
Fall Data - Student Level Data Collection

Overview

Components

The Fall Student Level Data Collection (SLDC) consists of two forms:

- **Form 1601:** School Data Collection, which is an electronic form completed/corrected at the school level
- **Form 1701:** Student Data Collection, which is an electronic file that is prepared at the school level

The Fall Student Level Data Verification consists of:

- one district level echo check for Form 1701.

Purpose

The information collected on Form 1601 is used to update the demographics about schools. The information collected on Form 1701 is used in the calculation of Full Time Equivalent (FTE) students for public schools. The FTE values are then used to determine funding levels for these schools.

This information is also used to monitor various enrolment trends in programs offered by the BC school system.

Time Frame

August 15, 2011 to October 28, 2011.

Critical Dates for 2011

August 15	Electronic distribution of information packages including preprinted Form 1601
September 30	Snapshot date
October 7	Form 1601 corrections and verified 1701 files arrive at the Ministry
October 14	Duplicate reports posted on the web
October 21	Duplicate resolutions retrieved by the Ministry
October 25	Sign-offs emailed to districts
October 28	Sign-offs received from districts SLDC database closed.

General Collection Procedures

- The Ministry emails information packages to the district office. Form 1601 is a PDF containing information currently held in the ministry system; all other Forms and all completion instructions are available on the Ministry web site.
- Schools and districts use the Ministry verification web to check their 1701 submissions prior to the October 7 deadline. Various files and reports are provided to ensure accurate data is being submitted.
- District offices distribute Forms 1601 PDF to schools for review.
- Schools correct Form 1601 information by submitting school information updates via the ministry [district and school contacts](#) web site and create a 1701 file.
- Schools request PENs for any students missing PENs.
(This is done automatically for BCeSIS schools)
- Schools use the verification software to check their 1701 files.
- Schools return their 1701 file to their district office for final checking.
- District offices run data through the verification web and correct any remaining errors before submitting data to the Ministry. No corrections are accepted after submission.

General Verification Procedures

- The Ministry processes the data and posts the duplicate reports to the web.
- District offices are responsible for ensuring that all duplicates are resolved.
- District offices review the district level echo report for big errors, i.e. schools missing, last year's file was submitted in error. No other corrections are accepted.
- Duplicate resolutions are retrieved by the Ministry.
- Within school and across system duplicate registrations are removed.
- Sign-off reports are produced and emailed to the district contact.
- Districts sign off data and fax the signed echo reports back to Ministry.
- The data is finalized by Data Management and given to the Funding Unit.