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# Fall Data - Student Level Data Collection

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## Overview

### Components

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

- **Form 1601:** School Data Collection, which is a paper form completed 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 these forms 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 18, 2008 to October 31, 2008.

### Critical Dates for 2008

August 18	Distribution of information packages including preprinted Form 1601
September 30	Snapshot date
October 7	Completed forms and 1701 files arrive at the Ministry
October 14	Duplicate reports emailed to districts
October 21	Duplicate resolutions arrive at the Ministry
October 28	Sign-offs emailed to districts
October 31	Sign-offs received from districts SLDC database closed.

## General Collection Procedures

- The Ministry sends Form 1601 to the district offices. Form 1601 is preprinted; 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 to schools.
- Schools complete Forms 1601 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 submissions.
- Schools return Form 1601 and 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.
- The 1601 forms and data files are then forwarded to the Ministry by the district contact person.

## General Verification Procedures

- The Ministry processes the data and emails duplicate reports to the district contact.
- 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 returned to 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.