

# 1701 AUDIT REPORTS CHECKLIST

September 2019

Below is a checklist of reports and data that must be kept as required by the Ministry of Education's Funding & Compliance Branch. This is not an exhaustive list, you will need to go through these with your administrator to ensure you have what will be needed from MyEdBC should your school be selected for Audit by the Ministry.

The below checklist supports the audit process but does not replace the Audit instructions located at <http://www.bced.gov.bc.ca/compliance>

✓	Description	Reason	Date Range	Comment
	Create a folder on the "N" drive called <b>September 2019 1701 Audit Reports (or February or May as applicable)</b>	A folder to save all backup information	<b>NOW</b>	This will be the folder where you save all of your September 1701 reports, exports and extracts to.
	MyEdBC 1701 Reports	For Backup	Snapshot - Sept. 30th DL and CE: Also do for February & May	These are all the Ministry Reporting 1701 reports that are in MyEdBC. <b>Student TT &gt; Reports &gt; Ministry Reports</b>
	MyEdBC 1701 Extracts (FTE, STD)	For loading to Ministry Webapp and for backup	Snapshot - Sept. 30th DL and CE: Also do for February & May	Save all 3 BC 1701 extracts and be sure you are loading the correct STD file to the Ministry Webapp <b>Student TT &gt; Options &gt; 3 BC 1701 Extracts</b>
	Ministry 1701 Reports	For Backup	Snapshot - Sept. 30th DL and CE: Also do for February & May	These are the <b>All School Reports</b> from the Ministry Webapp. All of the reports including the excel report should be saved.
	Ministry Webapp Extract	For Backup	Snapshot - Sept. 30th DL and CE: Also do for February & May	Save the VER file and both the 1701 checklist and this Compliance checklist to the 1701 folder.
	Cross Enrolled Students Report	Verification of students cross enrolled	Snapshot - Sept. 30th	Quick Report <b>Student TT &gt; Filter: All Secondary Students &gt; Print</b>

	Student Verification Form	Verification of BC residency - and - Aboriginal Ancestry	Snapshot - Sept. 30th DL and CE: Also do for February & May	This should be run and archived on Sept 30th for all schools and students.
	Timetables <i>(Course based schools only)</i>	Record of FTE	Snapshot - Sept. 30th DL and CE: Also do for February & May	This should be run and archived on Sept 30th for all course based schools and students.  <b>Schedule TT &gt; Reports &gt; Scheduling Reports &gt; Student Schedules Sheet or Matrix</b>
	General Data Extract: Course Information  <i>(high schools only)</i>	Verification of: * Partial Credit Courses * BAA Courses * Post Secondary Courses * Career Courses	Snapshot - Sept. 30th	Run the BC General Data Extract and choose the Course Information file. Choose to Include Column Headings. In Excel, find this data file. Open it as a COMMA DELIMITED file. Enable filtering then right click on the columns and if you find it easier, hide all columns except <i>Department, Course Code, Title, Credit Value, Grade Level, Short Name and Course Length</i> . * For courses with partial credits: filter on credit value: courses with a credit value: "Uncheck 4 or 0 or blank"; print the list, check "Select All: in the filter drop down * For BAA courses: filter on Course Code: Text Filters > Check "Begins with Y"; print the list, click "Select All" in the filter drop down. * For Post-Secondary courses: filter on Course Code: Text Filters > Check "Begins with P"; print the list, click "Select All" in the filter drop down. * For Career courses: filter on Department: Text Filters > Check "Career Education"; print the list.

	<p>Program Participation <i>(high schools only)</i></p>	<p>Verification of Students in Career Programs <i>(if you are using career programs to track)</i></p>	<p>Snapshot - Sept. 30th</p>	<p><b>Global TT &gt; Favourites ST &gt; Student Program Participation &gt; List leaf &gt; Career Program Participation Field Set &amp; Filter</b></p> <p>Select all CP program codes with this year's dates and print to csv. Open in excel and save as an excel document.</p>
	<p>Class List</p>	<p>Verification of who was in what class or homeroom.</p>	<p>Snapshot - Sept. 30th Both first and second semester courses</p>	<p>For all students run for all courses in course based schools, elementary should run for homeroom.</p> <p><b>Schedule TT &gt; Reports &gt; Students &gt; Class Lists</b></p>
	<p>First term marks for nominal roll.</p>	<p>Verification of achievement for nominal roll audit.</p>	<p>Snapshot at end of 1st term of marks for nominal roll students</p>	<p>For the nominal roll audit (<b>Aboriginal Affairs &amp; Northern Development Canada</b>) run for all courses in course based schools. Query by Snapshot and add all Nominal roll students to a snapshot. Create a Snapshot using a query and use in <b>Grade TT &gt; Transcript ST &gt; Quick report</b></p>
	<p>Schedule Change History <i>(Course based schools only)</i></p>	<p>To verify number of student courses are accurately reflected</p>	<p>Beginning of school year until the end of the 3rd week of October <b>DL and CE:</b> Ensure you have records for students leaving</p>	<p>Auditors require add/drop records for all students who withdrew during beginning of school until the end of the 3rd week of October. As add/drops are archived upon withdrawal and detailed information is no longer available, <b>you must have this report for each student withdrawn.</b> For other students this can wait until the audit. If a student has moved to another in-district school, their Activity Log - Student can be run by the student's current school.</p> <p><b>Student TT &gt; Schedule ST &gt; Change History</b> For all records: <b>Schedule TT &gt; Master ST &gt; Reports &gt; Student Schedule Change History</b></p>

	Student Enrollment Records	Reconciliation	Beginning of school year until audit.	This report will pick up your withdrawn students after the fact so this can wait until the audit.  <b>Global TT &gt; Favourites &gt; Student Enrollment OR Enrolment Activity Report</b>
	Class Attendance <i>(Course based schools only)</i>	Record of Attendance to verify student was in the school	Beginning of school year until the end of the 3rd week of October  <b>DL and CE:</b> Evidence of active engagement or 10/10 rule for CE	Auditors require attendance records for all students who withdrew during beginning of school until the end of the 3rd week of October. As attendance is archived upon withdrawal and detailed information is no longer available, <b>you must ensure that you have this report for each student withdrawn.</b> For other students this can wait until the audit.  <b>Student TT &gt; Attendance ST &gt; Class Attendance SST</b>
	Daily Attendance	Record of Attendance to verify student was in the school	Beginning of school year until the end of the 3rd week of October  <b>DL and CE:</b> Evidence of active engagement or 10/10 rule for CE	Auditors require attendance records for all students who withdrew during beginning of school until the end of the 3rd week of October. As attendance is archived upon withdrawal and detailed information is no longer available, <b>you must ensure that you have this report for each student withdrawn.</b> For other students this can wait until the audit.  <b>Student TT &gt; Attendance ST &gt; Daily Attendance SST &gt; Reports &gt; Attendance History Report</b>

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Completed by

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Date

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Principal