



Central Okanagan School District

SD No. 23 | *Together We Learn*



MyEducationBC

1701 REFERENCE MANUAL

V3.6 January 2021



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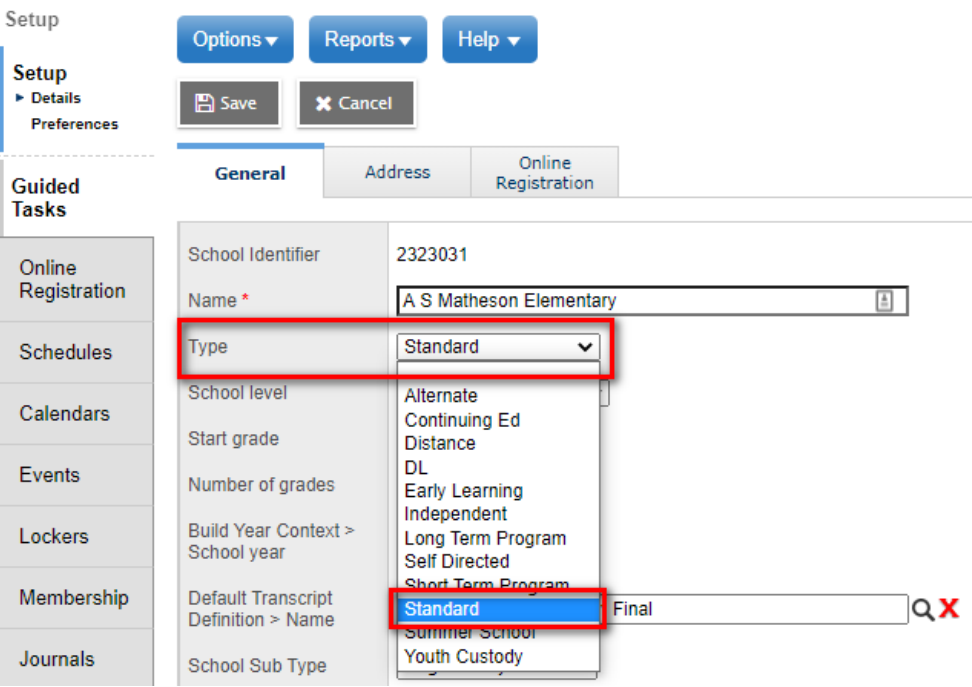
1.0 Purpose of 1701

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 based on School Type.

Specific information on how students are counted in different scenarios can be found on the Ministry of Education data collections site at: <http://www.bced.gov.bc.ca/datacollections>

This document identifies where the data for 1701 is drawn from in MyEdBC, how it may be verified and extracted, and resources which may be used to assist in data entry.

2.0 Locating the 1701 Fields

Fields included in 1701 Reporting:	Field name in MyEducation BC
<p>2.1 School Type</p> <p>School view > School top tab > Setup side tab > Details School Setup :: A S Matheson Elementary</p> 	<p>School Type</p>

Fields included in 1701 Reporting:

Field name in MyEdBC

2.2 Basic Demographic Data

School View > Student top tab > select student > **Details** side tab > **Demographics** sub-top tab

Pupil #
Personal Education Number
Legal last name
Legal first name
Legal middle name

Gender
Birthdate


Grade level
Grade sub level (only if needed)
** any student grade 8-12 that is a non-resident/ temporary student not intending to graduate, must have a grade sub level of SU.*

Status = Active or Active No Primary

Fields included in 1701 Reporting:

Field name in MyEd BC

School View > Student top tab > select student > Details side tab > Addresses sub-top tab

- When you click the  button in the **City Prov PC** field, ensure in the pop-up window that the Postal code is formatted correctly in the correct field.

Postal Code (also be sure to check that mailing address is filled in and that both are validated or won't be pulled for 1701 and is a fatal error)

School View > Student top tab > select student > Details side tab > Citizenship sub-top tab

Citizenship Code

School View > Student top tab > select student > Details side tab > Language and Culture sub-top tab

Home Language
Aboriginal Ancestry
Band of Residence (not Band of Origin)

- Inuit
- Metis
- Non-Status
- Status - Off Reserve
- Status - On Reserve

School View > Student top tab > select student > Membership side tab > Programs sub-side tab

Programs

Program	ProgSch	Start	End
Core French	A S Matheson Elementary	9/6/2016	6/30/2017
Ab Language & Culture	A S Matheson Elementary	9/6/2016	6/30/2017
Ab Support Services	A S Matheson Elementary	9/6/2016	6/30/2017

Years of ELL

Active Programs

Must have a start and an end date. (End date to be July 15th).

