

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

DCI Number/Fiscal Year:

462572 (2024-2025)

Purpose:

As per funding agreement

Reporting Period:

As per funding agreement

Due Date:

As per funding agreement

Legend:

- **Mandatory:** You must complete these fields in order to prevent errors when validated in the *ISC Services Portal*.
- **Pre-populated:** These fields are automatically populated with rolled-over data from last year’s Nominal Roll Report.

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 |
|---|---|
| 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 (Pre-populated) | This defaults to the fiscal year for which you are reporting. |
| Period (Pre-populated) | The time period to which the report applies. This defaults to Annual. |
| Organization Identification | |
| 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 RECIPIENT of funds directly from ISC? (Pre-populated 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. Select No if you are completing the form and sending it to the Recipient organization who will submit it to ISC. |

| Field | Description |
|---|---|
| Recipient Number (Pre-populated 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 (Pre-populated) | The official name of the Recipient of ISC funds. |
| Organization Type (Pre-populated and Mandatory) | A drop-down list of possible organizations that could complete a Report. |
| Organization Name (Pre-populated and Mandatory) | The official name of your organization. If you indicated <i>First Nation Chief and Council</i> or <i>Elementary/Secondary School</i> as the Organization Type, this becomes a search field. This field is automatically populated when you enter the Organization Number in the next field. |
| Organization Number (Pre-populated and Mandatory) | The organization's identification number, if available. This field is automatically populated when you enter the Organization Name in the previous field. |
| Telephone Number (Pre-populated and Mandatory) | The organization's telephone number. It is a 10-digit telephone number with no spaces, hyphens or parentheses. |
| Extension Number (Pre-populated) | The extension number, if applicable. The field allows up to 5 digits. |
| Fax Number (Pre-populated) | The organization's facsimile number. It is a 10-digit telephone number with no spaces, hyphens or parentheses. |
| E-mail Address (Pre-populated) | The e-mail address of the contact in the format <i>name@workplace.ca.</i> , if available. |
| Web site (Pre-populated) | 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 (Pre-populated 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 (Pre-populated and Mandatory) | Defaults to <i>Elementary/Secondary School</i> . The field is automatically populated once the separate form is attached. |

| Field | Description |
|--|---|
| Reporting Organization Name (Pre-populated and Mandatory) | The official name of the organization. The field is automatically populated once the separate form is attached. |
| Reporting Organization Number (Pre-populated and Mandatory) | The school number. The field is automatically populated once the separate form is attached. |
| Total Budget | Not applicable for this form. |
| 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. |

Contacts

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 (Pre-populated and Mandatory) | The given name or first name. |
| Family Name (Pre-populated and Mandatory) | The family name or surname. |
| Title/Position (Pre-populated and Mandatory) | The contact's job title or position. |
| Telephone Number (Pre-populated and Mandatory) | The contact's telephone number. |
| Extension Number (Pre-populated) | The extension number, if applicable. |
| Fax Number (Pre-populated) | The contact's facsimile number, if available. |
| E-mail Address (Pre-populated) | 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 (Pre-populated 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. |
|-------------------------|--|

| Field | Description |
|---|---|
| <ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory) | The address or at which the party can be reached. |

Secondary Contact Information

| | |
|--|--|
| Do you want to specify a secondary contact? (Pre-populated) | Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person. |
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School Information

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 (Pre-populated and Mandatory) | The official school name. The School Number appears automatically when you tab out of the School Name field. |
| School Number (Pre-populated and Mandatory) | This field is automatically populated with its ISC ID number when you enter the School Name in the previous field. |
| Administering Organization (Pre-populated) | This field is automatically populated with the name of the administering organization. |
| School Type (Pre-populated) | This field is automatically populated with the type of school administration organization. |
| Does the Recipient have a Tuition Agreement/Letter of Agreement/MOU with the administering organization for this school? (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 (Pre-populated and Mandatory) | The official school name. |
| School Number (Pre-populated and Mandatory) | This field is automatically populated with its ISC ID number when you enter the School Name in the previous field. |
| Administering Organization (Pre-populated) | This field is automatically populated with the name of the administering organization. |
| School Type (Pre-populated) | This field is automatically populated with the type of school administration organization. |

| Field | Description |
|--|--|
| School Information | |
| A summary of the school's details are used to help complete student enrolment information | |
| Note: Contact your Regional Office if you require changes to this information. | |
| Programs Offered (Pre-populated) | This field is automatically populated. |
| Methods of Delivering Programs (Pre-populated) | This field is automatically populated. |
| Grades Offered (Pre-populated) | This field is automatically populated. |
| Education Representative for the Band | |
| Given Name (Pre-populated and Mandatory) | The given name or first name. |
| Family Name (Pre-populated and Mandatory) | The family name or surname. |
| Title/Position (Pre-populated and Mandatory) | The job title or position. |
| Principal | |
| Given Name (Pre-populated and Mandatory) | The given name or first name. |
| Family Name (Pre-populated and Mandatory) | The family name or surname. |
| Cultural and Language Programming | |
| A summary of the number of students at this school this year who are: | |
| <ul style="list-style-type: none"> • provided with culturally-based curriculum or land-based learning services; and • 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) | Enter the number of students at this school who are provided with culturally-based curriculum or land-based learning services. |
| Number of students at this school who are taught at least one subject in a First Nations' language. (Mandatory) | Enter the number of students at this school who are taught at least one subject in a First Nations' language. |
| Student Information by School | |
| Student Information | |
| For registered First Nation students, make sure identifying information is the same as in the Indian Registry System (IRS). | |
| Family Name (Pre-populated and Mandatory) | The family name or surname. |
| Given Name (Pre-populated) | The given name or first name. |

