



ISC BC REGION 2025-2026 *Nominal Roll Instructions*

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Last updated: September 24, 2025





What's New & Reminders for the 2025-2026 School Year

What's new

BC Tripartite Education Agreement

The BC Tripartite Education Agreement: Supporting First Nation Student Success (BCTEA) signed by the Government of Canada, Government of British Columbia, and the First Nations Education Steering Committee (FNESC) has been extended to June 30, 2026 in support of renewal discussions. For more information on the BCTEA and its implementation, please visit www.fnesc.ca/bctea.

Appeal Period for Revisions to 2025-2026 Nominal Roll

For the 2025-2026 school year, the Nominal Roll appeal period ends on **January 23, 2026**, including Nominal Roll reports which are overdue to ISC as of that date. Prior to January 23, 2026, First Nations may review the most recent enrolment data in their submission at any time to confirm the information is accurate. If revisions or corrections are required, please contact the ISC BC Education Programs team at BCEducation@sac-isc.gc.ca prior to this date to discuss. Once the appeal period has concluded, additional changes or revisions to student enrollment data will only be considered under exceptional circumstances. If you require clarification or assistance, please contact the ISC BC Education Programs team at BCEducation@sac-isc.gc.ca.

Revised Joint Verification Process (JVP) Form – Appendix 1

The Joint Verification Process (JVP) form has been revised under Appendix 1 within this document to support the provincial student data verification process between First Nations and school districts. The purpose of the form is to confirm both parties' agreement on the student enrollment data values (including full-time equivalent [FTE] values) for students attending public schools in the 2025-2026 school year.

The updated form includes a section where both First Nations and school districts can enter their initial student totals, including full-time equivalent (FTE) and head count, for students enrolled in a specific school district. These figures are then reviewed and finalized together during the joint verification meeting.

As in prior school years, First Nations are asked to attach the signed JVP form as a supporting document within their Nominal Roll report submission to ISC. The form will be included as part of call packages to First Nations in September and is also available for download on FNESC's website.

Frequently Asked Questions (FAQ) – Appendix 5

A list of commonly asked questions and answers related to the Nominal Roll and Joint Verification Process is now available under Appendix 5. First Nations are encouraged to refer to this information for any questions that arise while completing the Nominal Roll this year. If you have additional questions that are not answered there, please contact the ISC BC Education Programs team at BCEducation@sac-isc.gc.ca.

Reminders

Homeschooling

Homeschooling is an alternative method of teaching and learning outside of the K-12 education system and is not the same as learning at home through an Online Learning School (see Appendix 5 for more details). Typically, a family member delivers their own educational program to the homeschooler at home or elsewhere. Parents who choose to homeschool their children are required to register them as homeschooled with an eligible First Nation, public, or Independent (private) school. Homeschoolers may be included on the Nominal Roll for funding at 0.0625 FTE and reported as "Home Schooled" under Method of Delivery with the school they are registered through in EIS.

Students Under Age 18 Enrolled in Adult Education Programs

ISC-approved First Nations Adult Education Programs are intended for students aged 18 and older. If you operate such a program and are considering enrolling students *under* the age of 18, please contact the ISC BC Education Programs team at BCEducation@sac-isc.gc.ca prior to enrollment. The inclusion of younger students alongside adults requires additional safety and programming considerations, and at a minimum, students must be at least 15 years of age. If you are contemplating enrolling *multiple* younger students and/or establishing an alternative education program for high school-aged learners, this may require an Addition to Grades application through ISC. Applications must be submitted to BCEducation@sac-isc.gc.ca by January 31 prior to the school year in which the program is intended to begin.

Flow of provincial tuition for non-status, non-Indigenous or other Indigenous (Métis or Inuit) students attending public schools

A reminder that students who do not have a status number (non-registered), Other Indigenous students (Métis and Inuit) and non-Indigenous students are eligible for inclusion on the Nominal Roll, as long as they are ordinarily resident on reserve, aged 4 and up and enrolled in an eligible program as of the count date. For these students, ISC pays provincial/public tuition directly to the Ministry of Education and Child Care (ECC), even when a Local Education Agreement (LEA) is in place with school district(s).

An overview of public school tuition funding flowed by ISC to the province directly for these learners can be found in the Budget Allocation Report shared with First Nations each year. Student supports funding continues to be



flowed by ISC directly to the First Nation where the student is ordinarily resident, regardless of where they attend school and their membership status. For more information, please refer to Appendix 5: Frequently Asked Questions – Nominal Roll Policy. For any questions about tuition funding flow for provincial students, please reach out to the ISC BC Education Programs team at BCEducation@sac-isc.gc.ca.

Important Note

ISC BC Region’s Nominal Roll Instructions are primarily intended to assist First Nations in completing the Nominal Roll for submission to Indigenous Services Canada (ISC). However, given the *Joint Verification Process requirement*, Appendix 1: Joint Verification Process and Form, and Appendix 2: School District Contacts for Joint Verification Process of this document are also shared with school districts so they are aware of the federal requirements and policies related to the inclusion of students on the Nominal Roll.

- **First Nations** are responsible for completing and submitting the **Nominal Roll** to **ISC**.
- **School districts** are responsible for completing and submitting **1701 forms** to the **Ministry of Education and Child Care**.

