

1701 Reference Guide

Sept 2023 v3.8





Version History

Version	Date	Description
1.0	Sep 2014	Initial document
1.1	Jan 2015	Minor edits
2.0	Sep 2015	Additions to resources and reports.
2.1	Sep 2015	Update to Citizenship Code item in Basic Demographic Data section.
2.2	Sep 2015	Update to Active Dates section for reference to Grade Management guide for current year courses. Update to Resources section to add reference to Grade Management guide.
2.3	Jan 2016	Minor Edits. Update 6.0 to remove renaming of file.
2.4	Sep 2016	Update 2.4 Student Services Designations
2.5	Sep 2016	Added section 3.2 on District Program Codes
2.6	Jan 2017	Replaced screenshots to reflect release 5.6
3.0	Jun 2017	Added Summer School export information: sections 4.0 and 7.0
3.1	Sep 2017	Replaced screenshots to reflect release 5.7, clarified Student Services
3.2	Apr 2018	Updated the Student Program Code section
3.3	Sep 2018	Added District Setup guide to list of reference guides in section 5.0
3.4	Apr 2019	Added hyperlinks to Table of Contents
3.5	Jul 2019	Replaced Ministry link in section 4.0 for Summer Learning rules/requirements
3.6	Mar 2020	Added new table reference "preferred gender" to "gender identity"
3.7	Sep 2021	Updates Section 2.2, 3.0, and 5 updated documentation links, add mass assign functionality
3.8	Sep 2023	Minor updates of screenshots to version 6.6

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1.0 Purpose

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: <u>http://www.bced.gov.bc.ca/datacollections</u>

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





2.0 Locating the 1701 Fields

2.1 School Type

School view > School top tab > Setup side tab > Details

Fields included i	in 1701 Reporting:	Field name
Pages S	chool Student Staff Attendance Conduct Grac	School Type
School Setu	up ::	
Setup	Options	
Setup ► Details Preferences	Save Cancel	
Guided Tasks	General Address Online Registration	
Online Registration	School Identifier 2323076 Name* Kelowna Secondary	
Schedules	Type Standard ~	
Calendars	School level Alternate Continuing Ed	
Events	District Online Learning School ? Distance DL Start grade Early Learning	
Lockers	Number of grades Long Term Program	
Membership	Build Year Context > School year Self Directed Short Term Program	
Journals	Default Transcript Definition > Name Standard Summer School Summer School Youth Custody Regular Day School	





2.2 Basic Demographic Data

Fields included in 1701 Reporting:	Field name
Year of graduation 2021 Dip/SCCP Date Grade level 08 Grade sub level Enrollment status Active	Pupil # Personal Education Number Legal last name Legal first name Legal middle name Gender Date of birth Grade level Grade sub level
	Status = Active or Active No Primary

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

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.
- Pulls from Mailing Address so be sure "Is Identical" box is checked AND/OR address is filled out.

ields ir	ncluded in 1	701 Repo	orting:							Field name
Pages Sc	hool Student Sta	ff Attendance	Conduct Gra	des Asses	sment So	hedule	Extracurr	iculars	Global T	Postal Code
Student List	:: 12 - Abalos, Ezra	elijah 🚺 뵺								
Details	Options - Reports	✓ Help ▼								-
Contacts	Save 🗶 Cancel	Auto-saved at 11:52 AM	1							
Attendance Conduct	Demographics Addr	esses Alerts	Citizenship	Programs	Permissions	Languag Culture	e & e	Buses	Miscellaneous	L
Transcript	Physical Address					Mailing Addr				—
Assessments	Street address 😧 RR Number / PO Box	8439 Starling Ln Crt		•••1) Q 🔦	Is identica Street add		✓ 8439 Sta	arling Ln Crt	
Academics	City Prov PC	Shalath, BC V8Z 6L4			City P	rov PC	Shalath BO	C V8Z 6L4		
Schedule						alidated			C V8Z 6L4	
Membership	Proof of Address/Residen	Drivers Licence	~		Addres	ss components				
Transactions	District Online Learning Se	chool (DOLS)			City		Shalath			
Documents	DOLS Exemption 😮 🗌 DOLS Exempt Reason					/province Il code	BC V8Z 6L4		3	
At Risk	🖺 Save 🗶 Cancel	Auto-saved at 11:52 AM	1				Format	CA Mund		
Snapshots					@ •	K X Canc	rel			





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

Fields includ	led in 1701 Repo	rting:	Field name
Details	Options - Reports		Citizenship Code
Contacts	🖺 Save 🗶 Cancel		
Attendance	Demographics Add	resses Alerts Citizenship Programs P	
Conduct			
Transcript	Country of Birth	CAN Q Canada	
Assessments	Country of Citizenship	CAN Q Canada	
Academics	Citizenship Code	Canadian Citizen 🗸	
Schedule	Immigration Code Federal Immigration ID	Canadian Citizen Intl Funding Elig Intl Funding Not Elig OutOfPrCdnFundNotElg	
Membership		Perm Res./Land. Immi Refugee	
Transactions	Save 🗶 Cancel		

