

AUDIT Requirements – School Administration Level

School: _____

Date: _____

All Schools

Criteria	Comments
<input type="checkbox"/> Procedures for ensuring students are Ordinarily Resident <input type="checkbox"/> Document(s) used for proof of BC Residency (eg; BC Services Card, BC ID Card, BC Driver's License) Ordinarily resident for funding purposes – Section 82(1) of the School Act states: "a board must provide free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board, instruction in an educational program ..." Section 82(2) states "for the purposes of subsection (1), a student is resident in British Columbia if the student and the guardian of the person of the student are ordinarily resident in British Columbia."	School Registrar follows MyEd BC Standards Manual, Section; Enrollment Admission MyEd BC Standards Manual, Section; Enrollment Admission "Acceptable Documentation Guidelines"
<input type="checkbox"/> Verify that schools have a copy of the Birth Certificate in portal (School process for ensuring students meet age requirements)	Clerical or Records Clerk
<input type="checkbox"/> 1701 – confirmation of enrollment on Sept 29	Clerical or Records Clerk
<input type="checkbox"/> List of students enrolled but not in attendance on Sept 29 (indicate those students not claimed on 1701)	Clerical or Records Clerk
<input type="checkbox"/> Final attendance summary for students withdrawn between the first day of school and Nov 10	Clerical or Records Clerk
<input type="checkbox"/> Schools admit/withdrawal activity from the first day of school to Nov 10	Clerical or Records Clerk

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Secondary Schools - additional requirements

Criteria	Comments
<input type="checkbox"/> School Course Catalogue for present year Course selection sheets and/or MyEd report	Principal/ Clerical/Records Clerk
<input type="checkbox"/> A list of students in Work Experience (WEX) 12A and 12B as of Sept 29	Principal/ Clerical/Records Clerk
<input type="checkbox"/> A list of students in a Youth Work in Trades Program (WRK) – school aged students only as of Sept 29	Principal/ Clerical/Records Clerk
<input type="checkbox"/> A list of students in a Youth Train in Trades Program (TRN) – school aged students only as of Sept 29	
<input type="checkbox"/> A list of students in Career Preparation (including Youth Explore) as of Sept 29	
<input type="checkbox"/> Approved list of Board Authority/Authorized courses (BAA) for current school year	Principal/ Clerical/Records Clerk
<input type="checkbox"/> A list of adult students (Graduated and Non-Graduated)	Principal/ Clerical/Records Clerk provides 1701 submission student details sheet highlighting adult grad or adult non-grad
<input type="checkbox"/> A list of cross-enrolled students as of Sept 29	Principal/ Clerical/Records Clerk