

# 1701 Student Services Designation Programs

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Jan 26 2021 v1.4

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## Version History

Version	Date	Description
1.0	Aug 04, 2016	Initial document created
1.1	Aug 25, 2016	Screenshot updated
1.2	Apr 09, 2018	Updated End Date to reflect Provincial Standard
1.3	Oct 28, 2020	Updated the screenshots
1.4	Jan 26, 2021	Updated screenshots

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## 1.0 Student Services 1701 Designation Programs in MyEducation BC

MyEducation BC provides 1701 Designation Programs for students eligible to receive 1701 Student Services Supplementary Funding in the students' primary schools. The **Primary Designation Program** will populate the field 1701 Designation in Student Demographics and display on all reports and exports related to 1701 or Student Services.

## 2.0 Student Services Designation Security

1701 Designation Programs are included in the Student Demographic Screen, they are visible to any user with access to programs: District or School View > Student top tab > Membership side tab > Programs.

The Security add-on role, **1701 Designations is needed** to add, edit or change 1701 funding programs for Student Services Designations, assuming the following pre-requisite security is enabled:

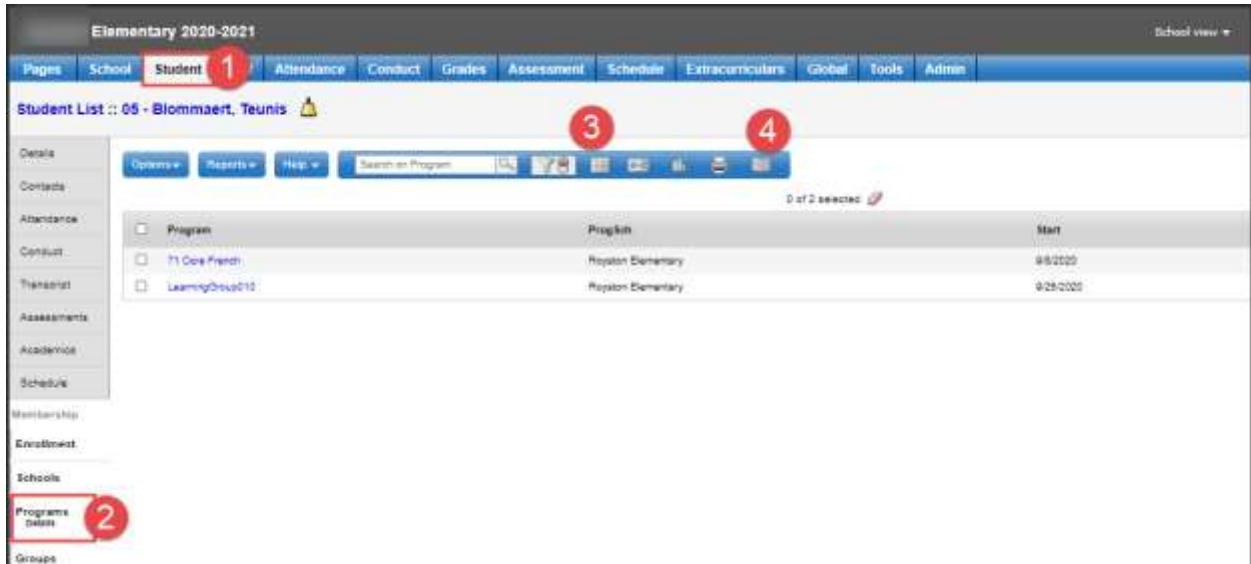
- Users must have access to edit Student Program Participation
- Users already have access to School or District view.

