**SDABC ES Audit Instructions May 2018**

**Funding Requirements**

The last day of attendance to be included in the report, which determines the number of school days the student has attended is May 15. The student **must be in attendance a minimum of 600 hrs up to, and including, May 15** in order to qualify for full government funding.

The required forms and instructions can be found at www.sdabceducation.net - Desk Manual/May

1. SDABC ES Audit Instructions 2018
2. ES Audit Reports List 2018
3. Certification of Students for Audit Purposes 2018
4. ES Audit Frequently Asked Questions 2018

5. ES Audit Appendix I Eligible Student Information 2018

6. Residency Status Declaration Form A 2018

7. Residency Status Declaration Form B 2018 (Deceased Parent)

**All schools should be using MyEd:**

Please **email** the documents listed below to Jordan Gallant (Auditor) at jgallant@bcadventist.ca as soon as possible after the attendance through May 15 is recorded. *(Please attach all files in one email if possible)*

1. Certification of Students for Audit Purposes Form 2018
2. MyEd reports (CSV format):
	1. All reports listed in the “ES Audit Reports List 2017/18” document

Follow the instructions (up to minute 22 only) provided in the MyEd training link below:

<http://bcsupportonline.com/aspen-myeducation-recordings/> [Under ES-Audit recordings – April 27, 2017]

For technical help exporting these reports as a csv document, contact the MyEd help desk at 1-877-620-5673 or <https://bcsupportonline.com/helpdesk/>

Note: The steps in the last part of the online MyEd training above (minute 26 to the end) are **not required** (re: importing/merging/compiling/summarizing the files into an Excel worksheet).

* 1. For **High School students** (grade 10-12) only: Student Class Schedules/Course Selection (Schedule->Schedules and then Student Schedules) sorted by student
	2. For **High School students** (grade 10-12) only: Student Schedule Change History
	3. For **all** withdrawn students, send attendance records captured before they withdrew
	4. For all withdrawn **High School students** (grade 10-12), send class schedules captured before they withdrew
1. For all **new students** to the BC Education system (for example, all Kindergarten students or students transferring from another province):
	1. Copy of students’ Birth Certificates, BC Care Cards, and Residency Status Declaration Forms A or B
	2. **Or** for international students, copy of immigration forms showing status

If you have any questions, please contact Jordan Gallant at 604-853-5451 ext. 304 or jgallant@bcadventist.ca.