

FULL YEAR DATA COLLECTION

DATA VERIFICATION INSTRUCTIONS FOR CONTINUING EDUCATION CENTRES

When schools load the 1701 file into the verification web, the file is automatically verified and a number of reports are produced.

This set of school verification reports and the accompanying file allow school personnel to review their 1701 data prior to submitting it to the district office. There is one zipped file containing a complete set of school reports that can be saved to your local computer or unzipped online for review. Along with this zipped file there are 6 separate verification reports saved in pdf format and 1 excel file. This document describes each report and file in detail.

Step by step instructions for verifying 1701 data

Echo report 9030 Grade Enrolment Variance

This report compares your currently reported headcount enrolment with the headcount reported on September 30, 2008.

Echo report 9035 Grade Enrolment Verification

This report uses the headcount Eligible for Funding and calculates the conversion to funded FTE.

- For all students in grades 10-12, SU, GA the number of courses leading to graduation and support block (where applicable) will be used to calculate the FTE. These students are funded at 0.125 FTE per course. Except where noted, the FTE for these students can exceed 1.0000 FTE.

! **NOTE:** Students who qualify for support block are funded up to 1.0000 FTE.

Total school-age students eligible for funding is the total school-age FTE that will be recognized for funding within the funding allocation system.

Maximum number of adults eligible for funding is the maximum FTE that is eligible for funding.

Home school registrations are reported as headcount.

Echo report 9035B Students not eligible for funding

This report will list the headcount of students, by grade, that do not count for funding by category. Students that are counted in this report are not counted in the grade enrolment verification report 9035.

Echo reports 9040, 9040B, 9050, 9060, 9070, 9080, and 9090

These reports are not applicable for the full year data collection.

Echo report 9100 Student Detail List

This report shows all students reported by your school, listed alphabetically by *usual name*.

Column headings on this report correspond to most of the data elements on Form 1701. An error made in one of these data elements will be indicated by an asterisk to the left of the corresponding student record on echo report 9100. Refer to Report 9110 for details about this error. Schools with a student administrative system should be sure to make corrections in their system so that future extracts reflect the correct information.

The following are explanations of column headings on report 9100:

PEN

This is the student's Personal Education Number. All student records in the 1701 file must have a PEN prior to submission to the Ministry.

USUAL STUDENT NAME

This appears in the order of usual surname, followed by a comma, the first name, followed by a space, then the middle name.

SEX

Gender of the student. The allowed options are M or F.

BIRTHDAY

This appears in the format "YYYY/MM/DD". For example, a student who was born on April 20, 1982 will be reported as 1982/04/20.

ADLT

An "A" will appear in this column if the student is an adult.

GRAD

A "G" will appear in this column if the student is a graduate.

SCHOOL STUDENT I.D.

If your school assigns identification numbers, the number for each student will appear in this column.

MIN REF #

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

GR

This is the two-digit code for the grade in which the student is enrolled. CE schools may only report students in grades 10-12, SU and GA.

FUND

This column indicates if a public school student falls under one of the following categories:

- Out-of-Province/International student (14)
- Status Indian Living on Reserve (20)

ABA

"Y" indicates that the student is of Aboriginal ancestry.

BAND

This is the four-digit code for the **Band of Residence** for those students reported as "Status Indian Living on Reserve". *Remember the leading zero.*

LANG, FRENCH, ABORIG, CAREER

This information is not collected during the Full Year data collection so these columns will be blank.

CRSES

FOR GRAD

This column indicates the number of courses in which a school aged or adult student is enrolled. This number is used to calculate full time equivalency (FTE) for these students.

OTH

This column indicates the number of courses not included in the previous category.

SPT BLK

This column indicates the number of support blocks in which the student is enrolled. Support block is used to calculate FTE for applicable students.

SPED

This information is not collected during the Full Year data collection so this column will be blank.

