Attention: {d.reviewer}

This report summarizes all of the students submitted in your latest PEN submission. Please review this report and

update your Student Information System and files before your next data submission.

The records from your PEN request are grouped into sections based on the accuracy of the data match. Records listed in the PENDING section require action before PENS can be assigned. For a detailed explanation of the report

groupings view the sample report on our web site at

<https://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/pen>

If you have students reported in the DIFFERENCES section of this report, please review and make the necessary

corrections (where the School data is wrong). However, If the Ministry’s data requires updating, then please

forward the current legal identification to us for the student and we will update the demographic information in the PEN system.

INTERPRETATION:

Sch: This line reports the student demographic record as submitted in your PEN submission.

Min: This line reports the student demographic information as currently stored in the Ministry PEN system.

Please feel free to contact us at:

EMAIL: {d.penCordinatorEmail}

Mailing Address: {d.mailingAddress}

Telephone: {d.telephone} Facsimile: {d.fascimile}

MyEducation Users NOTE: If you see the same student show each day on your PEN Activity Report as Exact Match, or If a PEN is not populated into MyEducation within 2 working days, this means you probably have a Duplicate Pupil ID in

the MyEducation system. Contact your MyEd Helpdesk or the PEN staff for assistance.

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PENDING - The following records have not been processed because the submitted records contain invalid characters or

incomplete demographic information. Please correct the student demographic information in your Student

Administration system then re-submit your PEN Request. If your student demographic information was submitted

correctly, please forward legal documentation to the PEN Coordinator at {d.penCordinatorEmail}

| PEN ----------- | Legal Surname -------------- | Legal Given Name ----------------- | Legal Middle Names ------------------ | Birth Date  ---------- | Gn  -- | School Id --------- |
| --- | --- | --- | --- | --- | --- | --- |
| SCH {d.pendingList[i].pen} | {d.pendingList[i].surname} | {d.pendingList[i].givenName} | {d.pendingList[i].legalMiddleNames} | {d.pendingList[i].birthDate} | {d.pendingList[i].gender} | {d.pendingList[i].schoolID} |
| Usual Name: {d.pendingList[i].usualName} {d.pendingList[i].reason} | | | | | | |
| SCH {d.pendingList[i+1].pen} |  |  |  |  |  |  |

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NEW PEN ASSIGNED - The record submitted did not match any of the Official Ministry Records. The data you submitted

will be posted and become an Official Ministry Record.

| PEN ----------- | Legal Surname -------------- | Legal Given Name ----------------- | Legal Middle Names ------------------ | Birth Date  ---------- | Gn  -- | School Id --------- |
| --- | --- | --- | --- | --- | --- | --- |
| Min **{d.newPenList[i].pen}** | {d.newPenList [i].surname} | {d.newPenList [i].givenName} | {d.newPenList[i].legalMiddleNames} | {d.newPenList[i].birthDate} | {d.newPenList[i].gender} | {d.newPenList[i].schoolID} |
| Usual Name: {d.newPenList[i].usualName} | | | | | | |
| Min **{d.newPenList[i+1].pen}** |  |  |  |  |  |  |

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EXACT MATCH - The record you submitted has matched an Official Ministry Record.

| PEN ----------- | Legal Surname -------------- | Legal Given Name ----------------- | Legal Middle Names ------------------ | Birth Date  ---------- | Gn  -- | School Id --------- |
| --- | --- | --- | --- | --- | --- | --- |
| SCH {d.sysMatchedList[i].pen} MIN SAME | {d.sysMatchedList[i].surname} | {d.sysMatchedList[i].givenName} | {d.sysMatchedList[i].legalMiddleNames} | {d.sysMatchedList[i].birthDate} | {d.sysMatchedList[i].gender} | {d.sysMatchedList[i].schoolID} |
| Usual Name: {d.sysMatchedList[i].usualName} | | | | | | |
| SCH{d.sysMatchedList[i+1].pen} MIN SAME |  |  |  |  |  |  |

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DIFFERENCES – The information in the Official Ministry record is different than the record you have submitted. PLEASE FAX the PEN Coordinator any legal documentation that indicates the information in the record you have submitted is correct. **Also, listed in this section are any 'changed' PENs. Please replace your current PEN section with the Official Ministry PEN**.

| PEN ----------- | Legal Surname -------------- | Legal Given Name ----------------- | Legal Middle Names ------------------ | Birth Date  ---------- | Gn  -- | School Id --------- |
| --- | --- | --- | --- | --- | --- | --- |
| SCH {d.diffList[i].school.pen} MIN {d.diffList[i].min.pen} | {d.diffList[i]. school.surname}  {d.diffList[i]. min.surname} | {d.diffList[i]. school.givenName} {d.diffList[i]. min.givenName} | {d.diffList[i]. school.legalMiddleNames} {d.diffList[i]. min.legalMiddleNames} | {d.diffList[i]. school.birthDate} { d.diffList[i]. min.birthDate} | {d.diffList[i]. school.gender} {d.diffList[i]. min.gender} | {d.diffList[i]. school.schoolID} {d.diffList[i]. min.schoolID} |
| Usual Name: {d.diffList[i].min.usualName} | | | | | | |
| SCH {d.diffList[i+1].school.pen} MIN {d.diffList[i+1].min.pen} |  |  |  |  |  |  |

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CONFIRMED – The record you submitted has matched an Official Ministry Record, however your record differs from the Official Ministry Record which has been confirmed with legal documentation. PLEASE update your record with the information from the Official Ministry Record or fax the PEN Coordinator any legal documentation that indicates the record you submitted is correct.

| PEN ----------- | Legal Surname -------------- | Legal Given Name ----------------- | Legal Middle Names ------------------ | Birth Date  ---------- | Gn  -- | School Id --------- |
| --- | --- | --- | --- | --- | --- | --- |
| SCH {d.confirmedList[i].school.pen} MIN {d.confirmedList[i].min.pen} | {d.confirmedList[i]. school.surname}  {d.confirmedList[i]. min.surname} | {d.confirmedList[i]. school.givenName} {d.confirmedList[i]. min.givenName} | {d.confirmedList[i]. school.legalMiddleNames} {d.confirmedList[i]. min.legalMiddleNames} | {d.confirmedList[i]. school.birthDate} {d.confirmedList[i]. min.birthDate} | {d.confirmedList[i]. school.gender} {d.confirmedList[i]. min.gender} | {d.confirmedList[i]. school.schoolID} {d.confirmedList[i]. min.schoolID} |
| PEN Previously Requested by: {d.confirmedList[i].school.previousRequestBy} | | | | | | |
| SCH {d.confirmedList[i+1].school.pen} MIN {d.confirmedList[i+1].min.pen} |  |  |  |  |  |  |

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The PEN request file was processed by the PEN system on {d.processDate} at {d.processTime}, PENWEB Submission#{d.submissionNumber}

END OF REPORT