Fields included in 1701 Reporting: Field name in MyEdBC

2.3 Course Information

School View > Student top tab > select student > Schedule side tab

- The courses that are included for 1701 reporting vary, depending on the grade level of the student, the school type the student is attending, and the course type. Refer to the Ministry of Education 1701 Instructions for details on which courses are counted as valid for 1701 reporting.

Courses

Grade 8-12 students are course based funding, less than 8 courses means less than full-time funding.

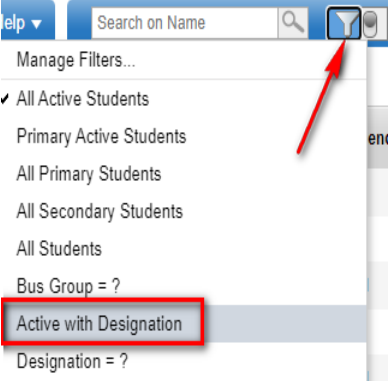
Course	Description	GrdLvl	Term	Clsrm	Teacher	Term	Schedu
<input type="checkbox"/> YPSS-1A-4S-01	INTRO TO FIREFIGHTING - JR. FIREFIGHTING ACADEMY	11	T1	155A	Marks, David	T1	A(1)
<input type="checkbox"/> MSTX-2B-2S-10	CAREER TRANSITIONS	12	T3	198	Marks, David	T3	All(1)
<input type="checkbox"/> MAPPR12-4S-07	APPRENTICESHIP MATH 12	12	T1	290	Seeley, Tamatha	T1	B(1)
<input type="checkbox"/> MCTWR11-4S-01	CREATIVE WRITING 11	11	T2	P04	Bolivar, Justin	T2	C(1)
<input type="checkbox"/> MCH--11-4S-07	CHEMISTRY 11	11	T2	020	Green, Julian	T2	D(1)
<input type="checkbox"/> YIA--1A-4S-01	MEDIAEVAL ARMOURING 11	11	T3	159	Cescon, Tony	T3	E(1)
<input type="checkbox"/> MCLCA12-2SLW-01	CAREER LIFE CONNECTIONS LAW, ENFORCEMENT, MILITARY	12	T3	198	Marks, David	T3	F(1)
<input type="checkbox"/> MLST-12-4S-01	LAW STUDIES 12	12	T4	128	St. Jean, Ritchie	T4	G(1)
<input type="checkbox"/> MIASL11-4S-03	INTRODUCTORY AMERICAN SIGN LANGUAGE 11	11	T4	006	Abney, Lauren	T4	H(1)

School view > Student > select student > Transcript > Details

- For schools identified with a **Type** of “Continuing Ed” or “DL”, only courses with a valid active date will be counted (**Active Date** field).
- For current year scheduled courses, schools will need to prepare grade input for Course dates in order to enter and post active dates for the current 1701 submission window.
- Active dates can be viewed and modified "en masse" in the **Grades** top tab > **Transcripts** side tab > **Field Set = Active Date** and Filter = Current Year

Active Dates for Continuing Ed or DL schools only

Course Start Date	<input type="text" value="9/8/2020"/>	
Course End Date	<input type="text" value="6/29/2021"/>	
Actual Start Date	<input type="text" value="9/25/2020"/>	
Active Date	<input type="text" value="9/25/2020"/>	
Percent Complete	<input type="text" value=""/>	
Completion Date	<input type="text" value=""/>	

