

# FORM 1601: INDEPENDENT AND BC OFFSHORE SCHOOL DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT  
AND BC OFFSHORE SCHOOLS

## Quick Reference

### Who must complete Form 1601?

Every independent and BC offshore school with a minimum enrolment of ten **school-age** students must submit a 1601 form.

### When must Form 1601 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before <b>October 7, 2008</b>
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### Why is Form 1601 important?

This form collects the following:

- school demographics: name, physical and mailing address, telephone and facsimile number and email address
- name of principal or head teacher
- elementary and secondary headcount and FTE educators
- school organization
- number of elementary divisions.

The information from this form will be used in the following areas:

- funding considerations
- communications regarding characteristics of schools

For independent schools, form 1601 is required under the Reports, Records and Data Collection Order (I 1/91). Under this order schools are responsible for collecting and submitting the information to the Ministry.

For offshore schools, form 1601 is required under the Offshore School Certificate Agreement.

### If you need assistance

Questions should be directed to:

Kathy Cordner  
Data Management  
250 356-2441

or

Mike Joa  
Data Management  
250 356-7459

## Common mistakes to avoid when completing Form 1601

**Mistake:** The name of the Principal is updated but the school fails to update the email address.

Correct

Procedure: If the email address for the school is the Principal's email address, be sure to change both the Principal's name and the email address information when updating this form.

**Mistake:** When updating the preprinted information on this form school personnel cross off the outdated information and write the new information in the preprint field. When the form is faxed to the ministry we can not read the information written in the preprint area.

Correct

Procedure: Write the updated information in the white space directly below the preprint area.

## Step by step instructions for completing Form 1601

### Ministry school code and name

If the preprinted information is incorrect, cross out the preprinted information and enter the correct information in the clear white space provided below the preprint area.

### Report date

The report date is preprinted "2008 09 30" in this space.

### School mailing address

Please ensure that you complete all four fields, including province and postal code.

### School telephone number

Enter the school telephone number.

### School FAX number

Enter the school facsimile number.

### School EMAIL address

Enter the complete internet email address for the school.

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**NOTE:** This is a required field.

### Name of principal or head teacher

Complete all four fields regarding the school principal or head teacher.

### School physical address

If the physical address of the school is different from the mailing address please ensure that you complete all four fields, including province and postal code.

### School FTE Educators

- In this section report the FTE of educators assigned to your school by category and level.
- If an educator assigned to your school is also assigned on a regular basis to another school, report only the FTE time assigned to your school. If an educator is assigned to your school on an "as needed" basis, do not include him or her in this calculation.
- If an educator is assigned to your school to teach at both the elementary and the secondary level report the portion of their time spent teaching at each level.
- If an administrator also spends time teaching, report the appropriate portion of time in each relevant category.
- Do not include any professional whose position does not require him or her to hold a teaching certificate or a letter of permission (e.g., physiotherapists, clerical staff, or teacher aides).
- An educator who works full-time in your school counts as 1 FTE.
- Report the FTE to four decimal places.

**FTE Classroom Educator** includes only those educators who instruct a specific class.

**FTE Support Educator** includes those educators who provide support, i.e. librarians, counsellors and learning assistance teachers. Do not include clerical staff, teacher aides or custodians.

**FTE Administration** includes principals and vice principals only. Do not include clerical staff.

### Number of elementary headcount educators

Report the total headcount number of elementary teachers, principals and vice-principals assigned to this school and who are included in the FTE count in box. This information will be used to determine mail distributions conducted by the Ministry.

### Number of secondary headcount educators

Report the total headcount number of secondary teachers, principals and vice-principals assigned to this school and who are included in the FTE count in box. This information will be used to determine mail distributions conducted by the Ministry.

! **NOTE:** If an educator is assigned to teach both at the elementary level and at the secondary level in your school, for example grade 7 and grade 8, count that teacher once in the elementary headcount box and once in the secondary box. This will ensure that the educator is included in all distributions related to their teaching assignment.

