



DATE: January 28, 2020  
TO: All Clerical and Principals  
FROM: Glen Posey / Sandra Whiting / Wayne Smiley  
RE: 1701 Data Collections Procedures

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## **Important Reminders for Preparing 1701 Submission**

**1701 Snapshot date is February 14, 2020**

### **Please confirm there is correct data entered for students:**

- Name, birthdate, gender, grade level & postal code
- Language programs enrolment e.g. Core French, ELL
- Indigenous Education program enrolment
- Career program enrolment
- Special Needs category enrolment
- Correct number of courses for all students in 8-12 schools

**Ensure you have downloaded and reviewed the 1701 procedures manual from the Ministry Data Collection Site for February 2020 – see link below**

### **1701 Procedures Manual**

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/february/pi1701.pdf>

### **1701 MyEducation BC Reference Guide**

<https://www.myeducationbc.info/wp-content/uploads/1701-v3.5.pdf>

### **Echo / Verification Reports**

[https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/february/school\\_echo.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/february/school_echo.pdf)

### **Instructions on how to upload files and run verification reports:**

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/help/sld1701public.pdf>

Link to Upload Files: <https://www.bced.gov.bc.ca/exams/tsw/sld/>

*The login and password to upload your files will be the same as the one you use to access the PEN website. If you do not remember, or you do have a password, you must contact Ryan McLeod at the Ministry 250-387-2351. These passwords are cannot be reset at the District level.*

## Duplicate Resolutions Process

[https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/help/duplicate\\_rules.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/help/duplicate_rules.pdf)

### General Inquiries:

- For MyEd data management questions such as sorting, filtering, printing reports, uploading files to the Ministry Site  
Contact Wayne Smiley - Tech Services (250) 748-0321 ext. 217, [techservices@sd79.bc.ca](mailto:techservices@sd79.bc.ca)
- For program codes, course codes  
Contact Sandra Whiting – Tech Services (250) 748-0321 ext. 300, [swhiting@sd79.bc.ca](mailto:swhiting@sd79.bc.ca)

### Special Needs (Student Services)

- Ministry designations are entered by Support Services  
Contact – Abigail Casement or Tim Ylagan (250) 748-0321 ext. 226, [sss-1@sd79.bc.ca](mailto:sss-1@sd79.bc.ca)

### Gifted Students

- Gifted designations are entered by Abigail Casement at Support Services.

### Career Program Codes:

- Contact Larry Mattin (250) 732-0827

### Aboriginal Education Program Codes

- Contact Donna Beardsley or Mary Peter (250) 748-0321 ext. 235

### ELL Program Codes:

- Your school's **ELL** teacher should provide you with a list of students eligible for ELL program codes.

All the information above can be found in the documents located at

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections/february>

For support contact:

Wayne Smiley	<a href="mailto:techservices@sd79.bc.ca">techservices@sd79.bc.ca</a>	(250) 748-0321 ext. 217
Sandra Whiting	<a href="mailto:swhiting@sd79.bc.ca">swhiting@sd79.bc.ca</a>	(250) 748-0321 ext. 300
Glen Posey	<a href="mailto:gposey@sd79.bc.ca">gposey@sd79.bc.ca</a>	(250) 748-0321 ext. 230
Tim Ylagan	<a href="mailto:tylagan@sd79.bc.ca">tylagan@sd79.bc.ca</a>	(250) 748-0321 ext. 226

Thanks,



Glen Posey  
District Principal Instruction & Innovation