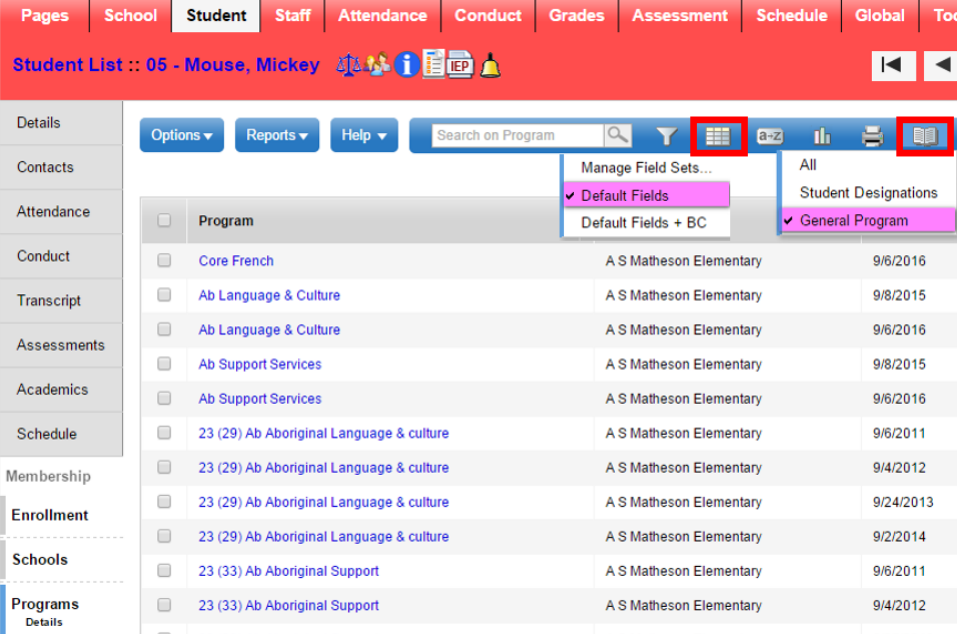
Fields included in 1701 Reporting:	Field name in MyEducation BC
<p>2.4 Student Services</p> <p>A student can only have ONE primary Ministry Designation for funding purposes. From the School view > Student top tab students who have a Ministry Designation can be displayed using the Active w/ Designation filter.</p>  <p>The best report to run to get a list of SPED students and their category is:</p> <ul style="list-style-type: none"> • School View > Student top tab > Reports Menu > Ministry Reporting > BC 1701 Student Services report OR • School View > Student top tab > Active with Designation Filter > 1701 Field Set > Quick Print 	<p>Ministry Designation</p> <p><i>(Students must have an active Primary 1701 Designation Program to be included as eligible for 1701 funding.)</i></p>

3.0 Student Programs


3.1 Managing Regular Student Program Codes

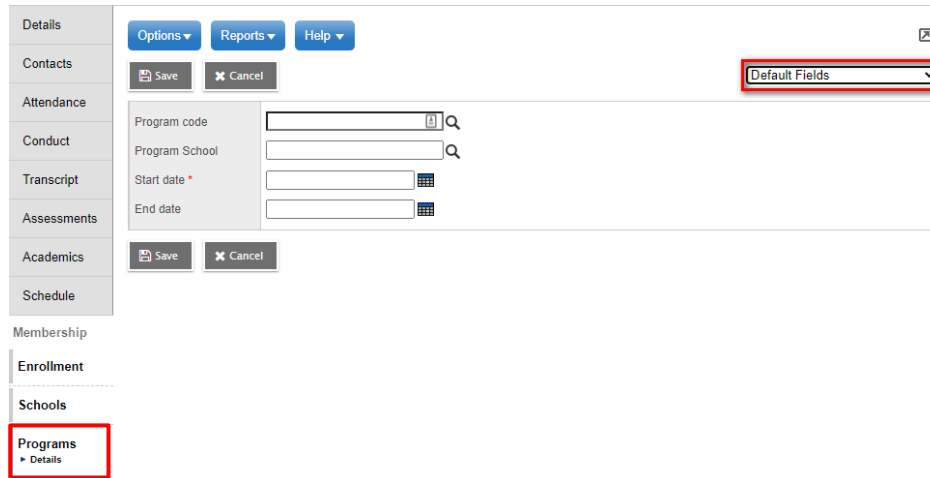
Now that 1701 Student Designations have been moved to the Programs table in MyEdBC, the way that General Programs are assigned has changed. It is no longer possible to enter student general programs from the **Student** top tab > **Details** side tab > **Programs** sub top tab. Instead, general student programs must be entered in **Student** top tab > **Membership** side tab > **Programs** sub side tab.

Also, to manage general student programs, users must first select the General Program option from the Data Dictionary, and ensure that the field set is Default Fields or Default Fields + BC, as illustrated:



Program	Location	Date
<input type="checkbox"/> Core French	A S Matheson Elementary	9/6/2016
<input type="checkbox"/> Ab Language & Culture	A S Matheson Elementary	9/8/2015
<input type="checkbox"/> Ab Language & Culture	A S Matheson Elementary	9/6/2016
<input type="checkbox"/> Ab Support Services	A S Matheson Elementary	9/8/2015
<input type="checkbox"/> Ab Support Services	A S Matheson Elementary	9/6/2016
<input type="checkbox"/> 23 (29) Ab Aboriginal Language & culture	A S Matheson Elementary	9/6/2011
<input type="checkbox"/> 23 (29) Ab Aboriginal Language & culture	A S Matheson Elementary	9/4/2012
<input type="checkbox"/> 23 (29) Ab Aboriginal Language & culture	A S Matheson Elementary	9/24/2013
<input type="checkbox"/> 23 (29) Ab Aboriginal Language & culture	A S Matheson Elementary	9/2/2014
<input type="checkbox"/> 23 (33) Ab Aboriginal Support	A S Matheson Elementary	9/6/2011
<input type="checkbox"/> 23 (33) Ab Aboriginal Support	A S Matheson Elementary	9/4/2012
<input type="checkbox"/> 23 (33) Ab Aboriginal Support	A S Matheson Elementary	9/25/2013

