EIS Collection instructions to report Français Program, French Immersion Program, and all French course in the English program data for the 2024/2025 school year (as of September 30, 2024):

French courses within the English Program include the following:

- 0402: Early Start French (K–3)
- 0403: French: Communication & Culture
- 0408: Intensive French (5–8)
- 0410: French Language AP
- 0411: French Literature AP
- 0412: French IB SL
- 0413: French IB HL
- 0414: French AB Initio IB
- 0415: Français IB HL
- 0416: Français IB SL

In the past, two data files were required by BEF (one for the French Immersion or the Français programs and one for French courses in the English program); only one data file is now required.

For school year 2024/2025, all of BEF's required data will be based on the teacher classroom record format (i.e., subject code, language of instruction, homeroom indicator, grade, number of students enrolled by gender, course delivery code, teacher PSP number, and number of minutes taught by subject for the duration of the school cycle).
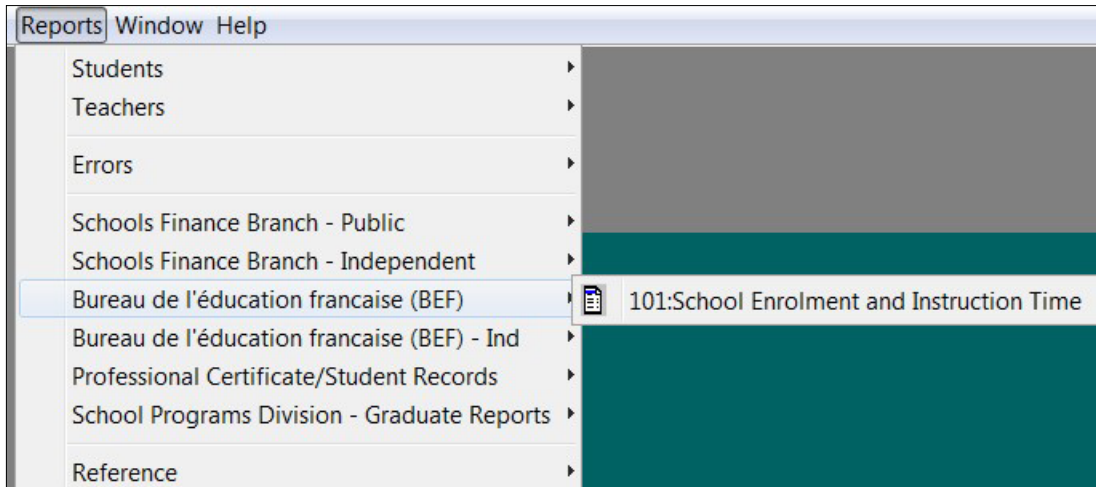
For a dual-track school, please report all teacher classroom data by homeroom for the Français and/or French Immersion Program teachers <u>first</u>, and then report *0402: Early Start French (K–3)*, *0403: French: Communication & Culture*, and *0408: Intensive French (5–8)*. For a single-track English Program school, report only *0402: Early Start French (K–3)*, *0403: French: Communication & Culture*, and *0408: Intensive French (5–8)* classroom data, including instruction time in French, before reporting on all other teachers. **The teachers who do not teach French courses in the English program do not need to be reported on this screen.**

Schools will then complete each French teacher's subject workload by homeroom, as follows:
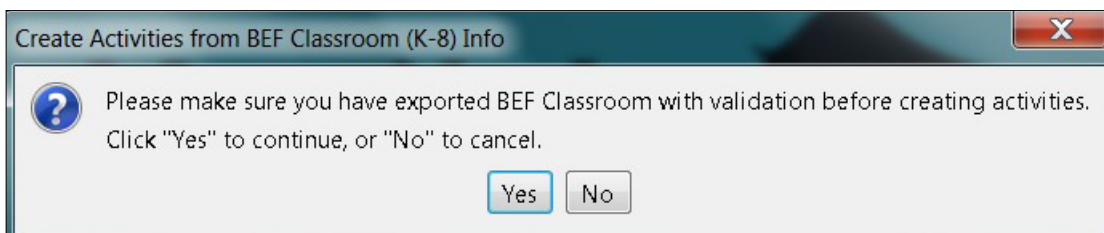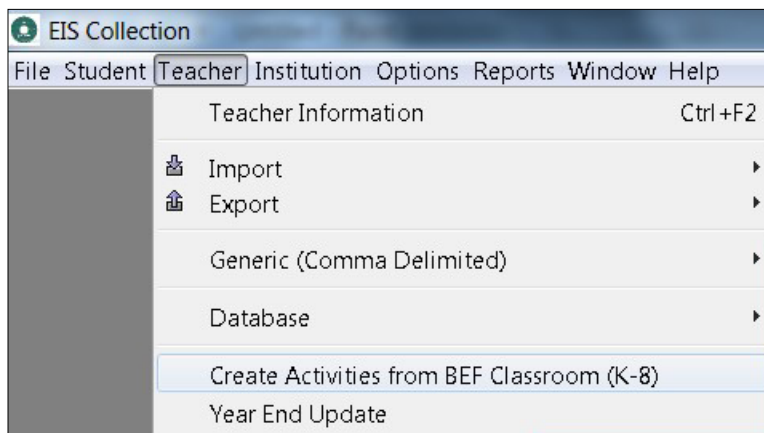
For Grades 1 to 8, provide only the data for the courses taught in French (either course codes 0402, 0403, or 0408) in that homeroom. Please ensure that the language of instruction (LOI) indicated for the course taught in French is "02 – French".

Before creating your final BEF data file for export, print out its content using the "School Enrolment and Instructional Time by Program and Grade Report" to perform a final data check.

Note for schools entering data manually: Once <u>all</u> required classroom teacher activity data for Français, French Immersion, and French courses in the English program have been reported, the data can be transferred from the school's BEF file to the school's Teacher Activity file simply by clicking on the "Create Activities from BEF Classroom (K-8)" option, after which activity data on all other teachers can be reported.

For reporting Grades 9 to 12 Français Program data, French Immersion Program data, as well as data for all French courses:

For school year 2024/2025, all of BEF's required data will be based on each school's course registration file for the full school year. Please include both first and second semester data and ensure that the language of instruction (LOI) for French courses and all courses taught in French is "02 – French".

> If you need further information or help in preparing your file, please contact Chantale Dornez at Chantale.Dornez@gov.mb.ca.

Please send your completed BEF data as follows:

The encrypted BEF classroom (bcs) and/or course registration files, as well as the signed PDF copy of the School Enrolment and Instructional Time report, are to be **submitted via Smartsheet** using one of the following links:

- https://app.smartsheet.com/b/form/c408b60e0f6746aa8cdd2f2e63fa8d35 (English version)
- https://app.smartsheet.com/b/form/fc4550f0da574075b80c0a2a94976352 (French version).

Note: The file name should only include the division four-digit number followed by the BEF data type (e.g., 0121bcs.asc, 0121reg.asc, 0121 School Enrolment and Instructional Time.pdf).

Original files are to be kept in the division's archives and made available upon request.