORWEGIAN
096	ALBANIAN	153	NUU-CHAH-NULTH
076	ARABIC	141	NUXALK
030	ARMENIAN	145	OKANAGAN
034	BENGALI	071	OTHER ABORIGINAL
172	BOSNIEN	091	OTHER AFRICAN
020	BULGARIAN	082	OTHER ASIATIC
083	CAMBODIAN	061	OTHER ATHPASKAN
174	CANTONESE	947	OTHER GERMANIC
060	CARRIER	090	OTHER LANGUAGES
043	CATALAN	087	OTHER MALAYO-POLY
946	CHINESE	147	OTHER SALISHANE
097	CREOLE	070	OTHER WAKASHANES
112	CROATIAN	033	PERSIAN
024	CZECHOSLOVAKIAN	085	PILIPINO
007	DANISH	027	POLISH
132	DUNNE-ZA	001	PORTUGUESE
004	DUTCH	037	PUNJABI
943	ENGLISH	103	ROMANCHE
041	ESTONIAN	003	ROMANIAN
045	FAEROESE	018	RUSSIAN
042	FINNISH	065	SECWEPEMC
944	FRENCH	113	SERBIAN
927	GERMAN	021	SERBO-CROATIAN
149	GITKSAN	801	SIGNING
029	GREEK	035	SINHALESE
039	GUJARATI	025	SLOVAK
062	HAIDA	022	SLOVENIAN
077	HEBREW	002	SPANISH
036	HINDI	144	STL'ALT'IMC
048	HUNGARIAN	088	SWAHELI
008	ICELANDIC	010	SWEDISH
047	INDO IRANIAN	086	TAGALOG (PHILIPINO)
072	INUKTITUT	074	TAMIL
945	ITALIAN	902	THAGALOO
049	JAPANESE	155	THAI
050	KOREAN	110	TSILHQOT'IN
108	KASKA	069	TSIMSHIAN
163	KURDISH	067	TLINGIT
064	KTUNAXA	040	TURKISH
152	KWAKW'ALA	111	TUTCHONE
080	LAOTIAN	094	UKRAINIAN
084	MALAY-BAHASA	038	URDU
173	MANDARIN	081	VIETNAMESE
802	NISGA'A	023	YUGOSLAVIAN

**APPENDIX 2**  
**BAND OF RESIDENCE CODES**

604	?AKISQ-NUK FIRST NATIONS	672	KITKATLA	651	QUALICUM
684	ADAMS LAKE	680	KITSELAS	633	QUATSINO
659	AHOUSAHT - NTC - AFA	681	KITSUMKALUM	715	RED BLUFF
558	AITCHELITZ	553	KLAAHOOSE	567	SAMAHQUAM
709	ALEXANDRIA	503	KLUANE TRIBAL COUNCIL	542	SAULTEAU
710	ALEXIS CREEK	721	KLUSKUS	568	SCOWILTZ
711	ALKALI LAKE	627	KWA-WA-AINEUK	581	SEABIRD
712	ANAHAM	626	KWAKIUTL	551	SECHELT
556	ANDERSON LAKE	500	KWANLIN DUN	569	SEMIAHMOO
685	ASHCROFT - AFA	564	KWANTLEN (LANGLEY)	595	SETON LAKE
640	BEECHER BAY	580	KWAW-KWAW-A-PILT	698	SHACKAN
547	BLUEBERRY RIVER	628	KWIAKAH	665	SHESHAHT - NTC - AFA
686	BONAPARTE	625	KWICKSUTAINEUK	605	SHUSWAP
700	BOOTHROYD - AFA	638	KYOQUOT - NTC - AFA	706	SISKA
701	BOSTON BAR	579	LAKAHAHMEN	582	SKAWAHLOOK
590	BRIDGE RIVER	678	LAKALZAP	687	SKEETCHESTN
725	BROMAN LAKE	607	LAKE BABINE - AFA	670	SKIDEGATE - AFA
619	BURNS LAKE	643	LAKE COWICHAN	729	SKIN TYEE
549	BURRARD	674	LAX-KW'ALAAAMS (PORT SIMPSON)	562	SKOOKUMCHUCK
622	CAMPBELL RIVER - AFA	611	LHEIT LIT'EN NATION - AFA	571	SKOWKALE
713	CANIM LAKE - AFA	502	LIARD RIVER	707	SKUPPAH
723	CANOE CREEK	593	LILLOOET - AFA	573	SKWAH
