

2017/18 DL Audit Program

Who was audited?

- 8 public school districts and 4 independent school authority DL schools

Outcomes of these audits should be posted to the Compliance website before the end of September
Compliance website: <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/compliance-program>

Top 10 audit findings:

1. Not meeting DL Active attendance requirement
2. Claiming same course at same time (students are not allowed to take the same course at the same time whether in different schools or the same school – Ref Form 1701 and DL Funding Policy)
3. Fee paying international students claimed for funding
4. Reporting FTE for another educational facility
5. Grade 8 and 9 students enrolled in a DL school additionally reported by same DL school for a Grade 10 option (DL Funding Policy says: a student enrolling only in Grade 10-12 courses in a DL school, who is also enrolled in K-9 in another school, is counted as a Grade 10-12 student for DL funding purposes).
6. K-9 program run by parents – no evidence teacher leads the program
7. Reporting 2 credit courses as 4 credits
8. No evidence of educational program undertaken as DL – DL Agreement says “**Distributed Learning**” means a method of instruction that relies primarily on indirect communication between learners and educators, including internet or other electronic-based delivery, teleconferencing or correspondence;
“**Distributed Learning School**” means a school or francophone school within the meaning of the *School Act*, that offers instruction by means of Distributed Learning only;
9. Incorrectly labelled courses – identified under one name on timetable and re-labelled as a different course on the transcript – ensure courses are per Course Registry and that BAA options follow Ministry directives
10. WEX and other career options not meeting Ministry directives in addition to requirement to meet active attendance before reporting for funding – includes IDS: prep of the individual student/teacher course plan is not part of the 5% substantive activity/activities

Reminders:

1. DL re-reporting courses – if a withdrawal: two reporting periods must elapse before reporting again (DL Funding Policy)
2. Substantive student activity/activities are minimum of 5% of the course’s learning activities (whether competencies or outcomes); course plan links to the outcomes and is evidence supporting the requirement that the assigned work aligns with 5% activity/activities
3. Ensure there is a current course selection/enrolment form that meets the Active requirement’s definition
4. Report only those courses taken at your school (Form 1701 P.14)
5. Ensure evidence of residency in BC is available
6. Ensure correct reporting of courses – report 2 credit as 00.500 and a 4 credit course as 01.00 (contact Data Management’s Kathy Cordner Kathy.cordner@gov.bc.ca for verification before reporting is finalized).

2 credit English 10 options

DL active policy does not differentiate between the number of credits when determining active attendance – but only that there is evidence of:

- **A clear course plan must be on file for each course.** This course plan must link to the course's learning standards and/or outcomes, required resources and assessment strategies. This **course plan is the evidence supporting the requirement that assigned work is meeting the learning standards and/or outcomes.**
- **A current course selection or enrolment form** must list the distributed learning courses reported for funding that meet graduation requirements.
- **Substantive student course activity or activities** must be submitted by the student to the teacher:
 1. **The activity or activities must represent a minimum of five percent of the course's learning activities**
 2. **The activity or activities must be clearly linked to the learning standards and/or outcomes of the course**
 3. The activity or activities must have been evaluated by the teacher, entered in the teacher's records, and dated on or before the date the student became active
 4. For each course, the school must keep on file a copy of the learning plan and the assignment(s) or work that represents the substantive activity or activities
 5. Student work does not have to be retained as evidence if the teacher or the school can demonstrate criteria 1, 2, 3, and 4 have been met through print or digital tracking processes

Regardless of the number of credits – the active attendance requirement includes at least 5% of the course's learning activities with the course plan identifying/supporting where the 5% resides for each course claimed (as is done for all Grade 10-12 courses reported for funding).

Form 1701 entries (for all Grade 10-12 claims), need to ensure that any 2 credit course is entered as a half course (00.500) instead of the usual entry of 01.00 for a 4 credit course. Staff responsible for these entries throughout the district need to be aware that all 2 credit courses are not to be entered as 4 credit courses. This is something your L1 person would be aware of and for others, please see Form 1701 instructions P.12 and P.16 - and - connect with Kathy Corder Kathy.Corder@gov.bc.ca to confirm entries are done correctly.