### School organization

One of the 6 boxes in this field should have an X above it. If your school organization has changed since September 2007, draw a line through the preprinted X and mark an X in the correct box.

- If all subjects are taught on a 10 month basis, you qualify as a "10 month" school.
- If all subjects are taught on a 5 month basis, you qualify as a "Two Semesters" school.
- If all subjects are taught on a quarterly basis, you qualify as a "Quarter" school.
- If all subjects are taught on a three-term basis, you qualify as a "Trimester" school.
- If some subjects are taught on a 10 month basis, while others are taught over shorter periods, you qualify as a "Part 10 Month/ Part Semester" school.
- If none of the above categories apply to your school, put an X in "Other". Distributed Learning Schools should mark "other" if they offer 12-month continuous enrolment.

### Number of divisions in school

Report the number of elementary divisions in your school. Report each A.M. and P.M. kindergarten half-day class as a separate division. Report split-grade classes with one teacher as one division.

**Name of the Authority/BC Agent**

If you are an independent school

Indicate the name of the authority (e.g. legal entity, official society, corporation) responsible for operating the school.

If you are an off shore school

Indicate the name of the BC agent involved with the operation of the school.

Use Appendix 1 to provide the appropriate three-digit code.

**Signature of principal and date**

**Returning Completed Forms**

Schools may fax the completed form to 250 356-0277

Or Mail to:

Kathy Cordner  
Ministry of Education  
Data Management Unit

**Via Canada Post**  
P.O. Box 9170  
Stn. Prov. Govt.  
Victoria, BC  
V8W 9H7

**Via Courier**  
3<sup>rd</sup> Floor  
620 Superior St  
Victoria, BC  
V8V 1V2

Authority Name	Number	Authority Name	Number
4 S MONTESSORI EDUCATION SOCIETY	516	COQUITLAM COLLEGE INC	282
ABBOTSFORD CHRISTIAN SCHOOL SOCIETY	100	CORNERSTONE EVANGELICAL BAPTIST CHURCH	456
ABERDEEN HALL PREPARATORY SCHOOL SOCIETY	481	CORNERSTONE KINDERGARTEN SOCIETY	384
AGASSIZ CHRISTIAN SCHOOL SOCIETY	101	CRANBROOK CHRISTIAN SCHOOL SOCIETY	426
AHOUSAT EDUCATION AUTHORITY	315	CROFTON HOUSE SCHOOL	127
ANCHOR ACADEMY SOCIETY	507	DASMESH PUNJABI EDUCATIONAL ASSOC.	212
ANSPAYAXW SCHOOL SOCIETY	103	DAWSON CREEK COMMUNITY CHRISTIAN ED	286
ASSOCIATION FOR CHRISTIAN EDUCATION	104	DELTA CHRISTIAN SCHOOL SOCIETY	140
ASSOCIATION OF FAMILIES FOR CHRISTIAN EDUCATION	511	DISCOVERY HOUSE EARLY CHILDHOOD CENTRE	473
ASSOCIATION OF ISLAMIC CHARITABLE PROJECTS (BC)	534	DISCOVERY SCHOOL SOCIETY	128
BC CHRISTIAN ACADEMY SOCIETY	367	DISTRICT 69 CHRISTIAN EDUCATION SOCIETY	256
BC MUSLIM ASSOCIATION	274	DOGWOOD INDEPENDENT SCHOOL SOCIETY	395
BEILIN INT'L EDUCATION CO. LTD.	530	DOUGLAS LAKE EDUCATIONAL SOCIETY	412
BELLA BELLA COMMUNITY SCHOOL SOCIETY	437	DUNCAN CHRISTIAN SCHOOL ASSOC. (1979)	129
BETHEL CHAPEL SOCIETY	205	EATON ARROWSMITH SCHOOL LTD	548
BIBLEWAY CHRISTIAN ACADEMY FOUNDATION	391	ELDERS OF THE CHURCH AT BLUEBERRY	312
BIOREGIONAL EDUCATION ASSOCIATION	488	EVANGELICAL CHRSTN CHURCH OF MACCABEE	445
BODWELL ACADEMY SOCIETY	562	EVANGELICAL FREE CHURCH OF WILLIAMS LAKE	262
BODWELL COLLEGE	332	EVERGREEN INDEPENDENT SCHOOL SOCIETY	213
BOUNTFUL ELEM-SEC SCHOOL SOCIETY	145	FAMILY MONTESSORI SCHOOL SOCIETY	477
BRENTWOOD COLLEGE ASSOCIATION	108	FAMILY WORSHIP CENTRE	420
BRITISH COLUMBIA CANADIAN INT'L SCHOOL	560	FERNIE ACADEMY SOCIETY	509
BRITISH COLUMBIA INTERNATIONAL SCHOOL, BANGKOK	542	FIRST LUTHERAN CHURCH OF KELOWNA, BC	418
BROCKTON PREPARATORY SCHOOL SOCIETY	532	FOCUS FOUNDATION OF BC	432
BURNABY INDEPENDENT SCHOOL SOCIETY	451	FOUNTAINVIEW FARMS CHRISTIAN SOCIETY	296
BURNABY MONTESSORI ELEM SCHOOL SOCIETY	423	FRASER ACADEMY ASSOCIATION	199
CALVARY PENTECOSTAL TABERNACLE	338	FRASER VALLEY CHRISTIAN SCH ASSOCIATION	105
CAMPBELL RIVER CHRISTIAN SCHOOL SOCIETY	181	FRASER VALLEY SOCIETY	185
CANADIAN REFORMED SCHOOL ASSOCIATION	112	GANGES EDUCATIONAL SOCIETY	190
CANADIAN REFORM SCHOOL OF LANGLEY	416	GATEHOUSE MONTESSORI SCHOOL SOCIETY	242
CANADIAN SECONDARY WENZHOU NO. 22 SCHOOL	566	GIBSONS CHRISTIAN SCHOOL SOCIETY	454
CANYON SPRINGS MONTESSORI SCHOOL SOCIETY	472	GITSEGUCLA COMMUNITY EDUC. DEVELOPMENT	471
CATHOLIC INDEP. SCH OF KAMLOOPS DIOCESE	114	GLAD TIDINGS FELLOWSHIP	206
CATHOLIC INDEP. SCH OF NELSON DIOCESE	115	GLEN EDEN SCHOOL SOCIETY	248
