

How to Interpret the 1701 Verification Report

Report 9030

This report compares your currently reported headcount enrolment with the headcount reported on September 30

Report 9035

Confirm Headcount - Enrollment numbers minus International
Confirm Home School Registrations
Confirm Full time Kindergarten

Report 9035B

Confirm International Students
Students that are counted in this report are not counted in the Report 9035

Report 9040

Core French Program
Grade 5, 6, 7 – numbers should equal headcount numbers reported on Report 9035
Grade 4 – This will be the number of Grade 4 students taking Core French
ESL
Confirm Number of Students taking ESL

Report 9060

Total Aboriginal Ancestry and Total Other Approved Aboriginal Programs should match
Total number should equal your Aboriginal headcount
If student is cross-enrolled the home school will report the Other Approved Aboriginal Program

Report 9070

Confirm SPED headcount numbers

Report 9110

Some possible errors
International Students cannot be put into programs, ie Core French, ESL
Check birthdates
Not eligible for kindergarten fulltime – student needs to be ESL, Ab Ed, or SPED

Report 9120

Some possible errors
Missing Postal Codes – Must be entered
Questionable characters – check spelling in names
00 Missing PEN number – if this number does not populate in 24 hours after admitting there is probably a duplicate PEN. Contact Melody Berkowski