

1701 District Process

This document outlines the district process for submitting 1701 to the ministry.

1. District informs the schools about the upcoming 1701 dates – 3 test rounds and the final snapshot day.
2. Schools send the 1701 extract to the district (myedbchelpdesk@sd42.ca)
3. District uploads the file to EDX
4. District downloads the error/warning report and shares it with the schools
5. Schools will resolve the errors in MyEd prior to the next run.

NOTE: The schools cannot view the headcount summary of their students until errors are resolved in EDX.

The district cannot view the district reports until errors are resolved in EDX.

6. To overcome this limitation of EDX, district will remove the students with errors in EDX.
7. District advises the schools to view headcount summary of their students.
Note: The numbers will be off since the students are being removed due to errors. Through each run, the number of errors will reduce, and reports will become accurate.
8. District downloads the district reports and shares it with the leadership team.
9. Any changes to the 1701 data after the final snapshot will require the clerical to submit the updates using **1701 Edit Details Form**.
10. District will submit the 1701 data to the Ministry on the scheduled day.