### 3.0 Managing 1701 Designations

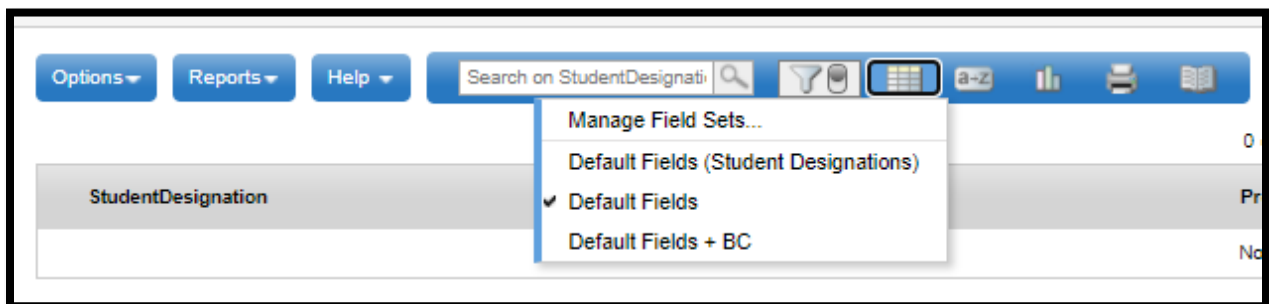
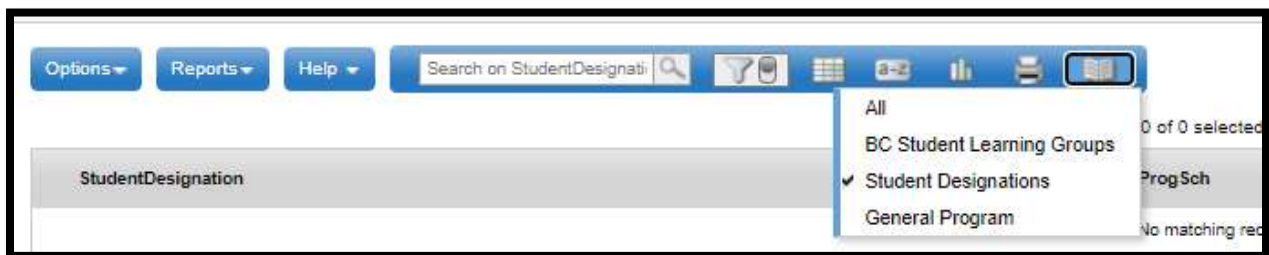
The 1701 Designation is managed through the School View > Student top tab > Membership side tab > Programs and is restricted by security role.

To assign a 1701 Designation Program:

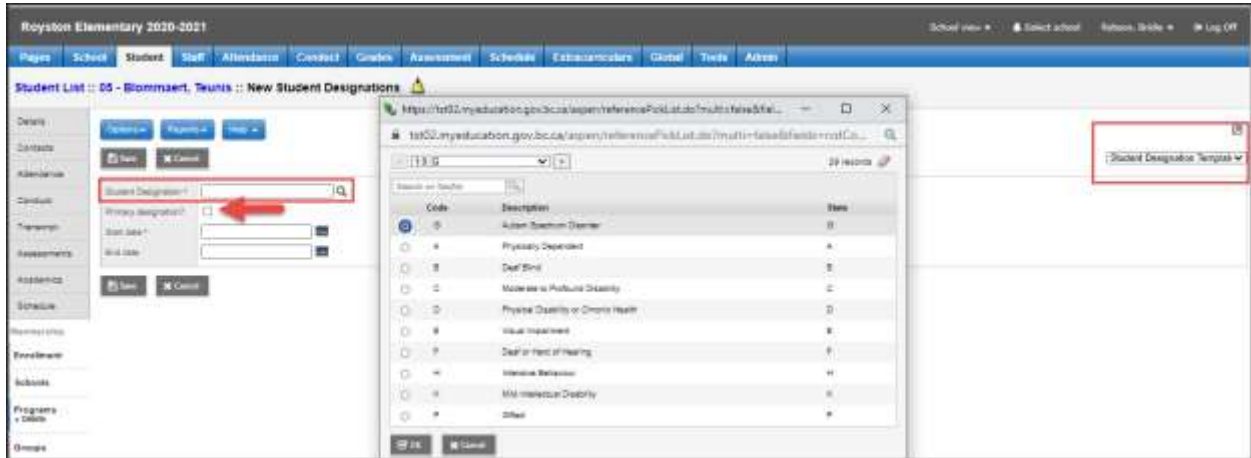
- School or District View > Student top tab > Select the Student > Membership side tab > Programs. Step 1 and 2



- Set the Dictionary Menu to **Student Designations** and the Field Set to **Default Fields (Student Designations)** Step 3 and 4



- Options > Add
  - Select the **Student Designations** template in the upper right corner



- Select the appropriate Designation from the pick list
- If this is the **Primary Designation**, check the Primary designation check box
- Enter the Start Date
- End Date – Should be left blank per Provincial Standards
- Save

### Considerations

- Students may have multiple designation programs assigned, if they are applicable, but *only* the primary designation will populate the 1701 Designation field.
- The Primary Designation is identified by the Primary Designation check box in the Program Screen. Only one Designation may be the Primary Designation.
- When a new Primary Designation is created the previous primary designation will automatically end date. The end date may be removed if applicable.