| Field | Description |
|--|---|
| Alias Name(s) (Pre-populated) | If the student goes by an alias – it could be a family or given name other than their legal name. |
| Date of Birth (Pre-populated and Mandatory) | The student's birth date in the format YYYY-MM-DD. |
| Gender (Pre-populated and Mandatory) | The student's gender (Male, Female or Another Gender). |
| Identity (Pre-populated and Mandatory) | The student's ancestry. |
| Indian Registry Number (Pre-populated) | This field is enabled when the student's Identity is First Nation. |
| Student Enrolment Status (Mandatory and Pre-populated) | <p>This field defaults to Fully.</p> <p>Fully - for students who have not previously graduated from Grade 12 or Secondary 5. This is the default. 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 (Pre-populated and Mandatory) | <p>The grade the student is registered in.</p> <p>If you are the administering organization of the school and need to change the available grades, contact your Regional Office.</p> <p>Note: For schools that you do not administer, all elementary and secondary grades are available.</p> |
| Last Year's Enrolment Outcome | |
| Did this student graduate last school year? (Pre-populated and Mandatory) | <p>Defaulted to No except for students who were in Grade 12 or Secondary 5 last year.</p> <p>For those students in Grade 12 or Secondary 5 last year, the field will be blank and select Yes or No.</p> |
| Enrolment Information | |
| This section of the form displays a summary of the student's enrolment details at this school. | |
| Program (Pre-populated and Mandatory) | <p>If you are the administering organization of the school and need to change the available programs, contact your Regional Office.</p> <p>Note: For schools that you do not administer, all programs are available.</p> |
| Method of Delivery (Pre-populated and Mandatory) | Select the method of delivery by which educational services are being provided to the student. |
| Full-Time Equivalent (Pre-populated 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> |

| Field | Description |
|---|---|
| QC only: Duration of Program (Hours) if an Adult program is selected. (Pre-populated and Mandatory) | Enter the number of hours up to 980. |
| Primary Language of Instruction (Pre-populated and Mandatory) | The language primarily used to teach the student. |
| Residence (Pre-populated and Mandatory) | The type of residence or community in which the student lives. |
| Band of Residence (Pre-populated and Mandatory) | Name of the First Nation/Band where the student ordinarily resides. |
| Reserve of Residence (Pre-populated and Mandatory) | Name or number of the tract of land that is part of the Reserve, and on which the student ordinarily resides. |
| Transportation Indicate if students received transportation services. If student transportation is not required, leave this section blank. | |
| Activity (Pre-populated and Mandatory) | Types of transportation. |
| Sub-Activity (Pre-populated and Mandatory) | Modes of transportation. |
| Accommodation Indicate if students received living accommodations. If accommodation is not required, leave this section blank. | |
| Activity (Pre-populated and Mandatory) | The type of living accommodation provided to the student. |
| 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 (Pre-populated and Mandatory) | The family name or surname. |
| Given Name (Pre-populated and Mandatory) | The given name or first name. |
| Gender (Pre-populated and Mandatory) | The gender of the staff member: Female, Male or Another Gender. |
| Full time/Part time (Pre-populated and Mandatory) | Level of employment - Full-time or Part-time. Source: employment contract. |
| Identity (Pre-populated and Mandatory) | The staff member's self-identified ancestry. |
| Indian Status (Pre-populated) | This field is enabled when Identity is First Nation. |

| Field | Description |
|--|---|
| 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'. Province and Certification Number data fields only available if Permanent or Temporary/Provisional/Probationary Status. | |
| Status (Pre-populated and Mandatory) | The status of the staff member's teaching certification. |
| Province (Pre-populated and Mandatory) | Field appears if Status is Permanent or Temporary/Provisional/Probationary. A list of provinces and territories. |
| Certification Number (Pre-populated and Mandatory) | Field appears if Status is Permanent or Temporary/Provisional/Probationary. 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 (Pre-populated and Mandatory) | A list of possible occupations. If the staff member holds more than one position, select Add Occupation to create more fields. |
| Percentage (%) of time (Pre-populated 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%. |
| Supporting Documents | |
| 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 | 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. |

| Field | Description |
|----------------------|----------------------------|
| Title (Mandatory) | The job title or position. |
| Date (Mandatory) | Today's date (YYYY-MM-DD) |