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

Fields i	ncluded in	1701 Re	porting:						Field name
Details Contacts Attendance Conduct	Options Report Image: Save Image: Cancel Demographics Addition		Citizenship	Programs		anguage & Culture	Buses	3C Default Template	Home Language Aboriginal Ancestry Band of Residence
Transcript	Home language 😯	English	Q		Aboriginal Ancestry	Status - On F	Reserve 🗸		
Assessments	Language Most Used	English	~		Band of Origin 🚱			~	
Academics	First Language	English	~		Band of Residence 🕜	OKANAGAN		Ý	
Schedule					Status Card Number				
Membership	Save X Cance	eł							





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

etails				_					1	Active Programs
	Options 👻 🛛 F	Reports v H	elp 👻							rouverregiane
Contacts	🖺 Save 🗙	Cancel							BC Default Template	
Attendance	Democratics		Al	China - his		Descriptions	Language &	Buses	Miscellaneous	
Conduct	Demographics	Addresses	Alerts	Citizenship	Programs	Permissions	Culture	Buses	Miscellaneous	
Transcript	Programs									
Assessments	Program		ProgSch				Start		End	
	Core French		École Dr. Knox	Middle School			03/09/2019		15/07/2020	
Academics	Core French		École Dr. Knox	Middle School			10/09/2020		15/07/2021	
Schedule	Core French		École Dr. Knox	Middle School			07/09/2021		15/07/2022	
Membership	Core French		North Glenmor	e Elementary			05/09/2017		13/07/2018	
Transactions	Core French		North Glenmor	e Elementary			04/09/2018		12/07/2019	
Desuments	R						18/10/2014			
Documents	R						30/11/2015		16/09/2018	
At Risk Snapshots	Years of ELL 😯	0								
	🖪 Save 🗙	Cancel								

Note: This is a view only screen. Please see section 3.0 for instructions on adding General Student Programs

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.

elds i	nc	luded	l in 1701 Repo	ortir	ng:							Field name
Details	Optic	ons	• Help • Search on Schedule	0	Y	a-z	li E					Courses
Contacts	<u> </u>	view >>										
Attendance							0 of	7 selecte	d 🥔			
Conduct		Course	Description	GrdLvl	Term	Clssrm	Teacher	Term	Schedule	Unrotated Schedule	Description	
Transcript		MADGE08-05	General Explorations (Modules) 08	08	FY	101	Capalungan, Yaowen	FY	1(A-B)	1(A-B)	ADST 8 - General Exploration:	
·		XAT08-08	LEARNER SUPPORT, 8	08	FY	107	Prossegger, Alexee	FY	2(A)	2(A)	ASSIGNED TIME 8	
Assessments		MPHE-08-06	PHYSICAL AND HEALTH EDUCATION 8	08	FY	Gym 2	Ainscow, Haykon	FY	2(B)	2(B)	PHYSICAL AND HEALTH ED	
Academics		MMA08-02	MATHEMATICS 8	08	FY	404	Olea, Akacia	FY	3(A)	3(A)	MATHEMATICS 8	
chedule		MSC08-02	SCIENCE 8	08	FY	404	Olea, Akacia	FY	3(B)	3(B)	SCIENCE 8	
Schedule	•	MEN08-06	ENGLISH LANGUAGE ARTS 8	08	FY	505	Pippard, Ambrea	FY	4(A)	4(A)	ENGLISH LANGUAGE ARTS	
Details		MSS08-06	SOCIAL STUDIES 8	08	FY	505	Pippard, Ambrea	FY	4(B)	4(B)	SOCIAL STUDIES 8	

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).

Active dates can be viewed and modified "en masse" in the Grades top tab > Transcripts side tab > Active Dates field set.





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.

ields included i	n 1701 Reporting	g:	Field name
Course Start Date Course End Date Actual Start Date	08/09/2015 30/06/2016 06/04/2016		Active Dates
Active Date	06/04/2016		
Percent Complete Completion Date	22/06/2016		

2.4 Student Services

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.

Schools can also run the BC 1701 Student Services report located in Student top tab > Reports menu > Ministry Reporting.





eius ind	cluded in 1701 Reporting:		Field name
Student Lis	st		Ministry Designatior
e District	Options Reports Help Search on Name I Alhit, Hongqi Image Filters All Active Students Name Aletts Pupil # = ? Primary Active Students All Primary Students Almazora, Killandavid Image Filters Appropriate security can add, revise or end cor School Views > Programs side tab. Please	se refer to the 1701 Student	
	Designations document for information on ho		
Details Options Contacts	Monophic relition All - Oblicat Factor Parsary? Student Designation Student Designations Student Designations	23 Ad Records - Student Ceorgraphicus Enel 010802015	





3.0 Student Program Codes

All 1701 Program Codes, and Funded ELL Codes are available for all schools to use at the Enterprise level. Some Districts have created District Level 1701 Codes, and ELL Codes. The system allows Districts to create a program using a code that is already in use by another District, which can result in a student program displaying incorrectly in the 1701 export and report. If a Student displays the wrong Enrolled Program Code on the 1701, submit a ticket to the service desk for assistance.