While the federal Nominal Roll process and policies are similar to the provincial 1701 process and policies, there are some differences in levels of funding, eligibility, and terminology, which are identified within this document. 1701 forms are used by the Ministry of Education and Child Care to calculate funding amounts, just as the Nominal Roll is used by ISC for funding purposes.

Key Dates for 2025-2026

<p>August*</p> <p><i>*this may be done at any point throughout the year</i></p>	<p>Check your <u>ISC Services Portal - Education Information System (EIS)</u> access:</p> <ul style="list-style-type: none"> • If you are a returning user and have forgotten your login credentials, email our IT service desk at sti-its@sac-isc.gc.ca. • If you are accessing the system for the first time, email Agreement Services at BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca for an Information System Access Request form to complete. <p>A First Nation MUST have a valid GCIMS Data Sharing Agreement in place prior to submitting the Information System Access Request form.</p> <hr/> <p>If applicable, send student Accommodation Supports requests to BCEducation@sac-isc.gc.ca.</p>
<p>August 14</p>	<p>Education Information System (EIS) opens for Nominal Roll report data entry. See ISC contacts above for assistance with system access.</p>
<p>September 29</p>	<p>Nominal Roll count date. By this date, First Nations should have an idea of where students are enrolled and attending school to prepare for Nominal Roll submission. This is the only student enrollment count date for the entire school year.</p>
<p>October 10</p>	<p>Joint Verification due date. The purpose of the Joint Verification Process (JVP) is to ensure that First Nations and school districts agree on which students are included on the Nominal Roll. Both parties should review and update their student lists to match, including names, grade, school, and FTE value(s).</p> <p>First Nations and school districts are encouraged to reach out to one another and jointly review student data in September, prior to the submission of the 1701 data by the school districts on October 10. First Nations should upload a scanned copy of the signed Joint Verification document(s) under the “Supporting Documentation” section of the Nominal Roll Report by October 15.</p> <p>For more information about the steps involved, and the JVP form, see Appendix 1. For a complete list of school district representatives, see Appendix 2.</p> <p>If you are a new Education Coordinator and you do not have a completed enrollment list from 2024-2025 to reference for this year’s process, email BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca</p> <hr/> <p>Reciprocal Tuition due date. First Nations who operate a First Nation school(s) may apply to the Ministry of Education and Child Care for tuition funding for eligible off-reserve students who attend their school(s).</p> <p>For information on application and key dates, visit ECC’s website at: https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/indigenous-education/reciprocal-tuition</p> <p>First Nations can also refer to the Reciprocal Tuition Handbook published by FNEC/FNSA: https://www.fnsa.ca/portfolio-items/reciprocal-tuition-handbook/</p>



<p>October 15</p>	<p>The Nominal Roll is due for submission in one of two ways:</p> <p>By completing a Data Collection Instrument (DCI) online in EIS through the ISC Services Portal. If you are unable to access EIS to submit the report, contact BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca, using subject line “No EIS Access – Unable to Submit Nominal Roll”, or;</p> <p>In PDF format by using a secure method such as TitanFile Vault or epost Connect. <i>If you require additional time to submit your report, email the Education Programs team at BCEducation@sac-isc.gc.ca.</i></p> <p>First Nations with new or revised Local Education Agreements (LEAs) for the 2025-2026 school year should include them as a supporting document with their Nominal Roll.</p> <hr/> <p>New student Accommodation Supports requests must submitted by this date.</p>
<p>January 23</p>	<p>Nominal Roll Appeal Period – Deadline for Revisions to Nominal Roll</p> <p>At any time prior to the appeal end date of January 23, 2026, First Nations are encouraged to review the most recent enrolment data in their submission to confirm the information is accurate as of the September 29th student count date. Any revisions or corrections required to the First Nation’s Nominal Roll should be communicated to ISC prior to this date. Once the appeal period has concluded, additional changes or revisions to student enrolment data will only be considered under exceptional circumstances for the 2025-2026 school year.</p> <p>The First Nation’s most recent Nominal Roll data can be obtained from EIS by generating operational report: “004 - Enrolment and Funding Eligibility”. Instructions on how to generate this report will be shared as part of appeal period call packages to First Nations in early January. For further assistance, contact Agreement Services at BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca.</p>
<p>January 31</p>	<p>Deadline for Addition to Grades (and Programs) Applications for consideration for the 2026-2027 school year. Email the Education Programs team at BCEducation@sac-isc.gc.ca for more information or to request or submit an application.</p> <p><u>Note:</u> If your school is proposing additions to what grades/programs you offer or changes to how students receive instruction (online/virtual/classroom/blended) for the 2025-2026 school year, email the Education Programs team (BCEducation@sac-isc.gc.ca) to discuss prior to including those grades/programs on your 2025-2026 Nominal Roll report.</p>
<p>February 1</p>	<p>Nominal Roll finalized by ISC.</p>

Which Students Can Be Included on the ISC Nominal Roll Report?

Students (including First Nations, other Indigenous and non-Indigenous students) who meet the following **Age**, **Residency** and **Program** criteria can be included on the Nominal Roll. Dates referenced in this section reflect eligibility requirements for the 2025-2026 school year. The 2025-2026 school year is considered to be from July 1, 2025 to June 30, 2026. See Appendix 6 (K-12 Nominal Roll Support Tool- On/Off Reserve Students) for assistance in determining which students can be included on the Nominal Roll.