CATHOLIC INDEP. SCH DIOCESE OF PRC GEORGE	116	GLENFIR SCHOOL SOCIETY	381
CATHOLIC INDEP. SCH OF VAN ARCHDIOCESE	117	GLENLYON-NORFOLK SCHOOL SOCIETY	197
CATHOLIC INDEP. SCH OF THE DIOCESE OF VICTORIA	118	GLOBAL SCHOOL SOCIETY	561
CDN REFORMED SCHOOL SOCIETY OF ABBOTSFORD	113	GRACE EVANGELICAL LUTHERAN CHURCH	301
CDN REFORMED SCHOOL ASSOC. OF SMITHERS	187	GRAND CANADIAN ACADEMY SCHOOLS	538
CEDAR VALLEY SCHOOL ASSOCIATION	501	GURU NANAK INTERNATIONAL EDUCATION & WELFARE	558
CENTURY HIGH SCHOOL (2003) LTD.	446	HAAHUUPAYAK SOCIETY	136
CENTRAL ISLAND INDEPENDENT SCHOOL SOCIETY	521	HANDS ON SUMMER CAMP SOCIETY	241
CHALO INDEPENDENT SCHOOL SOCIETY	393	HANEY PITT-MEADOWS CHRIST SCHOOL ASSC.	137
CHEMAINUS NATIVE COLLEGE SOCIETY	449	HERITAGE CHRISTIAN SCHOOL SOCIETY	243
CHIEF & COUNCIL FORT WARE INDIAN BAND	450	HOPE LUTHERAN CHRCH OF PORT COQUITLAM	424
CHIEF & COUNCIL KAMLOOPS INDIAN BAND	563	HORSESHOE BAY CHRISTIAN SCHOOL SOCIETY	364
CHIEF & COUNCIL OF GWA'SALA-NALWAXXDA'XW	358	INT ASSOC OF PROGRESSIVE MONTESSORIANS	207
CHIEF & COUNCIL OF THE STONE INDIAN BAND	495	INTERNATIONAL SCHOOL OF THE KOOTENAYS SOC	556
CHIEF & COUNCILLORS OF ALEXIS CREEK	485	ISLAMIC COLLEGE OF BRITISH COLUMBIA	489
CHIEF & COUNCILLORS OF LOWER NICOLA BAND	523	ISLAMIC HERITAGE SOCIETY	461
CHIEF & COUNCILLORS OF UPPER NICOLA BAND	486	ISLAND MONTESSORI HOUSE SOCIETY	138
CHIEF & COUNCILLORS OF THE ISKUT BAND	357	ISLAND PACIFIC SCHOOL SOCIETY	419
CHILCOTIN CHRISTIAN EDUCATION CENTRE	545	IVY MONTESSORI SCHOOL SOCIETY	218
CHILDREN OF INTEGRITY MONTESSORI ACADEMY	565	JANE ROWAN SOCIETY	165
CHILLIWACK CHRISTIAN SCHOOL SOCIETY	120	KAMLOOPS CHRISTIAN SCHOOL ASSOCIATION	110
CHOICE SCHOOL FOR GIFTED CHILDREN	220	KELOWNA CHRISTIAN CENTRE SOCIETY	238
CHRIST CHURCH CATHEDRAL EDUCATIONAL SOCIETY	309	KELOWNA SOC FOR CHRISTIAN EDUCATION	139
CHRISTIAN HOME E-SCHOOL SOCIETY	508	KEYSTONE MINISTRIES	330
CHRISTIAN LIFE CENTRE OF FORT ST JOHN	230	KYAH WIGET EDUCATION SOCIETY	244
CHRISTIAN OUTREACH OF CANADA	180	L'ECOLE FRANCAISE INTERN. DE VANCOUVER	457
CHRISTIAN SCHOOL ASSOC. OF BURNABY	121	LAKE CITY CHRISTIAN CENTRE INC	389
CHRISTIAN SCHOOL ASSOC. OF SURREY	188	LAKESIDE PREPARATORY ACADEMY	503
CHRISTIAN SCHOOL SOCIETY OF HOUSTON	122	LANGLEY CHRISTIAN SCHOOL SOCIETY	141
CHRISTIAN SCHL SOC OF SMITHERS & TELKWA	123	LIGHTHOUSE CHRISTIAN ACADEMY SOCIETY	250
CHURCH OF GOD IN CHRIST (MENNONITE)	269	LINNAEA FARM SOCIETY	290
COAST TSIMSHIAN ACADEMY OF LAX KW'ALAAMS	506	LIONS GATE CHRISTIAN ACADEMY ASSOCIATION	394
COLLINGWOOD SCHOOL SOCIETY	211	LIONS GATE MONTESSORI SOCIETY	484
COLUMBIA COLLEGE SOCIETY	279	LITTLE OAK ACADEMY SOCIETY	258
COMOX VALLEY CHRISTIAN EDUC SOCIETY	126	LOWER KOOTENAY INDIAN BAND EDUCATION	341
CONCORDIA LUTHERAN CHURCH OF PENTICTON	427	LOWER MAINLAND PURPOSE SOCIETY	499