The **Enrollment and Demographics Guide** provides instructions on how to assign and mass assign General Student Programs.

The District Setup Guide provides instructions on how to create a District Program Code.

4.0 Summer Schools

Summer Schools have unique 1701 reporting requirements. Schools and Districts ensure that the students, courses and designations meet the Ministry of Education funding requirements. Options are provided on the export parameter form to allow for the exclusion of certain students or designations.

For full details on Summer School 1701 requirements please see the Ministry of Education website:

https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/programmanagement/data-collections/summer-learning

5.0 Resources for Preparing the Data

Information on entering the data may be found in the following resources:

MyEducationBC Info site:

- 1701 Reference Guide
- School Setup Guide: Setting the school type.
- Enrollment and Demographics: Entering relevant student demographic data, including student program assignments.
- 1701 Student Services Designations: Entering student services designations.
- Student Scheduling: Scheduling students into classes.
- Grade Management: Preparing grade input for course dates and posting course dates for DL schools

L1 Information Station:

• District Setup Guide: Setting up program codes.





6.0 1701 Reports for Verifying the Data

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

Pages	School	Studen	t Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin					
Student I	ist															
Details	Op	tions 🔻	Reports -	Help 🔻	Search on Name	e C	V II	a+z) [[8						
Contacts	<	1:AAAA/	Attendanc	e Label FSS			Report Cards image check					d 🖉				
Attendance		Name Attendance Label FSS 5162 BC Homeroom List w. Grid						Student Address Labels - 5161 Student Address Labels - 5960					PEN	Photo		
Conduct		АААА	BC Princi	pal's Attendance		Student Red	Student Request Entry Status					106723399				
Transcript		AAATe	BC Stude	nt Information Ve	erification Form	Student Uns	Student Unscheduled Periods									
		Abaci,		nt Information w			Grad Reports					11070//36	View			
Assessmen	ts	Abdal		nt Withdraw For	n		Ministry Reporting					BC 1701 Report - By ELL				
Academics		Abdul	Class Absence Letter					Other Jurisdiction					BC 1701 Report - By First Nations			
			Honor Rol				Scheduling Reports					BC 1701 Report - By International				
Schedule		Aberc Nominal Roll					Quick Chart					BC 1701 Report - By Program				
Membership		Abolo Permanent Student Record					Quick Report					BC 1701 Report - By Student Services				
wentbership		Permanent Student Record JAM					My Job Que	My Job Queue					BC 1701 Report - Nominal Roll			
Transaction		Permanent Student Record Labels					BC 1701 Verification									

School or District > Student > Reports > Ministry Reporting

7.0 Running the 1701 Extracts

Three 1701 extracts are currently available: School or District > Student > Options > Exports

- BC 1701 DL Reconciliation Extract
- BC 1701 FTE Extract
- BC 1701 STD Extract (This is the file uploaded to the Ministry site)

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin			
Student	List													
Details	Op	otions 🔻 🛛 R	eports 🔻	Help 🔻	Search on Nam	e C	V 🏾	a-z llı	\bowtie	8				
Contacts		Modify List			Analytics						0 of 701 selected 🥔			
Attendance		Mass Update. Send Email			Assign Couriers Assign Student Programs Blended Marks to Transcript						Gender	Pupil #	PE	
Conduct		Query								9 E @X	F	2125080	10	
Transcript		Snapshots			Course Exam Synchronize Procedure						м	2125092		
Assessmer		Show Selecter Omit Selected	-		Create Secondary School Associations Create User Accounts						F	272321	11	
Academics					Exports					BC 1701 DL Reconciliation Extract				
Schedule					Flag Student for Retrieval GDE					BC 1701 FTE Extract BC 1701 STD Extract				



In the BC 1701 STD extract pop-up parameter screen, select the appropriate options:

BC 1701 STD Extract							
School Type	Regular and DL 👻						
Select school(s)	Smithers Secondary Q						
Grades	All Grades						
Distributed Learning and Continuing Education							
Active Course Date							
Summer School Options							
Students to Include	Funded 👻						
Display Designation	No 💌						
Run X Cancel							

- 1. **School Type:** Determines the format of the extract and the options available on the parameter pop-up window.
 - a. *Regular and DL* for all schools except Summer Schools
 - b. Summer School for Summer Schools only
- 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. District users will have the option to select
 multiple schools.
- 3. Grades: Use the drop-down menu to select the grades to be included in the extract.
- 4. **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. (the first calendar day after the last funding snapshot date)
- 5. Summer School Options: available when Summer School is selected in School Type
 - a. Students to Include:
 - *i.* Funded: export file includes students eligible for summer school funding
 - *ii.* Adult: export file includes adult students only and file name will specify adult
 - **b. Display Designation:** The option to include student designation is available for summer schools
- 6. Click Run and save the .std extract on your local workstation to upload to the Ministry site.