Eligible Student Age

In British Columbia, the eligible student age range is *Age 4 and older (there is no maximum age).

Kindergarten 4 (K4) Student	1 School Age Student
<p>*Age 4 by December 31, 2025 and enrolled in an ISC approved Kindergarten 4 (K4) program operated by an ISC approved First Nations school or First Nations operated early childhood program.</p> <p>For this eligibility requirement, federal and provincial processes, policies, and funding differ. Provincially, pre-primary, or early childhood program students younger than 5 years of age as of December 31, 2025 are not eligible to be included on the 1701 report for the 2025-2026 school year.</p>	<p>Age 5 to 21 (students are considered to be “school age” to the completion of the school year in which they turn 21).</p> <p>Students born between July 1, 2004 and December 31, 2020 are considered to be “school age students” during the 2025-2026 school year.</p> <p>A student who turns 21 between July 1, 2025 and June 30, 2026 is considered to be a “school age student” for the 2025-2026 school year.</p>



Adult Student

Age 18 or older

Non-Graduated Adult Student

Students who are **18 years** and older are eligible to enroll in a program working toward a BC Dogwood or Adult Dogwood diploma. Such programs can be offered at Public schools, First Nation schools that offer an ISC approved Adult Program or ISC approved First Nation Adult Learning Centres.

For students aged **15-17** years old wishing to enroll in an ISC approved Adult Education Program, please contact the Education Programs team before including them on the Nominal Roll report at BCEducation@sac-isc.gc.ca.

Graduated Adult Student

Students who are **18 years and older** and who have graduated high school (received either a Dogwood or Adult Graduation diploma) may enroll in certain eligible secondary school level courses for the purpose of upgrading, meeting post-secondary or trades school entrance requirements through First Nations Schools and Adult Learning Centres on reserve, or public schools.

See **Appendix 4** for a list of eligible secondary level courses. These students should be included on your Nominal Roll report based on the FTE rate for the *number* of courses they are taking (see rate chart on page 6).

2

Residency Requirements

- Registered First Nations student (status) ordinarily resident on reserve or leased reserve lands
- Non-registered First Nations student (non-status) or other Indigenous students ordinarily resident on reserve
- Non-Indigenous student ordinarily resident on reserve

Note: Other Indigenous and non-Indigenous students residing on leased reserve lands are not eligible for inclusion on the Nominal Roll. They may be eligible for reciprocal tuition if attending a First Nations school. If they are attending a public school, they should be reported by the school district on their 1701 report. If you have questions/concerns about requirements, contact Education Programs at BCEducation@sac-isc.gc.ca.

3

Program Requirements

Students must be enrolled in any of the following as of **September 29**

- Public school
- ISC approved First Nations school (including First Nations Independent Schools), First Nations Adult Education Program/Learning Centre, First Nations Early Childhood Education Program (for K4)
- Independent (private) school (Group 1 & 2) recognized by the province as an elementary/secondary institution

How is “Ordinarily Resident on Reserve” Determined?

The British Columbia Tripartite Education Agreement (BCTEA) defines students who are ordinarily resident on reserve as follows:

“...the student usually lives at a civic address on reserve, is a child in joint custody who lives on reserve most of the time, or is staying on reserve and has no usual home elsewhere. Students continue to be considered ordinarily resident on reserve if they return to live on reserve with their parents, guardians or maintainers during the year, even if they live elsewhere while attending school or working at a summer job. (In this context, reserves are deemed to include all land set aside by the federal government for the use and occupancy of an Indian band, along with all other Crown lands which are recognized by Canada as settlement lands of the Indian band of which the student is a resident)”

The **First Nation** determines if a student is “Ordinarily Resident on Reserve” and is responsible for keeping supporting documentation on file (see examples on next page). To demonstrate the eligibility of a student to be included on the Nominal Roll for “ordinarily resident on reserve” purposes, Education Coordinators should consider the following factors and supporting documentation according to the community’s circumstances:

Other Considerations for Determining “Ordinarily Resident On Reserve”

For students who are approved under the accommodation services policy, they are considered ordinarily resident on reserve in the community they normally live, not where they may be living to attend school. As such, they should be included on the Nominal Roll of the First Nation that is receiving Accommodation Supports funding for that student.



For Children and Youth in Care, the First Nation where they were residing prior to going into care should report the student on their Nominal Roll even if they have been relocated to another First Nation. This will allow student support services funding to be available to these students. ISC encourages discussion between the two First Nations to determine which First Nation will report the student on the Nominal Roll.

- For First Nation Students not living on reserve, it may not be appropriate to include them on the Ministry of Education and Child Care’s 1701 report due to placement. This should be discussed between the First Nation and school district.
- First Nations may provide student support services funding to Children and Youth in Care who are ordinarily resident on reserve.

For children in a 50/50 joint parenting (formerly “custody”) arrangement where they are residing 50% of the time with a parent on a different First Nation reserve or off reserve, contact the Education Programs team (BCEducation@sac-isc.gc.ca) to discuss which First Nation or school district should include the student on their Nominal Roll.

Supporting Documentation

Education Coordinators should have supporting documentation on file in the event of: a program review; an accommodation supports request on behalf of a student whose reserve where they were ordinarily resident and current grade is not included on the ISC 2025-2026 Pre-Approved Accommodation List (Appendix 3); or students previously approved by ISC for Accommodation Supports but whose circumstances have changed.

