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1701 To Do's for September 2019

The Ministry Count, the 1701, happens at the end of September and again in February of each year. To ensure that we have accuracy in this process, School Based Teams need to:

Compare the names on the 2 attached lists, 1701 Report for Student Services run from MyEd and the District Data Base print out. If there are discrepancies:

1. Student is on MyEd but missing from District Data Base

This may be because the student has come to us from another school district in BC and the designation has migrated into MyEd. In this case, 1234

the designation will need to be verified. Please connect with:

- IBI designation – connect with Dana Marchant at dmarchant@sd61.bc.ca
- LD, MID, MPDI and Gifted (based on a psych-ed) – connect with your school psychologist
- All other designations – connect with Pam Halverson at phalverson@sd61.bc.ca

2. Student is on the District Data Base but missing from MyEd:

- Contact Andrea Park at apark@sd61.bc.ca

3. If you have questions about a student who is not on either list, please contact a District Learning Support Teacher.

Please make every effort to complete and submit all new designation requests by Thursday, September 19.

Please make every effort to compare and verify these two forms as soon as possible.