

# NOMINAL ROLL STUDENT AND EDUCATION STAFF CENSUS REPORT – DATA FIELDS LIST

**DCI Number/Fiscal Year:**

462572 (2019-2020)

**Purpose:**

As per funding agreement

**Reporting Period:**

As per funding agreement

**Due Date:**

October 15<sup>th</sup>, 2019

**Legend:**

- Auto-Calc: Automatically calculated field.
- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.
- Pre-Populated: Data field is Pre-Populated with information contained in the proposal submitted to the department.
- Roll-Over: Data that has been rolled-over from the previous years' submitted report.

Field	Description
<b>REPORT IDENTIFICATION</b>	
This section of the form is used for identification and tracking purposes. The fiscal year and reporting period are automatically filled with the relevant information.	
Fiscal Year (Rolled-Over)	The fiscal year is entered automatically.
Period (Rolled-Over and Mandatory)	The time period on which you are reporting.
<b>ORGANIZATION IDENTIFICATION</b>	
This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with Indigenous Services Canada (ISC).	
Are you the prospective Recipient of funds directly from ISC? (Auto-fill and Mandatory)	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. Select Yes if you receive funding directly from ISC or you are responsible for collecting enrolment and leaver information across multiple schools. The answer is defaulted to Yes.  Select No if you are completing the form and sending it to the Recipient organization who will submit it to ISC. Also, refer to Reporting Organization Contacts on the next page.

Field	Description
Recipient No. (Rolled-Over and Mandatory)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Rolled-Over and Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Rolled-Over and Mandatory)	A dropdown list of possible organizations that could complete a Proposal.
Organization Name (Rolled-Over and Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.
Organization Number (Rolled-Over and Mandatory)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (GCIMS and Mandatory)	The organization's telephone number.
Extension Number (GCIMS)	The extension number, if applicable.
Fax Number (GCIMS)	The organization's facsimile number.
E-mail Address (GCIMS)	The e-mail address of the organization's contact, if available.
Web site (GCIMS)	The home page URL for the organization's web site.
<b>Mailing Address</b>	
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (GCIMS and Mandatory)	The address or P.O. Box at which the party can be reached by mail.

### **LIST OF REPORTING ORGANIZATIONS**

Use this section to list the organizations that are providing you with their information in separate forms (i.e. PDF or XML files exported from their SIS).

Reporting Organization Type (Rolled-Over and Mandatory)	Defaults to Elementary/Secondary School. The field is automatically populated once the separate form is attached.
Reporting Organization Name (Rolled-Over and Mandatory)	The official name of the organization. The field is automatically populated once the separate form is attached.
Reporting Organization Number (Rolled-Over and Mandatory)	The school number. The field is automatically populated once the separate form is attached.

Field	Description
File name Attached (Mandatory)	The filename of the Reporting Organization's form (PDF or SML) that has been attached to the Nominal Roll. The field is automatically populated once the separate form is attached.
<b>CONTACTS</b>	
Primary Contact Information	
The Primary Contact is the person who is responsible for the Report when completed. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Rolled-Over and Mandatory)	The given name or first name.
Family Name (Rolled-Over and Mandatory)	The family name or surname.
Title/Position (Rolled-Over and Mandatory)	The contact's job title or position.
Telephone Number (Rolled-Over and Mandatory)	The contact's telephone number.
Extension Number (Rolled-Over)	The extension number, if applicable.
Fax Number (Rolled-Over)	The contact's facsimile number, if available.
E-mail Address (Rolled-Over)	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (Rolled-Over and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (Rolled-Over and Mandatory)	The street address.
Secondary Contact Information	
Do you want to specify a secondary contact? (Rolled-Over)	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.

Field	Description
<b>SCHOOL INFORMATION</b>	
Schools that you do not administer	
If a student is attending a school that you do not administer, the only school information you can enter is the school identification and whether there is an agreement with the organization that administers the school.	
School Name (Rolled-Over and Mandatory)	The official school name. The School Number appears automatically when you tab out of the School Name field.
School Number (Rolled-Over and Mandatory)	This field is automatically populated with its ISC ID number when you enter the School Name in the previous field.
Administering Organization (Rolled-Over)	This field is automatically populated with the name of the administering organization.
School Type (Rolled-Over)	This field is automatically populated with the type of school administration organization.
Do you have a Tuition Agreement / Letter of Agreement / MOU with the organization that is the administering organization? (Mandatory)	This is a Yes or No answer to indicate whether you have an agreement with the organization that administers the school. Note: MOU is a Memorandum of Understanding.
Schools that you administer	
If you are the administering organization of a school, you need to update the School Information details.	
School Name (Rolled-Over and Mandatory)	The official school name.
School Number (Rolled-Over and Mandatory)	This field is automatically populated with its ISC ID number when you enter the School Name in the previous field.
Administering Organization (Rolled-Over)	This field is automatically populated with the name of the administering organization.
School Type (Rolled-Over)	This field is automatically populated with the type of school administration organization.
School Information	
A summary of the school's details are used to help complete student enrolment information	
<b>Note:</b> Contact your Regional Office if you require changes to this information.	
Programs Offered (Rolled-Over)	This field is automatically populated.
Methods of Delivering Programs (Rolled-Over)	This field is automatically populated.
Grades Offered (Rolled-Over)	This field is automatically populated.
Education Representative for the Band	