To assign a program to a student go to **Student** top tab > **Membership** side tab > **Programs** sub side tab: set the data dictionary  to **General Programs**, click **Options** > **Add** button to bring up the Student Program pop-up. When this displays, select the template Default Fields.



- Choose the *Program code* using a pick list.
- Assign your *school*, the *start date* and *end date*.
- If this is an aboriginal program assignment, users may choose to add additional information using the *Ab school liaison* and *Ab comment* fields.

To modify existing program assignments, you can click the blue, hyperlinked name of the program, set the template to Default Fields and update the information in the fields as required.

3.2 Mass Assigning Program Codes

A couple of 1701 Filters and Field Sets have been created to help you with mass assigning programs codes to groups of selected students (*see following page*).

Example:

- Use the Filter **Primary Active Students**
- Click on the Filter again and use **Aboriginal Ancestry**
- Now click on Field Set and use **1701 Fields** (*this will bring up a list of students who have something in the Aboriginal Ancestry field*)
- Put a check mark in front of any students where **Intl Funding Not Elig** or **OutOfPrCdnFundNotElg** are in the Citizenship Code field (*as these students are fee payers and will not receive funding from the Ministry for additional programs*)
- Also put a check mark in front of any students who are opting out of the Aboriginal programs
- Go to **Options > Omit Selected**. Now you have a list of students who will be receiving the Aboriginal Programs.
- Go to **Options > Assign Student Programs**
- Use the magnifying glass to choose the program, enter a start date and an end date and put a check mark in Active students only then click on Run

1701 Filters that have been created:

- Aboriginal Ancestry
- Course Section = ?
- Course & Year = ?
- Grade = ?
- Program = ?
- Designation = ?
- Active w/Designation

1701 Field Set that has been created:

- 1701 Fields

3.3 *Mass Update Program End Dates*

- **Global top tab > Favourite side tab > put check mark in front of Student Program Participation > List sub side tab**
- Use the **Filter > End Date is Blank**
- **Options > Mass Update**
- For the Field choose **End date** then fill in the **date** and click **Update**

- **Be VERY careful as you can mass populate an end date but you can NOT mass remove or blank an end date**

4.0 **Course Dates for DL & CE Schools**

4.1 *Preparing Grade Input for Course Dates*

In addition to preparing grade input for terms to enable grade entry, DL and CE schools will need to prepare grade input for course dates. This is necessary to create the columns for entering course dates relevant to DL and CE schools. Standard secondary schools should also prepare course dates for Grade 10 – 12 courses.

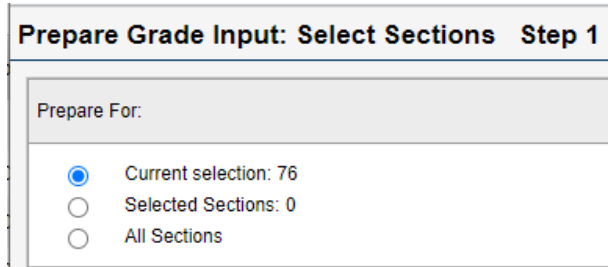
The course date columns that are created are:

- **Start Date:** The course start date.
- **Active Date:** The date the student has met the requirements to be counted for funding.
- **% Complete:** The percentage of the course the student has completed at the time of posting.
- **Completion:** The date the student completed the course. This will be automatically populated when a Final mark is entered and posted.

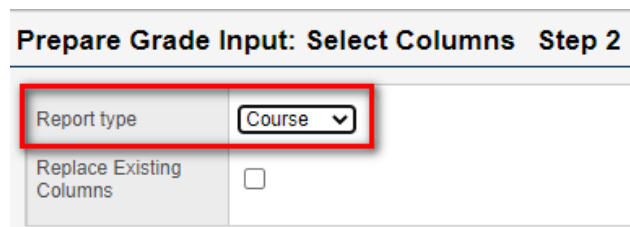
To prepare grade input for course dates:

1. In the **School** view, click on the **Grades** top tab.
2. Click on the **Grade Input** side tab. You will only see classes that have students in them.

