

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

**DCI Number/Fiscal Year:**  
4016769 (2022-2023)

**Purpose:**  
As per funding agreement

**Reporting Period:**  
As per funding agreement

**Due Date:**  
As per funding agreement

- Legend:**
- **Mandatory:** Completing all mandatory data fields will reduce potential delays as Indigenous Services Canada (ISC) Regional Office staff will need to contact recipients whose Report is incomplete.
  - **Rolled-over:** The PSE information has been rolled-over from the previous year’s Report. You can roll-over the report in the ISC Services Portal or your Regional Office will provide you with rolled-over report.
  - **Auto-Calc:** Automatically calculated field.

**IMPORTANT:**  
The list below is a representation of the data fields. The actual reports are available on the [ISC Services Portal](#) or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

**Field Descriptions:**

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)	The time period is entered automatically.
<b>Organization Identification</b>	
This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with ISC.	

Field	Description
Are you the prospective RECIPIENT of funds directly from ISC? (Mandatory)	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. 'Yes' indicates that your organization receives funding <u>directly</u> 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.
Recipient Number (Rolled-over and Mandatory)	The recipient ID number as assigned by ISC. <b>Important:</b> 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 drop-down 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 (Mandatory)	The organization's telephone number.
Extension Number (Rolled-over)	The extension number, if applicable.
Fax Number (Rolled-over)	The organization's facsimile number.
E-mail Address (Rolled-over)	The e-mail address of the organization's contact, if available.
Web site (Rolled-over)	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> (Rolled-over and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
<b>Reporting Organization Contacts (Sub-reports only)</b>	
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.

Field	Description
<b>List of Reporting Organizations</b>	
Use this section to list the organizations that are providing you with their information in separate forms or XML files exported from their School Information System (SIS).	
<ul style="list-style-type: none"> <li>- Reporting Organization Type</li> <li>- Reporting Organization Name</li> <li>- Reporting Organization Number</li> <li>- Total Budget</li> <li>- File Name Attached</li> </ul> (Rolled-over)	Data fields will automatically be populated from the Sub-report once attached.
<b>Contacts</b>	
<b>Primary Contact Information</b>	
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.
<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> (Rolled-over and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
<b>Street Address</b>	
Same as Mailing Address	If selected, the fields below will automatically be populated.

Field	Description
<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 at which the party can be reached by mail.
<b>Secondary Contact Information</b>	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person.
<b>Post-Secondary Student Funding Summary</b>	
Provide information regarding eligible students who received full, partial or no PSSSP/UCEP funding.	
Indicate the <b>total number of eligible students who applied</b> for Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for but <b>did not receive</b> any Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for and <b>received partial</b> Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for and <b>received the full amount</b> of Post-Secondary Funding as applied for this year (Mandatory)	Enter a number.
<b>Funded Student Information</b>	
List all institutions where students were accepted into a program of study and did receive PSSSP/UCEP funding. <ul style="list-style-type: none"> <li>- For each institution, list all students who received partial or full PSSSP/UCEP funding.</li> <li>- Provide information for each semester in which the student attended an institution and received PSSSP/UCEP funding.</li> </ul>	
<b>Post-Secondary Education Institution</b>	
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)	The number of students at this school; automatically calculated.

Field	Description
<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)	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).
Gender (Rolled-over and Mandatory)	The student's gender.
Identity (Rolled-over and Mandatory)	Defaulted to First Nation identity
Indian Registry Number (Rolled-over and Mandatory)	Indian Registry Number
<b>Semester</b>	
Semester (Rolled-over and Mandatory)	A drop-down list of four possible semesters.
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.
<b>Enrolment Information</b>	
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.	
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.
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.

Field	Description
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. <b>Note:</b> 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.
Notes	If there is information about the student, you want to communicate to the Regional Office, enter the information in this field. This is an <b>optional</b> field.
<b>Student Achievement Information</b> Describe the results of the semester funded.	
Student Achievement (Mandatory)	The student's achievement status at the end of the semester.
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 <b>0</b> (zero). When they complete all first year requirements, select <b>1</b> (one), and so on. Source: Transcript.
<b>Funds Provided by Type of Expense</b> 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 drop-down list of possible expense types.
Funds Provided (Mandatory)	The sum of all the funding provided for this expense type for this semester.
<b>Costs</b> 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.	

Field	Description
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).
Amount Spent (Mandatory)	Amount of funding.
Explanation (Mandatory)	An explanation for each of the Program Administration costs.
Sub-Total: <Objective> (Auto-Calc)	A sub-total of expenses by objective.
Sub-Total before Program Administration (Auto-Calc)	A sub-total of all objectives' expenses before administration costs.
Program Administration (Mandatory)	A list of costs for Program Administration (may take many rows).
Rent and Utilities (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Other (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Salaries and benefits (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Material and supplies (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Printing and publishing costs (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Travel (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Total Program Administration Costs (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.
Recipient and Reporting Organization Administration Costs (percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and automatically calculated. It should not exceed 15% of the Sub-Total before Program Administration inclusive of Reporting Organizations.

**Supporting Documents**

If you add a Supporting Document, these fields become mandatory.

Field	Description
Type of Supporting Document (Mandatory)	A drop-down 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 drop-down 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 (Mandatory)	Today's date (YYYY-MM-DD).