623	CAPE MUDGE - AFA	689	LITTLE SHUSWAP	570	SKWAY
591	CAYOOSE CREEK	606	LOWER KOOTENAY	554	SLIAMMON
583	CHAWATHIL (HOPE)	695	LOWER NICOLA	716	SODA CREEK
584	CHEAM	598	LOWER SIMILKAMEEN	656	SONGHEES
559	CHEHALIS	646	LYACKSON	657	SOOKE
641	CHEMAINUS	705	LYTTON	572	SOOWAHLIE
620	CHESLATTA CARRIER - AFA	612	MADLEH-WHUTEN (FRASER LAKE)	600	SPALLUMCHEEN
660	CLAYOQUOT - NTC - AFA	647	MALAHAT	708	SPUZZUM
693	COLDWATER	629	MAMALELEQALA	555	SQUAMISH
624	COMOX	669	MASSETT - AFA	574	SQULALA
694	COOK'S FERRY	565	MATSQUI	602	ST. MARY'S
560	COQUITLAM	618	MCLEOD LAKE - AFA	613	STELLAT'EN
642	COWICHAN	673	METLAKATLA - AFA	717	STONE
504	DEASE RIVER	530	MORICETOWN	615	STONEY CREEK
662	DITIDAHT - NTC - AFA	557	MOUNT CURRIE	578	SUMAS
548	DOIG RIVER	630	MOWACHAHT - NTC - AFA	682	TAHLTAN
561	DOUGLAS	550	MUSQUEAM	608	TAKLA LAKE
634	EHATTESHAHT - NTC - AFA	614	NAK'AZDLI - AFA	501	TAKU RIVER TLINGIT
644	ESQUIMALT	648	NANAIMO - AFA	635	TANAKTEUK
543	FORT NELSON	649	NANOOSE	654	TASWOUT
610	FORT WARE	720	NAZKO	617	TL'AZT'EN NATIONS
592	FOUNTAIN - AGA	726	NEE TAHI BUHN	632	TLATLASIKWALA
531	GITANMAAX - GITSKAN - AFA	714	NEMIAIAH VALLEY	637	TLOWITSIS-MUMTAGILA
537	GITANYOW	690	NESKONLITH (NESKAINLITH)	603	TOBACCO PLAINS
677	GITLAKDAMIX	566	NEW WESTMINSTER	718	TOOSEY
535	GITSEGUKIA - GITSKAN - AFA	696	NICOMEN	666	TOQUAHT - NTC - AFA
536	GITWANGAK - GITSKAN - AFA	631	NIMPKISH	653	TSARTLIP
679	GITWINKSIHLKW - AFA	699	NOOAITCH	636	TSAWATAINEUK
533	GLEN VOWELL - GITSKAN - AFA	691	NORTH THOMPSON - AFA	577	TSAWWASSEN
724	GWA'SALA-NAKWAXDA'XW	639	NUCHATLAHT - NTC - AFA	609	TSAY KEH DENE
534	HAGWILGET	539	NUXALK NATION (BELLA COOLA)	655	TSEYCUK
645	HALALT	587	OHAMIL	575	TZEACHTEN
546	HALFWAY RIVER	663	OHAHT - NTC - AFA	668	UCLUELET - NTC - AFA
675	HARTLEY BAY	616	OKANAGAN	722	ULKATCHO
538	HEILTSUK	664	OPETCHESAHT - NTC - AFA	588	UNION BAR
661	HESQUIAHT - NTC - AFA	692	OREGON JACK CREEK	697	UPPER NICOLA
703	HIGH BAR	596	OSOYOS	599	UPPER SIMILKAMEEN
552	HOMALCO	541	OWEEKENO	545	WEST MOBERLY LAKE
683	ISKUT - AFA	658	PACHEENAHT	601	WESTBANK
688	KAMLOOPS	652	PAUQUACHIN	702	WHISPERING PINES
704	KANAKA BAR	594	PAVALION	719	WILLIAMS LAKE - AFA
563	KATZIE	650	PENELAKUT	589	YALE FIRST NATION BAND
671	KINCOLITH	597	PENTICTON	728	YEKOOCHIE
532	KISPIOX	586	PETERS	576	YEKWEAKWIOOSE
676	KITAMAAT	585	POPKUM		
540	KITASOO	544	PROPHET RIVER		