ELIGIBLE FTE

This field will indicate the Eligible Funded FTE for each student. If the student does not count for funding then the FTE will be 0.0000 *. Students that fall into this category may, for example, be Out of Province/International students or their record may contain a fatal error. No FTE will be indicated for Home school registrants.

\$ **NOTE:** Students with an FTE of "0.0000 *" will not be counted in any of the summary reports, and will not be counted in the calculation of funding for your school and district.

Echo report 9110 Student Error

This report identifies the errors associated with most of the information on Form 1701. Any student record which contains an error (relating to this information) will be identified with an asterisk on Report 9100. For each error, the student record is identified and the error is described through an error message. If there are no errors, the message "There are no errors for the Report 9110" will appear on the Report 9110.

Echo report 9120 Student Legal Names

This report is used to indicate errors that deal with PENs, legal names, residential postal code and home language. Refer to the detailed error descriptions at the end of this booklet for the default value, FTE and specific program funding consequence if no changes are made.

If there are no errors, "not applicable" will appear for Report 9120.

The following are explanations for the columns in echo report 9120:

PEN

This is the student's Personal Education Number.

LEGAL STUDENT NAME

The student's legal name (surname, followed by a comma, first name, followed by a space, then the middle name) is provided.

SCHOOL STUDENT I.D.

The school reported identification number for the student will be provided in this column.

MIN REF #

This number is simply the order in which the student record is entered in the file. The first record is MIN REF # 1. This number applies only to this data file and is not a student identification number.

POSTAL CODE

If the school reported a residential postal code for the student it will appear in this column.

HOME LANGUAGE SPOKEN

If a student's primary language spoken at home is not English, it is reported in this column.

Echo report 9160 School Error Summary

This report summarizes the error messages for the school.

Report 9200 Tab delimited file of Student Details (XLS)

This excel file contains all student level data elements reported in the 1701 file. With this file schools can sort by any data value.

APPENDIX 1

1701 EDIT ERRORS

Please note the Severity level codes (the severity of the error on FTE calculation).

- F=FATAL (zero FTE)
- E=ERROR
- I=INFORMATIONAL

- 001 F Message: Unexpected or invalid student birth date.
Default Value: No change.
FTE Consequence: Set to zero.
- 002 F Message: Invalid gender.
Default Value: No change.
FTE Consequence: Set to zero.
- 003 F Message: Usual surname invalid.
Default Value: Invalid characters are reported as #.
FTE Consequence: Set to zero.
- 004 F Message: Usual given name invalid.
Default Value: Invalid characters are reported as #.
FTE Consequence: Set to zero.
- 007 F Message: Student appears to be enrolled more than once in this school.
Default Value: Duplicate deleted.
FTE Consequence: Duplicate set to zero.
- 011 I Message: Unrequested data found for home schooler.
Default Value: None.
FTE Consequence: None.
- 017 F Message: Invalid school fund code.
Default Value: None.
FTE Consequence: Set to zero.
- 019 E Message: Invalid Aboriginal ancestry code.
Default Value: None.
FTE Consequence: No change.
- 022 F Message: Invalid grade code.
Default Value: None.
FTE Consequence: Set FTE to zero.
- 028 F Message: Invalid or zero courses for an adult student.
Default Value: Set number of courses to zero.
FTE Consequence: Set to zero.

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- 032 I Message: Student's birth date appears to be questionable.
Default Value: None.
FTE Consequence: None.
Confirm birth date is correct.
- 033 I Message: Code for primary language spoken in home is invalid or blank.
Default Value: 943 (English).
FTE Consequence: No change.
- 034 F Message: Student is too young. Born after June 30, 1992.
Default Value: No change.
FTE Consequence: Set to zero.
- 035 F Message: Legal surname invalid.
Default Value: Invalid characters are reported as #.
FTE Consequence: Set to zero.
- 036 F Message: Legal surname is missing.
Default Value: None.
FTE Consequence: Set to zero.
- 037 F Message: Legal given name is missing.
Default Value: None.
FTE Consequence: Set to zero.
- 038 F Message: Legal given name invalid.
Default Value: No change.
FTE Consequence: Set to zero.
- 048 E Message: Status Indian Living on Reserve but not Aboriginal ancestry.
Default Value: No change.
FTE Consequence: No change.
- 053 I Message: Secondary student's reported number of courses exceed 12.
Default Value: No change.
FTE Consequence: No change.
- 055 F Message: Home school registered student must be school-age.
Default Value: No change.
FTE Consequence: Set to zero.
- 059 F Message: Invalid or zero number of courses for a secondary student.
Default Value: Set number of courses to zero.
FTE Consequence: Set to zero.
- 060 I Message: Adult graduate reported in a grade other than GA.
Default Value: No change.
FTE Consequence: None.
- 061 I Message: Out-of-Province/International student enrolled in a language program.
Default Value: No change.
FTE Consequence: No change.