Authority Name	Number	Authority Name	Number
MADRONA SCHOOL SOCIETY	382	SEABIRD ISLAND COMMUNITY SCHOOL SOC.	390
MAHARISHI AGE OF ENLIGHTENMENT SCHOOL	257	SEMINARY OF CHRIST THE KING	163
MAIMONIDES SCHOOL SOCIETY	215	SENPOKCHIN EDUCATION SOCIETY	311
MALASPINA HIGH SCHOOL	564	SHAWNIGAN LAKE SCHOOL SOCIETY	164
MALASPINA INTERNATIONAL HIGH SCHOOL SOCIETY	436	SHI'A MUSLIM COMMUNITY OF BRITISH COLUMBIA	520
MAPLE LEAF EDUCATIONAL SYSTEMS	464	SHUSWAP CHRISTIAN EDUCATION SOCIETY	130
MAXWELL INT'L BAHAI SCHOOL SOCIETY	289	SINO CANADA HIGH SCHOOL	528
MCBRIDE MENNONITE CHURCH	438	SINO-BRIGHT EDUCATION COMPANY LTD BEIJING	557
MEADOW MONTESSORI SCHOOL	417	SKEETCHESTN COMMUNITY SCHOOL SOCIETY	552
MEADOWRIDGE SCHOOL SOCIETY	222	SOCIETY FOR CHILDREN WITH DISABILITIES	166
MEMBERS OF DANKIN MENNONITE CHURCH	325	SOUTH OKANAGAN MONTESSORI SCH. SOCIETY	482
MEMBERS OF DECKER LAKE MENNONITE CHURCH	326	SOUTH SURREY INDEPENDENT SCHOOL SOCIETY	397
MEMBERS OF MONTNEY MENNONITE CHURCH	467	ST GEORGE'S SCHOOL	157
MEMBERS OF VANDERHOOF MENNONITE CHURCH	327	ST JOHN'S INTERNATIONAL SCHOOL LTD	375
MENNONITE EDUC INST ASSOC.	143	ST MARGARET'S SCHOOL	158
MIND MONTESSORI IN DELTA SOCIETY	310	ST MARIA GORETTI EDUCATION SOCIETY	411
MLE TRAINING & RESEARCH SOCIETY	518	ST MARY'S KITIKCAMNAM SOCIETY	480
MORMON HILLS SOCIETY	517	ST MICHAEL'S UNIVERSITY SCHOOL SOCIETY	159
MORNING GLORY EDUCATIONAL SOCIETY	443	ST THOMAS MORE COLLEGIATE LTD	160
MOUNT CHEAM CHRISTIAN SCHOOL SOCIETY	146	STEIN VALLEY NLAKEPAMUX SCHOOL SOCIETY	383
MOUNTAINVIEW CHRISTIAN ACADEMY SOCIETY	522	STEINER EDUCATIONAL SOCIETY	470
MOUNTAIN CHRISTIAN SCHOOL SOCIETY	264	SUN HAVEN EDUCATIONAL SOCIETY	496
MULGRAVE INDEPENDENT SCHOOL SOCIETY	428	SUNRISE EDUCATIONAL SOCIETY	225
NAMGIS EDUCATION SOCIETY	147	TERRACE CALVIN CHRISTIAN SCHOOL SOCIETY	167
NANAIMO CHILD SELF SOCIETY	201	THE KING'S CHRISTIAN SCHOOL SOCIETY	193
NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY	148	TIMESING EDUCATION GROUP INC.	547
NECHAKO CHRISTIAN FELLOWSHIP	328	TRADITIONAL LEARNING SOCIETY OF BC	349
NELSON AREA WALDORF SCHOOL ASSOCIATION	203	TRILLIUM MONTESSORI EDUCATIONAL COMPANY	546
NELSON CHRISTIAN SCHOOL SOCIETY	502	TSAWWASSEN INDEPENDENT SCHOOL SOCIETY	487
NETHERLANDS REFORMED CONGREGATION	149	UBC SOC FOR THE ED OF YOUNG CHILDREN	295
NEW LEARNING SOCIETY	249	URBAN ACADEMY SOCIETY	500
