

Monthly To - Do

September 2022

Issue # 002

- Student Verification Forms
- Medical Alert list
- Review Court Orders
- Student Photo extract
- Review all alerts and ensure inclusions are created

1701 IMPORTANT DATES!

Round 2 - Wed, Sep 21, 2022

Round 3 - Mon, Sep 26, 2022

Final Snapshot Date:

Thursday, Sep 29, 2022

For more information:

<https://myedbc.sd42.ca/1701/1701>

DID YOU KNOW?

All Staff records are managed at the District level. The only fields school clerical should ever change are Homeroom & Primary Homeroom Teacher. Any other changes should be requested in a [helpdesk ticket](#).

And so, it begins...

As you all know September is 1701 time. It's extremely important that we check and double check that our data is clean prior to our final Snapshot on September 29. From the Clerical Best Practice Binder:

*Ministry 1701 will take place this month. Ensure that your data is clean and that you have checked with ELL, Aboriginal Education and Support staff to ensure your numbers are correct. Be sure all grade 5, 6 and 7 students are assigned to Core French (unless they are already in French Immersion). If Gr. 4s are in a 4/5 class confirm with teacher if Gr. 4 students are receiving core French instruction and add program if necessary (International Students should **NOT** be assigned to programs).*

Remember **Student TT** >fieldset **1701 Prep** is a quick way to sort by columns and search through the essential 1701 fields to ensure they are all completed.

If you have any questions or require support, please reach out to us by email at myedbchelpdesk@sd42.ca and we'll be happy to assist you with what to look for and how to ensure your data is clean for your final submission.

As a thank you for working so hard to submit clean data, we invite you to email us the phrase "1701 Fun" by the end of September and we will send you a small gift.

Warm regards,

Natalie and Serena

MyEd Team