- In the **Options** menu, select **Prepare Grade Input**. This launches a wizard.
- Use the selection tools to choose which sections you want to prepare grade input for. If your school's master schedule is mostly settled for the year, there is no harm in preparing grade input for all sections. Click **Next**.



- Choose the **Report type of Course**. The Grade Term selection disappears as the terms are not relevant to course dates.
- Replace Existing Columns** should never be done once data has been entered and posted for a student. Read the warning! Checking this box will delete any dates entered previously. There are very few circumstances where this would be done. Log a Pando ticket with the MyEducation BC support team to ensure it is the appropriate action for what you wish to accomplish.



- Click **Finish**.

8.2 Entering Course Dates – DL and CE Schools

Course start dates, active dates and completion dates all provide necessary information for 1701 and SADE extracts for DL schools. Entering and posting course dates will cause a student transcript record to be created with the dates that have been entered.

Standard secondary schools do not need to populate these dates – the process of posting course dates will populate the course start and end dates based on the schedule term associated to the course.

Note: In this screen, disregard the black push pins that indicates “This column is currently not available for posting to the transcript”. The course dates do not observe the grade post controls the way term grades do. Course dates can be entered and posted at any point during the school year, even though the push pins are black.

To populate course dates:

- In the **School** view, select the **Grades** top tab.
- Click the **Grade Input** side tab and click the blue hyperlink for the course with dates to be posted. This will produce the **Input Grid**.
- Set the **Grade Columns** drop-down to **Post Columns – Course**

4. Enter the necessary dates.

Classes :: MADFS09--T-01 - CP - FOOD AND NUTRITION 9

Options Reports Help

Grade Columns: Post Columns - Cour: ... Term: All Status: Enrolled Withdrawn

Name	YOG	StartDate	ActiveDate	% Complete	Completion
Chelsea	2020	9/10/2016			11/12/2016
Bradley	2020	9/22/2016			11/12/2016
Average score					

Note: The Active Date is populated automatically when a teacher enters a first assignment mark. The Completion date will be populated automatically when a final mark is entered and posted for the course. All fields can be populated, modified or deleted and posted by a teacher or office admin staff.

5.0 1701 Reports for Verifying the Data

There are many reports available to support your verification of 1701 Data. To find these reports:

1. In the **School** view, select the **Student** top tab.
2. In the **Reports** menu, select **Ministry Reporting**. There are a variety of BC 1701 reports for verifying the data prior to running the extract.

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List

Options Reports Help Search on Name

- Attendance Label FSS
- Attendance Label FSS 5162
- BC Student Information Verification Form
- BC Student Information with Photo
- BC Student Withdraw Form
- Class Absence Letter
- Honor Roll
- Nominal Roll
- Permanent Student Record
- Permanent Student Record Labels
- Report Cards
- Report Cards - Interim IB MYP Report Card
- Student Address Labels - 5161
- Student Address Labels - 5960
- Student Request Entry Status
- Student Unscheduled Periods
- Grad Reports
 - Ministry Reporting**
 - BC 1701 Report - By ELL
 - BC 1701 Report - By First Nations
 - BC 1701 Report - By International
 - BC 1701 Report - By Program
 - BC 1701 Report - By Student Services
 - BC 1701 Report - Nominal Roll
 - BC 1701 Verification
 - Class Size Verification
 - Student Achievement Data Extract
 - Student Achievement Data Extract Exception
 - Other Jurisdiction
 - Principal's Attendance
 - Quick Chart
 - Quick Report
 - My Job Queue...

6.0 Running the 1701 Extracts

Three 1701 extracts are currently available:

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract
- BC 1701 STD Extract

To run the 1701 Extracts:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports**.
3. Select the desired extract.
4. In the extract pop-up window:

- a. **Select School(s):** Select the school the extract is being run for. School users will only have the option to select schools they are connected to.
- b. **Grades:** Use the drop-down menu to select the grades to be included in the extract (*all grades*).
- c. **Distributed Learning – Active Course Date:** If the school type is a distributed learning or continuing education school, populate the appropriate Active Course Date for this 1701 reporting period.

5. Click **Run**.
6. When saving the extract be sure the file name has only the school number with appropriate extension for the extract selected. **Example: 02323031.std**

7.0 Ministry Links

- [Kindergarten-12 Data Collections](#)
- [Ministry Form 1701 Instructions](#)
- [Ministry Web App Instructions](#)
- [Duplicate Rules](#)