Ministry of Education - Data Management

{d.reportDate} PEN Activity Report for {d.mincode}-{d.schoolName} PEN411 Page: 1

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}