
Full Year Continuing Education Data

Overview

Components

The Full Year Continuing Education Data Collection consists of one form:

- Form 1701: Student Data Collection

The verification of Form 1701 data must take place at the school and district level. A final sign-off package will be sent to districts after the Ministry has removed duplicate enrolments.

Purpose

Because of the continuous intake of Continuing Education students, enrolment information is collected three times a year: as part of the Fall data collection process, as part of the February data collection process and as part of the Full Year data collection.

Enrolment data is used to calculate regular student FTE funding. Funding is provided based on the greater of the September or June FTE enrolment snapshots.

Critical Dates for 2009

June 12	End of snapshot date for Continuing Education Centre data. (July 1, 2008 to June 12, 2009)
June 19	Form 1701 data file received by the Ministry. Within District duplicates identified by Ministry and emailed to district contacts.
June 24	Form 1701 Continuing Education sign-off package sent to district contacts.
June 30	Ministry receives signed-off Form 1701 data.

General Procedures

Collection

The district office receives from the Continuing Education Centre in the district a 1701 data file containing a record for each student who was enrolled in a program leading to graduation at the Continuing Education Centre **between July 1, 2008 and June 12, 2009.**

District offices are responsible for checking data submitted by Continuing Education Centres and forwarding it to the Ministry. Form 1701 data must be submitted to the Ministry using the secure file upload access.

Verification

The verification of Form 1701 data takes place in two stages: the verification of the 1701 file at the school and district prior to submission and a final sign-off package which is sent to districts after the Ministry has removed within school duplicate enrolments.

As in September schools and districts are responsible for verifying the data prior to submission to the Ministry using the verification web program.