Examples of supporting documentation to demonstrate students are “ordinarily resident on reserve”: Ownership of dwelling or long-term lease or rental of dwelling, utility bills confirming residential address, provincial or federal government issued ID with current address, Band administration documentation confirming residency on reserve (when documents stating physical address on reserve are difficult to obtain), and where relevant, documents confirming legal guardianship/formal joint parenting (formerly “custody”) arrangements or Band administration documentation confirming informal guardianship arrangements.

Personal information on documents: When maintaining documents on file or submitting the following types of documents to ISC, the only information that needs to be visible are the name and residential address of the parent/guardian of the student and the source of the document. *All other personal and financial details can be blacked out before keeping on file or submitting.*

For more information or assistance in determining a student’s eligibility for being ordinarily resident on reserve, contact the Education Programs team at BCEducation@sac-isc.gc.ca.

How are Students’ Full-Time Equivalent (FTE) Calculated?

Reminder: As of the 2023-2024 school year, all students who were previously reported as enrolled in greater than 1.0 FTE will be reset to 1.0 FTE in EIS. Please ensure that you review these student records and make adjustments to their FTE value(s) as necessary to reflect their courseload for the 2025-2026 school year.

Full-time Equivalent Rate Chart

# of courses student is funded for	School Aged Students AND Adult Students Who Have Not Graduated High School			Adult Students Who <u>Have</u> Graduated High School
	Grades K4 to 7	Grades 8 to 9	Grades 10 to 12	Eligible Secondary School Level Courses (see Appendix 4)
1	Up to 1.0 FTE <i>Regardless of the number of courses taken</i>	0.625 FTE	0.1250 FTE	0.1250 FTE
2		0.750 FTE	0.2500 FTE	0.2500 FTE
3		0.875 FTE	0.3750 FTE	0.3750 FTE
4		1.000 FTE	0.5000 FTE	0.5000 FTE
5			0.6250 FTE	0.6250 FTE
6			0.7500 FTE	0.7500 FTE
7			0.8750 FTE	0.8750 FTE
8			1.0000 FTE	1.0000 FTE
9			1.1250 FTE (see #4 below)	1.1250 FTE (see #4 below)
10			1.25 FTE (see #4 below)	1.25 FTE (see #4 below)
11		1.375 FTE (see #4 below)	1.375 FTE (see #4 below)	



FTE Considerations by Student Type

Note #	Student Type	FTE Eligibility	Considerations
1	School-aged students enrolled in grades K4 through 7	Up to 1.0 FTE (0.5 FTE for half day K4)	<ul style="list-style-type: none"> All school aged students enrolled in grades K4 to 7 and who have not graduated may be recorded <u>up to 1.0 FTE</u>. Students attending ISC approved Kindergarten for Age 4 (K4) programs would be funded at <u>1.0 FTE</u> for a full day K4 program and <u>0.5 FTE</u> for a half-day program. <p>For new sites/programs not previously ISC approved, contact the Education Programs team (BCEducation@sac-isc.gc.ca) to confirm if you can claim K4 students.</p>
2	Graduated adult students	0.125 FTE per course	<ul style="list-style-type: none"> Graduated adult students who are enrolled in certain eligible secondary school foundational or upgrading courses are funded at <u>0.125 FTE per course</u>. <p>See Appendix 4 for a list of eligible secondary level courses.</p>
3	Non-graduated adult students	Up to 1.0 FTE	<ul style="list-style-type: none"> Non-graduated students in an adult program, enrolled below Grade 8 level: These students may be recorded <u>up to 1.0 FTE</u> regardless of the number of courses being taken. Grades 8-12: These students are funded based on the number of courses they are taking (<i>see FTE chart above</i>). <p>For assistance in determining the grade level of a student, contact FNESC/FNSA at graduation@fnesc.ca.</p>
4	Students with Greater than 1.0 FTE	Each additional course over 8 courses is 0.125 FTE	<ul style="list-style-type: none"> Grades 10 to 12 students who are enrolled in a Regular Program, for more than eight courses. Graduated adult students enrolled in certain eligible secondary level courses, taking more than eight courses (as noted above). Each additional course (4 credits) can be claimed as <u>0.1250 FTE per course</u>. <p>To enter FTE values over 1.0 on EIS, select the FTE value from the Full-Time Equivalent dropdown list.</p>
5	Dual Credit students	<i>FTE varies</i>	<p>For students enrolled in a Dual Credit Program, select the Dual Credit button on EIS and the total FTE corresponding to the student enrollments (<i>see FTE chart above</i>).</p> <p>For assistance in entering dual credit students in EIS, please contact the Education Programs team (BCEducation@sac-isc.gc.ca).</p>
6	Homeschooled students	0.0625 FTE	Homeschooled students may be reported for funding at <u>0.0625 FTE</u> and must be identified as “Home Schooled” under Method of Delivery in EIS.
7	Students aged 15–17 in adult education programs	Please contact ISC Education Programs	For students aged 15-17 who have or have not graduated wishing to enroll in an ISC approved adult education program, contact the Education Programs team (BCEducation@sac-isc.gc.ca) before including them on the Nominal Roll report.



Which Students Are Eligible For Accommodation Services?

