

This "completion declaration" document should be submitted whenever you complete the implementation of BCeSIS in a school. An implementation is considered to be complete when legacy student record systems are no longer being used operationally and BCeSIS becomes the primary student information system for the school. Submitting this declaration document will trigger the following:

1) **One-time early commitment grants.** The grant will be calculated in the month following the receipt of a completion declaration document and paid through the regular disbursement of operating grants. The implementation grant is available to all districts and independent schools that signed an MOU before December 31, 2005 and is calculated at a rate of \$10 per provincially-funded student. This grant is not available to non-funded students (i.e. students with a status of Out-of-Province or Out-of-Country).

2) **One-time early implementation grants.** The grant is calculated in the month following the receipt of a completion declaration and paid through the regular disbursement of operating grants. The size of the grant is determined by a sliding scale based upon the total number of students in BCeSIS at the time that the school goes into production. It is calculated at the rate of \$8/new student for the first 100,000 students, \$4/student for 100,001-200,000 students, \$2/student for 200,001-300,000 students and \$1/student for 300,001-400,000 students.

3) **The initiation of monthly billing for BCeSIS usage.** The fee will be paid by a recovery from monthly operating grants and will start in the month following the receipt of a completion declaration. As described in Appendix 1 of the Addendum, the fee will be charged at a rate of \$1/month for K-9 students and \$1.25/course for Grade 10-12 students. Non-funded students will be charged at a rate of \$2/month and \$2.50/course respectively.

4) **Fees for the use of provincial conversion tools for Turbo School, Windsor or SASI.** Fees are calculated in the month following the submission of a completion declaration document and paid by a recovery from operating grants. These charges only apply to districts that have previously signed an MOU Addendum granting them the rights to use these tools.

Fee and grant calculations are based upon enrolments in BCeSIS at the time that they are processed. In March reports will be available in BCeSIS that will allow districts and independent schools to verify the enrolments used in fee and grant calculations.

Completion declaration documents can be submitted any time after a school finishes implementation, however there is a need to "catch up" on all schools that have implemented BCeSIS since it went into production in April 2005. When preparing completion declarations it is important that Appendix 2 be filled in accurately. Please provide the name and implementation date for each school that goes into production, and indicate which conversion tools (if any) were used. ***Timely reporting of implementation dates is important and could affect the size of early implementation grants. Incomplete documents can not be processed, which may delay the processing of grants.***

Please submit a completion declaration document by **2:00 pm on February 28, 2006**. Signed completion declaration documents should be faxed to Andrew Macauley at **250-356-0033**.

Documents that are received by this date will be processed in March. Payments and fees will continue to be processed on a monthly basis and documents received after this date will be processed in subsequent months. ***Please note that delays in processing can impact early implementation grants.***

If you have any questions or concerns about fees and grants, please feel free to contact me.

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