<b>Field</b>	<b>Description</b>
Given Name (Rolled-Over and Mandatory)	The given name or first name.
Family Name (Rolled-Over and Mandatory)	The family name or surname.
Title/Position (Rolled-Over and Mandatory)	The job title or position.
<b>Principal</b>	
Given Name (Rolled-Over and Mandatory)	The given name or first name.
Family Name (Rolled-Over and Mandatory)	The family name or surname.
<b>Cultural and Language Programming</b> Indicate the number of students at this school this year who are provided with culturally-based curriculum or land-based learning services and the number of students at this school this year who are taught at least one subject in a First Nations language.	
Number of students at this school who are provided with culturally-based curriculum or land-based learning services (Mandatory)	Number field
Number of students at this school who are taught at least one subject in a First Nations language (Mandatory)	Number field
<b>STUDENT INFORMATION BY SCHOOL</b>	
<b>Student Information</b> For registered First Nation students, make sure identifying information is the same as in the Indian Registry System (IRS).	
Family Name (Rolled-Over and Mandatory)	The family name or surname.
Given Name (Rolled-Over)	The given name or first name.
Alias Name(s) (Rolled-Over)	If the student goes by an alias – it could be a family or given name other than their legal name.
Date of Birth (Rolled-Over and Mandatory)	The student's birth date in the format YYYY-MM-DD.
Sex (Rolled-Over and Mandatory)	The student's sex (Male or Female).
Identity (Rolled-Over and Mandatory)	The student's ancestry.
Indian Registry Number (Rolled-Over and Mandatory)	This field is enabled when the student's Identity is First Nation.

Field	Description
Student Enrolment Status (Rolled-Over and Mandatory)	<p>This field defaults to Fully.</p> <p>If the student attends this school, you have two choices:</p> <p>Fully - Elementary/Secondary Program for students who have not previously graduated from Grade 12 or Secondary V. This is the default. The Enrolment Information section is enabled.</p> <p>Fully - Post Graduation Course Upgrade for students who have already graduated from Grade 12 or Secondary V and are back for upgrading. The Enrolment Information section is enabled.</p> <p>If the student does not attend this school as of September 30 but was there last year, select the reason to explain why not enrolled.</p>
Grade (Rolled-Over and Mandatory)	<p>The student's academic Grade level.</p> <p>When a report is rolled-over, the grade is increased by 1.</p>
<p><b>Enrolment Information</b></p> <p>This section of the form displays a summary of the student's enrolment details at this school.</p>	
Program (Rolled-Over and Mandatory)	The student's program of study.
Method of Delivery (Rolled-Over and Mandatory)	The method that the school uses to deliver programs to the student.
Full-Time Equivalent (Rolled-Over and Mandatory)	<p>The level of attendance.</p> <p>If the student attends school full time, select 1.0. If the student attends school part time, select the applicable fraction (e.g., half time is 0.5).</p>
Language of Instruction (Rolled-Over)	The language primarily used to teach the student.
Residence (Rolled-Over and Mandatory)	The type of residence or community in which the student lives.
Band of Residence (Rolled-Over and Mandatory)	The student's band.
Reserve of Residence (Rolled-Over and Mandatory)	The student's reserve.
Year Graduated (Rolled-Over)	This field is enabled when the student is in a secondary grade.
<p><b>Accommodation</b></p> <p>Indicate if students received living accommodations.</p>	
Activity (Rolled-Over and Mandatory)	The type of living accommodation provided to the student.

Field	Description
Transportation Indicate if students received transportation services. If student transportation is not required, leave this section blank.	
Activity (Rolled-Over and Mandatory)	Types of transportation.
Sub-Activity (Rolled-Over and Mandatory)	Modes of transportation.

### STAFF INFORMATION

This section is only required for First Nation Administered/Band-Operated and Federal schools for which you are the Administering Organization.

**Note:** Education Staff includes those working in both educator and non-certified educator occupations. It does not include information on supply teachers.

Family Name (Rolled-Over and Mandatory)	The family name or surname.
Given Name (Rolled-Over and Mandatory)	The given name or first name.
Sex (Rolled-Over and Mandatory)	The sex of the staff member (Male or Female).
Full-time Equivalent (Rolled-Over and Mandatory)	Level of employment. Select Full-time or Part-time. Source: employment contract.
Identity (Rolled-Over and Mandatory)	The staff member's self-identified ancestry.
Indian Status (Rolled-Over)	This field is enabled when Identity is First Nations.

### Provincial Teaching Certification

Use this section of the form to indicate details for the teaching certification of the staff member at the provincial or territorial level.

**Note:** If the staff member is not certified but is seeking one, select the Status 'In Progress'. Enter the Province and leave the Certification Number blank.

Status (Rolled-Over and Mandatory)	The status of the staff member's teaching certification.
Province (Rolled-Over and Mandatory)	A list of provinces and territories.
Certification Number (Rolled-Over and Mandatory)	The teaching certification number, if applicable.

### Occupations

Use this section of the form to indicate the title or role of the staff member and a percentage of how much of their time is spent in each role.

Occupation held at the school (Rolled-Over and Mandatory)	A list of possible occupations. If the staff member holds more than one position, click Add Occupation to create more fields.
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Field	Description
Grade(s) Taught (Mandatory)	Select all Grades that are applicable.
Percentage (%) of time (Rolled-Over and Mandatory)	The percentage of time for each occupation. This is the percentage of their work day. For example, if the educator is half-time and works ¼ day at an occupation, enter 50%. The sum of all percentages must equal 100%.
<b>Supporting Documents</b> If you add a Supporting Document, these fields become mandatory.	
Type of Supporting Document (Mandatory)	A dropdown list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A dropdown list of possible submission methods.
File Name Attached (Rolled-Over)	The file name of the attached document will appear automatically.
<b>DECLARATION</b>	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title (Mandatory)	The job title or position.
Date (YYYY-MM-DD) (Mandatory)	Today's date, in the format of Year, Month and Day.