

FORM 1601: PUBLIC SCHOOL DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

Quick Reference

Who must complete Form 1601?

Every public school must submit a 1601 form:

- Standard (regular) schools
- Short Term Provincial Resource Programs
- Long Term Provincial Resource Programs
- Youth Custody/Residential Attendance Centres
- Continuing Education Schools
- Alternate Program Schools
- Ministry-Approved Distributed Learning Schools

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

Completed forms must arrive at the Ministry on or before October 7, 2008
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! **NOTE:** Schools must send completed forms to their District Office, not directly to the Ministry.

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
- school organization
- elementary and secondary headcount and FTE educators
- number of elementary divisions

The information from this form will be used in communications regarding characteristics of schools.

Form 1601 is required under the School and Student Data Collection Order (M152/89). Under this order school boards are responsible for collecting and submitting the information to the Ministry.

If you need assistance

Questions about completing Form 1601 should be directed to your district contact person, or:

Kathy Cordner
Data Management Unit
(250) 356-2441

or

Mike Joa
Data Management Unit
(250) 356-7459

Common mistakes to avoid when completing Form 1601

Mistake: Schools change the Principal's name but fail 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Mistake: When updating the preprinted information on this form school personnel cross off the outdated information and write the new information in the preprint field.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 write the correct information in the space provided below.

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 fax number.

School EMAIL address

! Enter the complete internet email address for the school.
NOTE: This is a required field.

Name of principal or head teacher

Complete all four fields regarding the school principal or head teacher:
Title, Surname, First name, and Middle name or initial.

Physical school address

Please ensure that you complete all four fields, including province and postal code, if it is different from the school mailing address.

School facility type

There are five possible facility types in addition to the standard school:

Provincial Resource Programs (PRPs)

PRPs are facilities for special needs students, who, for health or other reasons, cannot attend a regular school. Students are in Short Term PRPs for 3 months or less. Students are in Long Term PRPs for over 3 months.

Youth Custody/Residential Attendance Centres

These are centres where students may be sent either by court order, or while they are on probation.

Alternate Program Schools

These are schools whose programs meet the special needs of students who may be unable to adjust to the requirements of regular schools (for example, timetables, schedules, or traditional classroom environments). Programs are generally funded and administered by the districts involved, except in the case of rehabilitation programs, where services are obtained through a funding agreement between the Ministry of Education and the Ministry of Children and Families.

Continuing Education Schools

These are usually adult education programs (students aged 16 and older as of July 1, 2008 can enroll) offered by a school district, either leading to a high school completion or, in the case of school aged graduate, upgrading of a current certificate. Beginning September 2008 Adult graduates may also enroll and be funded. Please see the [Adult Program Policy](#) for details. Typically these programs are offered at non-traditional school hours (i.e., the evening).

Ministry-Approved Distributed Learning Schools

These are schools that operate under agreements with the Ministry to offer instruction to students by means of distributed learning only. Distributed learning is a method of instruction that relies primarily on indirect communication between students and teachers, including Internet or other electronic-based delivery, teleconferencing, or correspondence. It takes place when the student is learning primarily at a distance from the facility. A Distributed Learning School must be identified with a unique ministry school code. A Distributed Learning School may offer services to students with unique needs (e.g., adults, ESL, Aboriginal, Special Needs).

School FTE educators

- ! **NOTE:** When completing this form elementary educators are those who teach grades K - 7 including elementary ungraded. Secondary educators teach grades 8 – 12 including secondary ungraded and graduated adults.

Since middle school educators often teach at both the elementary level grades 6 or 7 and the secondary level grades 8 or 9, middle schools are required to complete both the elementary and the secondary portions of this form.

Report the FTE of educators assigned to your school by category and level. At no time should the FTE of educators exceed the headcount.

- 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 assigned to your school teaches at both the elementary and the secondary level report the portion of their time spent teaching at each level. (Middle school educators may fall into this category).
- If a Principal or Vice-Principal 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 Instructor includes only those educators who instruct a specific class or teach via distributed learning.

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.

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.

- ! **NOTE:** When reporting headcount of educators and 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 educator 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 in 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.

Number of divisions does not apply for Distributed Learning Schools.

Signature of principal and date

Returning completed forms

Schools should retain a photocopy of the form and send the original to their district office.

District offices wishing to retain a copy should make a photocopy of the completed form and return the original copy to the Ministry.