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- 066 I Message: Local identification number is blank.
Default Value: No change.
FTE Consequence: No change.
- 067 I Message: Personal Education Number invalid.
Default Value: No change.
FTE Consequence: No change.
Be sure to recheck the number entered.
- 068 I Message: Personal Education Number Missing.
Default Value: No change
FTE Consequence: No change
Be sure PEN is in the file prior to submission to the Ministry.
- 211 E Message: Student is Status Indian but band code blank or invalid.
Default Value: None.
FTE Consequence: None.
- 212 E Message: Invalid band code is present and student is not Status Indian.
Default Value: Band code set to blank.
FTE Consequence: None.
- 213 E Message: Valid band code is present but student is not Status Indian.
Default Value: Set school funding code to "20".
FTE Consequence: None.
- 235 I Message: Invalid number of other courses.
Default Value: Set to blank.
FTE Consequence: None.
- 236 I Message: Missing postal code.
Default Value: None.
FTE Consequence: None.
- 237 I Message: Invalid postal code.
Default Value: None.
FTE Consequence: None.
- 240 F Message: Legal middle name invalid.
Default Value: None.
FTE Consequence: Set FTE to zero.
- 241 F Message: Usual middle name invalid.
Default Value: None.
FTE Consequence: Set FTE to zero.
- 255 I Message: Legal Surname contains questionable characters (i.e. JR, JUNIOR,
STUDENT)
Default Value: None.
Please ensure you send a copy of the student's legal documentation confirming the
student's name to the Ministry prior to submitting your 1701 file.

- 256 I Message: Legal Given Name contains questionable characters (i.e. SR, SENIOR, SAMPLE)
Default Value: None.
Please ensure you send a copy of the student's legal documentation confirming the student's name to the Ministry prior to submitting your 1701 file.
- 257 I Message: Legal Middle Name contains questionable characters (i.e. NA, UNKNOWN, NO MIDDLE NAME)
Default Value: None.
Please ensure you send a copy of the student's legal documentation confirming the student's name to the Ministry prior to submitting your 1701 file.
- 258 I Message: Usual Surname contains questionable characters (i.e. TEST, STUDENT)
Default Value: None.
Remove this type of notation from the usual surname field.
- 259 I Message: Usual Given Name contains questionable characters (i.e. SAMPLE, SAME)
Default Value: None.
Remove this type of notation from the usual given name field.
- 260 I Message: Usual Middle Name contains questionable characters (i.e. STUDENT, BLANK)
Default Value: None.
Remove this type of notation from the usual middle name field.
- 311 I Message: Combined course count exceeds 12
Default Value: None.
FTE Consequence: None.
- 312 E Message: Support block only valid for grade 10, 11, 12 and SU
Default Value: None.
FTE Consequence: Support block not included in FTE calculation.
- 314 E Message: Invalid number of support blocks.
Default Value: None.
FTE Consequence: Support block not included in FTE calculation.
- 315 I Message: School-age student reported in grade GA.
Default Value: None.
FTE Consequence: None.
- 316 E Message: Support block not valid for student type.
Default Value: None.
FTE Consequence: Support block not included in FTE calculation.
Remove this type of notations from the usual middle name field.