NEW LIFE CHRISTIAN CENTRE SOCIETY	234	VALLEY CHRISTIAN SCHOOL SOCIETY	200
NORTH STAR MONTESSORI ELEM. SOCIETY	441	VANCOUVER CHRISTIAN SCHOOL ASSOCIATION	168
NORTHSIDE MENNONITE CHURCH	329	VANCOUVER COLLEGE LIMITED	169
NUXALK ACWSALCMALSLAYC SOCIETY	550	VANCOUVER FORMOSA ACADEMY LTD.	353
OAKRIDGE CHILD CARE SOCIETY	259	VANCOUVER HEBREW ACADEMY SOCIETY	119
OKANAGAN MONTESSORI ELEM. SCH SOC.	363	VANCOUVER INT'L PRIMARY & SECONDARY SCH SOC.	541
OSOBRAVO! CATERING INC	567	VANCOUVER MONTESSORI SCHOOL SOCIETY	170
PACIFIC MONTESSORI SOCIETY	151	VANCOUVER ORAL CENTRE FOR DEAF CHDRN	171
PACIFIC PENTECOSTAL ED & COMM SOCIETY	191	VANCOUVER TALMUD TORAH ASSOCIATION	172
PACIFIC RIM MONTESSORI ACADEMY SOCIETY	554	VANCOUVER WALDORF SCHOOL SOCIETY	175
PACIFIC TORAH INSTITUTE SOCIETY	524	VEDANTA EDUCATIONAL SOCIETY	466
PENTICTON COMMUNITY CHRISTIAN SCHOOL	260	VERNON CHRISTIAN SCHOOL SOCIETY	173
PHOENIX ACADEMY OF LEARNING SOCIETY	539	VICTORIA CHRISTIAN EDUC. SOCIETY	174
PORT ALBERNI CHRISTIAN SCHOOL ASSOC.	402	WALDORF SCHOOL ASSOCIATION OF KELOWNA	196
POWELL RIVER CHRISTIAN SCHOOL SOCIETY	408	WEST COAST CHRISTIAN FELLOWSHIP	399
QUEEN CHARLOTTE YOUTH EDUCATION SOC.	409	WEST COAST MONTESSORI SOCIETY	403
QUEEN MARGARET'S SCHOOL	152	WEST KOOTENAY EDUCATION RESOURCE SOC.	246
QUEENSWOOD MONTESSORI SOCIETY	153	WEST POINT GREY INDEPENDENT SCH. SOC.	430
QUESNEL INTERDENOMINATIONAL CHRIST.	407	WESTBANK FIRST NATION, BC	479
RADICALIS MONTESSORI SOCIETY	305	WESTERN COMMUNITIES MONTESSORI	217
RAINBOW CHRISTIAN SCHOOL SOCIETY	219	WESTSIDE FAMILY FELLOWSHIP SOCIETY	346
REGENT CHRISTIAN ACADEMY SOCIETY	235	WESTSIDE PREPARATORY SOCIETY	527
RELEVANT SCHOOLS SOCIETY	154	WHISTLER WALDORF SCHOOL SOCIETY	493
REVLSTOKE CHRISTIAN EDUCATION SOCIETY	553	WHITE HOUSE SOC. FOR ED OF YOUNG CHDRN	359
RICHMOND CHRISTIAN SCHOOL ASSOCIATION	155	WHITE ROCK CHRISTIAN FELLOWSHIP	233
RICHMOND JEWISH DAY SCHOOL SOCIETY	356	WIND AND TIDE PRESCHOOL LTD	549
ROSE OF SHARON MINISTRIES	361	WONDERTREE FOUNDATION FOR NATURAL LEARNING	226
ROYAL CANADIAN COLLEGE SOCIETY	304	WOODLAND CENTRE CONGREGATION	544
SDA CHURCH - BC CONFERENCE	109	YORK HOUSE SCHOOL SOCIETY	177
SJS ST JOHN'S SCHOOL SOCIETY	224	ZION EVANGELICAL LUTHERAN CHURCH	178
SAFE HARBOUR CHRISTIAN SCHOOL SOCIETY	421	ZION LUTHERAN CHRCH & CHRSTN SCH OF PR. GRG	475
SATNAM EDUCATION SOCIETY OF BC	221		