

ANNUAL REGISTER OF POST-SECONDARY EDUCATION STUDENTS – DATA FIELDS LIST

DCI Number/Fiscal Year:

4016769 (2019-2020)

Purpose:

As per funding agreement

Reporting Period:

As per funding agreement

Due Date:

As per funding agreement

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 Descriptions:

Field	Description
Report Identification - 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 (Auto-fill)	The fiscal year is entered automatically.
Period (Auto-fill and Mandatory)	The time period on which you are reporting.
Organization Identification - This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with 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. The answer is defaulted to Yes. ‘Yes’ indicates that your organization receives funding directly from ISC. ‘No’ indicates that it is a sub-report. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.

Field	Description
Recipient Number (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 Report.
Organization Name (Rolled-over and Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number 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.
Email Address (GCIMS)	The e-mail address of the organization, if available.
Web site (GCIMS)	The home page URL for the organization's web site.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (GCIMS and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (Sub-reports only)	
Provide the Reporting Organization's contact information as requested by your Recipient Organization.	Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.

LIST OF REPORTING ORGANIZATIONS

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

Field	Description
Reporting Organization <ul style="list-style-type: none"> - Type - Name - Number - Total Budget - File Name Attached (Rolled-over)	Data fields will automatically be populated from the Sub-report once attached.

CONTACTS

Primary Contact Information

The Primary Contact is the person who is responsible for the DCI 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"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Rolled-over and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
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Street Address

Same as Mailing Address

If selected, the fields below will automatically be populated.

<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Rolled-over and Mandatory)	The street address.
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Field	Description
Secondary Contact Information	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.
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"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (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	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Rolled-over and Mandatory)	The street address.
Student Information by Institution	
Unfunded Student Information - You have the option to provide information regarding eligible students who received partial or no PSSSP/UCEP funding (unfunded eligible demand).	
Do you wish to indicate how many students were eligible for PSSSP/UCEP funding, and who received partial or no funding? (Mandatory)	Select Yes or No.
Indicate the number of eligible students who did not receive any of the PSSSP/UCEP funding they requested.	If Yes above, this field becomes available and is mandatory.

Field	Description
Indicate the number of eligible students who received a portion of the PSSSP/UCEP funding they requested.	If Yes above, this field becomes available and is mandatory.
Funded Student Information	
<p>List all institutions where students were accepted into a program of study and did receive PSSSP/UCEP funding.</p> <ul style="list-style-type: none"> - For each institution, list all students who received partial or full PSSSP/UCEP funding. - Provide information for each semester in which the student attended an institution and received PSSSP/UCEP funding. 	
Post-Secondary Education Institution	
PSE Institution (Rolled-over and Mandatory)	A search field for the official name of the institution that the student attended.
PSE Institution Number (Rolled-over)	This field is automatically populated with the institution's ID number when the previous field is completed.
Number of Students (Auto-Calc)	A tally of the number of students at this school; automatically calculated.
Student Information 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)	A family or given name other than their legal name
Date of Birth (Rolled-over and Mandatory)	The student's birth date (YYYY-MM-DD).
Sex (Rolled-over and Mandatory)	The student's sex.
Identity (Rolled-over and Mandatory)	The student's ancestry or heritage.
Indian Registry Number (Rolled-over and Mandatory)	This field is enabled when the student's Identity is First Nation.
Enrolment Information This section of the form displays a summary of the student's enrolment details at this institution. Make sure there is a Semester section for each semester they received funding. You can record enrolment information for a maximum of four semesters.	
Semester (Rolled-over and Mandatory)	A dropdown list of four possible semesters.

Field	Description
Number of Dependents (Rolled-over and Mandatory)	The number of people who are dependents of the student.
Marital Status (Rolled-over and Mandatory)	The legal Marital Status that best describes the student's situation.
Full-time / Part-time (Rolled-over and Mandatory)	The student's level of participation. Source: Transcript; for new students, letter of sponsorship and/or acceptance letter from PSE institution.
Method of Delivery (Rolled-over and Mandatory)	The method that the institution uses to deliver the program in which the student is enrolled.
Program Start Date (Rolled-over and Mandatory)	The date that the student started the program.
Academic Program Length (Rolled-over and Mandatory)	The number of years normally required to complete the program. This number, determined by the educational institution, is the normal length of time required to complete the program on a continuing full-time basis. This is not necessarily the time it takes for the student to complete the program. Source: Transcript or institution.
Degree Granting Institution (Rolled-over and Mandatory)	A search field for the official name of the institution that will be granting the credential.
Level of Education Sought (Rolled-over and Mandatory)	The level of education that the student is seeking. This list only contains credentials that are eligible for PSE funding.
Area of Study – Category (Rolled-over and Mandatory)	The major area of study for the level of education obtained. Note: University and College Entrance Preparation program (UCEP) is under the Category of Other.
Area of Study - Sub-category (Rolled-over and Mandatory)	This list is populated with relevant specializations based on the Category that you selected. Source: Transcript. For new students, refer to the letter of sponsorship and/or acceptance letter from PSE institution.
Student Achievement Information Describe the results of the semester funded.	
Student Achievement (Mandatory)	The student's achievement status at the end of the semester.

Field	Description
Student's Academic Year of Study Just Completed (Mandatory)	The year must be successfully completed. Until a student completes all the requirements for the first year of the program, select 0 (zero). When they complete all first year requirements, select 1 (one), and so on. Source: Transcript.
Funds Provided by Type of Expense Select an Expense Type and enter the amount of funding the student received. The amount you enter in the Funds Provided is a sum of all expenses of this type.	
Expense Type (Mandatory)	A dropdown list of possible expense types.
Funds Provided (Mandatory)	The sum of all the funding provided for this expense type for this semester.
COSTS	
There is no information displayed in this section until you click Calculate. This section is a summary of all amounts entered by your organization for PSSSP/UCEP and where you enter administration costs. This table is automatically populated from the Expenses section.	
Calculate Button	A button used to display the summary of the costs.
Expense Type (Auto-Calc)	A list of expenses that were provided (may take many rows).
Sub-Total: <Objective> (Auto-Calc)	A sub-total of expenses by objective.
Sub-Total before Administration Costs (Auto-Calc)	A sub-total of all objectives' expenses before administration costs.
Program Administration Costs (Mandatory)	A list of costs for Program Administration (may take many rows).
Explanation (Mandatory)	An explanation for each of the Program Administration costs.
Sub-Total: Program Administration (Auto-Calc)	A sub-total of all Program Administration costs.
Total (Auto-Calc)	This field displays the total amount spent for the Annual Register of Post-Secondary Education Students including Administration Costs.
Administration Costs (percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.
Supporting Documents If you add a Supporting Document, these fields become mandatory.	

Field	Description
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 (Mandatory)	The file name of the attached document will appear automatically.
DECLARATION	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The job title or position.
Date (YYYY-MM-DD) (Auto-fill and Mandatory)	Today's date, in the format of Year Month and Day.