Accommodation services may be available upon application for school-aged students (K4–Grade 12) who are ordinarily resident on reserve and meet the eligibility criteria outlined below. First Nations should retain documentation confirming the student’s ordinary residence on reserve.

Some students may already qualify for accommodation services if their First Nation, reserve, and grade are listed in **ISC’s 2025–2026 Pre-Approved Accommodation List (Appendix 3)**. Please refer to the “Submitting Accommodation Requests” section for more details.

Eligibility Criteria for Accommodation Services

Students who are ordinarily resident on reserve and must attend school away from their home community during the school year may be eligible for accommodation services under the following circumstances:

- 1 **There is no school within reasonable travelling distance of the community that offers the appropriate grade levels or programs**
 - Normally reflected in ISC’s Pre-Approved Accommodation List (Appendix 3)
 - Schools offering the BC Core Curriculum are considered to be appropriate
- 2 **The student requires placement in order to be near medical facilities/services**
- 3 **Other unique circumstances** (reviewed on a case-by-case basis)

Submitting Accommodation Requests

There are two pathways for submitting requests:

1. **If the student’s First Nation, reserve, and grade are listed in the Pre-Approved Accommodation List (Appendix 3):**
 - No email to ISC is required. Simply code the student appropriately in the Nominal Roll with the type of accommodation support needed.
2. **If the student’s First Nation, reserve, and grade are not listed:**
 - Submit your request by emailing the Education Programs team at BCEducation@sac-isc.gc.ca prior to the start of the school year, or **no later than October 15th**. Supporting documentation (e.g., proof of enrolment, medical note, or explanation of circumstances) will be required.
 - If the student was previously approved and there is no change in circumstances, no new approval is needed. Just ensure the student is coded correctly in the Nominal Roll based on the previously approved accommodation.

How to Report Students Receiving Accommodation Supports

All students approved for accommodation supports must have an accommodation type — 'Boarding School,' 'Residence,' 'Group Home,' or 'Room and Board (5 days/7 days)'— recorded as an activity in their Nominal Roll student record. The selected type must reflect the request, as it determines the level of funding provided. This requirement applies to all approved cases, including pre-approved, unchanged, or newly approved. Failure to select accommodation as an activity for a student will result in no accommodation supports funding being issued.

Students Attending School Outside BC

If a student requesting accommodation support will attend school outside British Columbia, the following conditions must be met:

1. The school offers education comparable to BC standards; and,
2. The school is recognized in by that province or territory as an elementary or secondary institution.

The First Nation should have a tuition agreement in place with the out of province school or school district for the payment of tuition, if applicable.



Joint Verification Process for Students Attending Public Schools

According to the BCTEA, Nominal Roll data for elementary and secondary students residing on reserve and attending public schools will be jointly reviewed by First Nations and local school districts through the Joint Verification Process. This requirement is intended to provide both parties an opportunity to meet, confirm and/or adjust the students' information, if appropriate, and to ensure consistency of information. It is critical that student information and enrollment is captured accurately between both Federal (Nominal Roll) and Provincial (1701) enrollment reports as the data collected directly impacts the First Nations' student funding.

By the October 15th Nominal Roll submission due date, a scanned copy of a signed document confirming joint verification of the Nominal Roll must be included with the Nominal Roll submission under the "Supporting Documentation" section of the report.

- See Appendix 1 **Joint Verification Process and Template** for considerations related to completing and confirming the joint process.
- See Appendix 2 **School District Contacts for Joint Verification Process** for a complete contact list of school district representatives to initiate this process.

Indigenous Services Canada: Key Contacts

Agreement Services Team (Nominal Roll Report Entry Support and Verification): BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca

Education Programs Team (Education Program Policy Questions): BCEducation@sac-isc.gc.ca

Appendices

Appendix 1: Joint Verification Process and Form

Appendix 2: School District Contacts for Joint Verification Process

Appendix 3: 2025-2026 ISC Pre-Approved Accommodation List

Appendix 4: Eligible Secondary Level Courses for Graduated Adult Students

Appendix 5: Frequently Asked Questions

Appendix 6: Nominal Roll Support Tool for On or Off Reserve Students



APPENDIX 1

JOINT VERIFICATION PROCESS AND FORM

About the Joint Verification Process

Reminder: First Nations must upload the signed Joint Verification Process form to the Nominal Roll report submission to Indigenous Services Canada under the “*Supporting Documentation*” section.

In accordance with the [BC Tripartite Education Agreement \(BCTEA\)](#), the Nominal Roll Joint Verification Process is an opportunity for First Nations and school districts to review the Nominal Roll enrollment of students who are ordinarily resident on reserve attending public schools. The goal is to ensure that all students are captured accurately between both federal and provincial enrollment reports as this directly impacts First Nations’ student funding. It is at the discretion of the First Nation and the school district to develop a joint verification process that will work best for them.

As First Nations are most knowledgeable about where their students are attending public school, First Nations should initiate contact with all relevant school districts, including those that are out of your geographic area if you have students ordinarily resident on reserve attending school in that district. See **Appendix 2** for a full listing of school district contacts, or search online at: <https://bcschoolcontacts.gov.bc.ca/contacts>. School districts are encouraged to connect with their local First Nations to initiate this process as well.

