

## **MAY DATA COLLECTION**

### **INSTRUCTIONS FOR DISTRICT LEVEL 1701 VERIFICATION WEB REPORTS**

When districts load their school 1701 files into the verification web, the files are automatically verified and a number of school level reports and files are produced. Those reports and files are described in the “Instructions for School Level 1701 Verification Web Reports” document. District level reports are produced using the verification web but must be initiated by the district contact they are not automatically produced when school files are loaded. The set of district verification reports and accompanying files allow district contacts to review their 1701 data at a summary level. If you have more than one DL school in your district you may wish to produce the District Level reports. There is one zipped file containing a complete set of district reports that can be saved to your local computer or unzipped online for review. Along with this zipped file there are 15 separate verification reports saved in pdf format and two excel files. This document describes each report and file in detail.

#### **Report 8033 Headcount for Schools Funded Within the F.A.S.**

This report lists headcount enrolment in schools that are funded within the Funding Allocation system.

#### **Report 9035 Grade Enrolment Verification**

This report uses the headcount Eligible for Funding and calculates the conversion to funded FTE. Headcount for home school registrations are also reported.

Kindergarten-half day students are funded at 0.5 FTE, regardless of age, as long as the student is at least of school age.

Kindergarten-full day students are funded at 1.0 FTE in eligible ESL (\*FLS) for students enrolled in Conseil scolaire francophone de la Colombie-Britannique), Aboriginal Education or Special Education programs.

A Kindergarten-full day student reported in Special Education, ESL (\*FLS) and Aboriginal Education programs will be displayed in Special Education on this report (for the purpose of calculating the funded enrolment for the student).

A Kindergarten-full day student reported in both ESL (\*FLS) and Aboriginal Education programs will be displayed in ESL on this report (for the purpose of calculating the funded enrolment for the student). The student will be recognized in all reported programs for program enrolment.

School-age students in grade 1 through 7 and elementary ungraded (EU) are counted as 1.0 FTE.

Students in grades 8 through 12, secondary ungraded (SU) and graduated adult (GA) are converted as follows:

- For school-aged non graduated students reported in grades 8 and 9, the number of courses leading to graduation plus .5 FTE base will be used to calculate the FTE to a maximum of 1.0000 FTE per student.
- For students in grades 10-12, SU and GA, the number of courses leading to graduation will be used to calculate the FTE. These students are funded at 0.125 FTE per course.

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.

! **NOTE:** Only DL K-9 students that are new to the school and DL grades 10-12, SU and GA with new active courses will be included on this report. All other students will be counted on the 9035B report.

### **Report 9035B Students not eligible for funding**

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

The category “DL K-9 student not new to school” applies to K-9 students who were reported in previous collections during the school year. As K-9 students in DL schools only count for funding the first time they are reported in the DL school during a single school year, the students are summarized in this category for all subsequent data collections for that school year.

The category “DL 10-12, SU, GA, no new courses” applies to DL 10, 11, 12, SU and GA students who have reported no new courses leading to graduation since the last data collection. In the case of DL 10-12, SU and GA students, only new active courses are funded in each collection. If the student continues to be actively enrolled but has no new courses to be reported, schools are to still report the student but indicate zero courses leading to graduation. These students are summarized in this category until they are reported with a new active course.

The category “Other” can include students who have an invalid grade code.

## Report 8035C Funded Enrolment For Schools Funded Within the F.A.S.

This report lists funded FTE by grade grouping for schools funded in the Funding Allocation system.

## Report 8037 FTE by Grade within School (CSV file)

This is an excel file listing your district FTE by grade within school.

## Report 8040 and 8040B District Language Enrolment Verification

This report is divided into two parts. The first part 8040 indicates the headcount, percentage of time taught in French, and the resulting FTE by grade, by French language program for school-aged students. The second part 8040B reports the same information for adult students. In both parts FTE is calculated using the minimum percentage of time taught in these languages and reported headcount enrolment. Headcount data are also provided for English as a Second Language (\*FLS) for students enrolled in Conseil scolaire francophone de la Colombie-Britannique). Enrolment is separated into two categories: *year 1 – 5* and *year 6+* in the ESL program.

\$ **NOTE:** Funding for these programs is only provided in the September count.

## Report 8051 District Language Enrolment by School

This report indicates the headcount enrolment, by school and grade, in each language program.

## Report 8060 District Aboriginal Education Enrolment Verification

This report is divided into two sections – school-aged students and adult students. The first line of each section indicates the reported headcount enrolment of students of Aboriginal ancestry. These students may or may not be enrolled in an Aboriginal Education program.

The balance of each section indicates headcount enrolment in each of the three Aboriginal Education programs. For each program, two separate lines of information are provided:

- total enrolment in the program
- the subset of the enrolment who are of Aboriginal ancestry.

The totals provided at the bottom of each section indicate the number of students enrolled in one or more Aboriginal Education program, and the number of those students who are of Aboriginal ancestry. If a student is enrolled in more than one Aboriginal Education program, the student is counted only once in each of these two rows of information.

\$ **NOTE:** Funding for these programs is only provided in the September count.

## Report 8063 District Aboriginal Education Enrolment By School

This report lists the number of students of Aboriginal ancestry enrolled in one or more Aboriginal Education program by school and by grade.

## Report 8065 District Band/Student Verification

This report lists the students indicated as "Status Indian Living on Reserve" by band and school. Headcount and FTE by band are also included. This report should include all students listed on the signed off Nominal Roll for your district.

## Report 8080 Career Program Enrolment Verification

This report lists the enrolment by school, program and grade in a Career Program. School-aged and Adult headcount are reported separately. There is a separate column indicating fee payer enrolment in a Career Program.

## Report 8097 Feepayers by School

This report lists, by school, those students who have been reported as Out-of-Province/International. The report includes the PEN, student usual name, grade and enrolled programs. This report is intended to help districts reconcile headcount and FTE information as well as special program enrolment.

## Report 8141 Special Education Enrolment - School Age VS Adult

This report divides the current Special Education enrolment reported on Form 1701 into school-aged and adult enrolment.

! **NOTE:** Graduated adults are not included in this report.

\$ **NOTE:** Only students with a fundable FTE will appear on this report in May. No supplemental funding is provided in the May count.

## Report 8155 Special Education Summary by School

This report lists summary enrolment data by school and special education program category. An asterisk indicates adults have been reported in this program category.

! **NOTE:** Graduated adults are not included in this report.

## **Report 8160 District School Error Summary**

This report summarizes the warning and error messages issued for the data submitted by schools in your district.

## **Report 8200 All Student Details (CSV file)**

This file contains all student details by school and student. With this file districts can sort by any data value. We have included columns detailing graduates, years in ESL, and FTE.