In preparation for the meeting, each party is encouraged to provide a printed list of students for comparison and matching. For First Nations, a student list can be obtained by generating the Education Information System (EIS) operational report #004 titled “*Enrolment and Funding Eligibility*” which will contain student data based on the previous year’s Nominal Roll submission (this data will need to be manually updated by the First Nation representative with student enrollment information for the 2025-2026 school year). School district representatives will bring student data from MyEdBC that includes students they believe to be ordinarily resident on reserve with a particular First Nation.

Once the First Nation and school district representative have compared student data and verified their records are consistent with one another, both parties will record the total full-time equivalent (FTE) and head count for students attending schools within the school district on a signed Joint Verification form. The Joint Verification Process form can be found on the following page, or provided by email as a fillable PDF form by emailing BCEducation@sac-isc.gc.ca.

Key Dates & Considerations in Developing a Joint Verification Process

Important: To ensure accuracy of funding, it is important to verify that student information including FTE values, student’s legal names, dates of birth and school/grade information *match* between the First Nation and school district’s student data.

The Nominal Roll count date is **September 29, 2025**. The Joint Verification Process must be completed, including having a confirmation email with the signed JVP form attached, before **October 10, 2025**. This deadline is necessary to meet the deadline for school districts to submit 1701 forms. Any changes/updates must be identified and addressed prior to **October 10, 2025**.

- ✓ Questions to consider:
 - *Who are the appropriate people to be involved in the process and what are their schedules?*
 - *Will the verification process be virtual or in-person?*
 - *Will an in-person meeting expedite things and result in a more efficient process?*
- ✓ Referencing **Appendix 6** (“*K-12 Nominal Roll Support Tool On/Off Reserve Students*”) may assist with determining the correct placement of students.
- ✓ After confirming which students should be included on the Nominal Roll and 1701 report, ensure these students will also be included on the applicable list of enrolled students for the school they are attending (public school).
- ✓ The list of enrolled students on the Nominal Roll and 1701 report should match.
- ✓ For record keeping, both parties should sign a hard copy document to record their agreement with the student data. A list of students should be provided by the school district.
- ✓ First Nations are asked to include a scanned copy of a signed version of the JVP form with their Nominal Roll submission to ISC under the “*Supporting Documentation*” section.



Revised Joint Verification Process Form

Request a fillable PDF version of the form by emailing: BCEducation@sac-isc.gc.ca.



New
 Revised

2025-2026 Nominal Roll - Joint Verification Process

Date:

This document will serve to validate the Nominal Roll Joint Verification process for the 2025-2026 school year.

The Nominal Roll and the Provincial 1701 have been jointly reviewed by:

(First Nation) and (School District)

First Nation (Nominal Roll)

Total # of FTEs:
Total Head Count:
(# of students)

School District (1701)

Total # of FTEs:
Total Head Count:
(# of students)

Joint Verification Agreement

Total # of FTEs:

Total Head Count:
(# of students)

The parties agree that the total number of FTEs on the Nominal Roll and the Provincial 1701 are consistent with each other and accurately reflect the enrollment of on-reserve students in public schools within the district as of the date completed.

If there is a change as of the count date, the parties agree to confirm the updated FTE and Head Count on a revised JVP form.

Comments/Additional Information (Do not include personal information within this space)

First Nation Signature:

School District Signature:

Name/Title:

Name/Title:

Date:

Date:



APPENDIX 2

SCHOOL DISTRICT CONTACTS FOR JOINT VERIFICATION PROCESS

Current school district and public school contacts: <https://bcschoolcontacts.gov.bc.ca>

SD#	SD Name	First Name	Last Name	Title	Email	Phone
5	Southeast Kootenay	Nick	Taylor	Secretary Treasurer	Nick.taylor@sd5.bc.ca	250-417-2054
5	Southeast Kootenay	Jason	Tichauer	Director of Student Learning & Indigenous Education	Jason.tichauer@sd5.bc.ca	250-417-2051
6	Rocky Mountain	Trent	Dolgopol	Director of Instruction	Trent.dolgopol@sd6.bc.ca	250-342-9243 ext. 3914
6	Rocky Mountain	Alan	Rice	Secretary Treasurer	Alan.rice@sd6.bc.ca	250-427-8147
8	Kootenay Lake	Laury	Carriere	Director of Instruction – Indigenous Education and Learning Services	laury.carriere@sd8.bc.ca	250-551-1485
8	Kootenay Lake	Cathy	MacArthur	Secretary Treasurer	Cathy.MacArthur@sd8.bc.ca	250-352-6681
10	Arrow Lakes	Michael	McLellan	Secretary Treasurer	Michael.McLellan@sd10.bc.ca	250-265-3638 ext. 3307
10	Arrow Lakes	Peter	Dubinsky	Superintendent	peter.dubinsky@sd10.bc.ca	250-265-3638 ext. 3320
19	Revelstoke	Bruce	Tisdale	Secretary Treasurer	btisdale@sd19.bc.ca	250-837-2101
19	Revelstoke	Jodi	Wallach	District Principal of Indigenous Education	jwallach@sd19.bc.ca	250-837-2101
20	Kootenay-Columbia	Teresa	Gallo	Director of Instruction	tgallo@sd20.bc.ca	250-368-6434 ext.236
20	Kootenay-Columbia	Katherine	Shearer	Superintendent	kshearer@sd20.bc.ca	250-368-2230
22	Vernon	Karla	Mitchell	Superintendent	kmitchell@sd22.bc.ca	250-549-9217
22	Vernon	Charity	Sakakibara	Director of Aboriginal Programs	csakakibara@sd22.bc.ca	250-549-9290
23	Central Okanagan	Terry-Lee	Beaudry	Deputy Superintendent of Schools	terry.beaudry@sd23.bc.ca	250-470-3225
23	Central Okanagan	Delta	Carmichael	Secretary-Treasurer	delta.carmichael@sd23.bc.ca	250-860-8888
27	Cariboo-Chilcotin	Grant	Gustafson	District Principal, Indigenous Education	grant.gustafson@sd27.bc.ca	250-398-3822
27	Cariboo-Chilcotin	Tracy	Hubner	Education Secretary, Indigenous Education Department	tracy.hubner@sd27.bc.ca	250-398-3836
28	Quesnel	Jennifer	Woollends	Secretary Treasurer	JenniferWoollends@sd28.bc.ca	250-992-0404
28	Quesnel	Doreen	L'Hirondelle	District Principal Aboriginal Education	doreenlhirondelle@sd28.bc.ca	250-991-5550
33	Chilliwack	Brenda	Point	District Principal	brenda_point@sd33.bc.ca	604-794-5553
33	Chilliwack	Niki	Wiens	Systems Information Manager	niki_wiens@sd33.bc.ca	604-991-0286
34	Abbotsford	Allison	Gardner	District Principal, Indigenous Education	allison.gardner@abbyschools.ca	604-859-1224
34	Abbotsford	Peter	Neale	Secretary Treasurer	peter.neale@abbyschools.ca	604-859-4891
35	Langley	Mike	Pue	District Principal of Aboriginal Education	mpue@sd35.bc.ca	778-726-4659
35	Langley	Brian	Iseli	Secretary Treasurer	biseli@sd35.bc.ca	604-532-1431
36	Surrey	Lyn	Daniels	Director of Instruction, Indigenous Learning	daniels_lyn@surreyschools.ca	604-595-6110
36	Surrey	Juanita	Coltman	Principal of Indigenous Learning	coltman_j@surreyschools.ca	604-595-5398
37	Delta	Diane	Jubinville	District Principal Indigenous Education	djubinville@deltaschools.ca	604-952-5321
37	Delta	Doug	Sheppard	Superintendent of Schools	dsheppard@deltaschools.ca	604-952-5340
38	Richmond	Cindy	Wang	Secretary Treasurer	ciwang@sd38.bc.ca	604-668-6011
38	Richmond	Rob	Laing	Executive Director, Learning and Business Technologies	rlaing@sd38.bc.ca	604-668-6088
39	Vancouver	Flavia	Coughlan	Secretary Treasurer	fcoughlan@vsb.bc.ca	604-713-5080
39	Vancouver	Chas	Desjarlais	Director of Instruction - Indigenous Education	cdesjarlai@vsb.bc.ca	604-713-5682
40	New Westminster	Maryam	Naser	Associate Superintendent	mnaser@sd40.bc.ca	604-517-6160
40	New Westminster	Bettina	Ketcham	Secretary Treasurer	bketcham@sd40.bc.ca	604-517-6312
41	Burnaby	Rob	Smyth	District Principal, Indigenous Education	Rob.Smyth@burnabyschools.ca	604-296-6900 ext. 661015
41	Burnaby	Ishver	Khunguray	Secretary Treasurer	Ishver.khunguray@burnabyschools.ca	604-296-6900 ext. 661025
42	Maple Ridge-Pitt Meadows	Kathleen	Anderson	Principal Aboriginal Education	kathleen_anderson@sd42.ca	604-466-6265
42	Maple Ridge-Pitt Meadows	Richard	Rennie	Secretary Treasurer	richard_rennie@sd42.ca	604-466-6232
43	Coquitlam	Robert	Zambrano	Assistant Superintendent	rzambrano@sd43.bc.ca	604-939-9201
43	Coquitlam	Stephanie	Maki	District Principal of Indigenous Education	smaki@sd43.bc.ca	604-945-7386
44	North Vancouver	Siyameythal (Rose)	Greene	District Principal of Indigenous Education	rgreene@sd44.ca	604-903-3463
44	North Vancouver	Jacqui	Stewart	Secretary Treasurer	jacquistewart@sd44.ca	604-903-3470



SD#	School District Name	First Name	Last Name	Title	Email	Phone
45	West Vancouver	Ian	Kennedy	Assistant Superintendent	ikennedy@wvschools.ca	604-788-2018
45	West Vancouver	Liz	Hill	Director of Instruction	lhill@wvschools.ca	604-376-1443
46	Sunshine Coast	Nicholas	Weswick	Secretary Treasurer	nweswick@sd46.bc.ca	604-886-4484
46	Sunshine Coast	Caroline	Mahlman	District Principal, Aboriginal Programs & Services	cmahlman@sd46.bc.ca	604-886-3741
47	qathet	Vianne	Kintzinger	Superintendent	vianne.kintzinger@sd47.bc.ca	604-414-2600
47	qathet	Steve	Hopkins	Secretary Treasurer	steve.hopkins@sd47.bc.ca	604-414-2604
48	Sea To Sky	Danielle	Haverstock	Secretary Treasurer	dhaverstock@sd48.bc.ca	604-892-5228 ext. 104
48	Sea To Sky	Karen	LaRochelle	District Principal Indigenous Education	klarochelle@sd48.bc.ca	604-202-3716
49	Central Coast	Jeanne	Saulnier	Secretary Treasurer	jsaulnier@sd49.ca	250-982-2691
49	Central Coast	Peter	Tallio	Aboriginal Education Coordinator	ptallio@sd49.ca	250-982-2691
50	Haida Gwaii	Kevin	Black	Secretary Treasurer	kblack@sd50.bc.ca	250-559-8471 ext. 106
50	Haida Gwaii	Joanne	Yovanovich	Principal of Indigenous Education	jyovanovich@sd50.bc.ca	250-559-8471 ext. 102
51	Boundary	Miranda	Burdock	Secretary Treasurer	miranda.burdock@sd51.bc.ca	250-442-8258 ext. 85107
51	Boundary	Nicole	del Aguila	Executive Assistant to Superintendent/Secretary Treasurer	nicole.delaguila@sd51.bc.ca	250-442-8258 ext. 85102
52	Prince Rupert	Enrique	Vazquez	Secretary Treasurer	enrique.vazquez@sd52.bc.ca	250-627-2103
52	Prince Rupert	Robert	Edzerza	District Principal, Indigenous Education	roberta.edzerza@sd52.bc.ca	250-627-2387
53	Okanagan-Similkameen	Nicole	Oakford	Executive Assistant – Education	noakford@sd53.bc.ca	250-498-3481 ext. 80114
53	Okanagan-Similkameen	Subra	Paliappa	Secretary Treasurer	spaliapp@sd53.bc.ca	250-498-3481 ext. 113
54	Bulkley Valley	Birdy	Markert	District Principal of Indigenous Education	birdy@sd54.bc.ca	250-877-5517
54	Bulkley Valley	Dave	Margerm	Secretary Treasurer	dmargerm@sd54.bc.ca	250-877-6820
57	Prince George	Lynda	Minnabarriet	Secretary Treasurer	lminnabarriet@sd57.bc.ca	250-561-6800 ext. 247
57	Prince George	Lisa	Norman	Vice Principal, Indigenous Education Academic Success	LNorman@sd57.bc.ca	778-349-1137
58	Nicola-Similkameen	Simone	Chenoweth	Executive Assistant	schenoweth@365.sd58.bc.ca	250-315-1107
58	Nicola-Similkameen	Angela	Mclvor	District Principal of Indigenous Education	amcivor@365.sd58.bc.ca	250-378-5161
59	Peace River South	Kim	Morris	Secretary Treasurer	kmorris@sd59.bc.ca	250-784-6329
59	Peace River South	Dianne	Bassendowski	District Principal – Indigenous Education	dbassendowski@sd59.bc.ca	250-782-8571
60	Peace River North	Angela	Telford	Secretary Treasurer	atelford@prn.bc.ca	250-262-6000
60	Peace River North	Carleen	Andrews	Director of Instruction	candrews@prn.bc.ca	250-262-6000
61	Greater Victoria	Shelly	Niemi	Director, Indigenous Education	sniemi@sd61.bc.ca	250-475-4130
61	Greater Victoria	Josh	Barks	District Principal, Information Technology for Learning	jbarks@sd61.bc.ca	778-678-1865
62	Sooke	Brian	Jonker	Secretary Treasurer	bjonker@sd62.bc.ca	250-217-3991
62	Sooke	Jon	Carr	District Principal of Indigenous Education	jcarr@sd62.bc.ca	250-208-0122
63	Saanich	Megan	Cimaglia	Director of Finance	mcimaglia@saanichschools.ca	250-652-7303
63	Saanich	Suzanne	Chisholm	District Principal	schisholm@saanichschools.ca	250-652-7300
64	Gulf Islands	Jill	Jensen	Superintendent	jjensen@sd64.org	250-537-5548
64	Gulf Islands	Shannon	Johnston	District Aboriginal Coordinator	sjohnston@sd64.org	250-539-2472
67	Okanagan Skaha	Dustin	Hyde	District Vice-Principal, Indigenous Education	dhyde@sd67.bc.ca	250-770-7674 ext. 6346
67	Okanagan Skaha	Kim	Madsen	Director of Finance	kmadsen@sd67.bc.ca	250-770-7674 ext. 6820
68	Nanaimo-Ladysmith	Ricki	Bartlett	Director of Instruction, Indigenous Learning, Aboriginal Education	rbartlett@sd68.bc.ca	250-741-5318
68	Nanaimo-Ladysmith	Mark	Walsh	Secretary Treasurer	Mark.Walsh@sd68.bc.ca	250-754-5231
69	Qualicum	Ron	Amos	Secretary Treasurer	ramos@sd69.bc.ca	250-954-4675
69	Qualicum	Katie	Marren	District Principal, Indigenous Education Programs	kmarren@sd69.bc.ca	250-954-3040
70	Pacific Rim	Carla	Neville	Controller	cneville@sd70.bc.ca	250-720-2756
70	Pacific Rim	Jaime	Hansen	Principal of Indigenous Education	jhansen@sd70.bc.ca	250-720-2781
71	Comox Valley	Lelaina	Jules	District Principal of Indigenous Education	Lelaina.Jules@sd71.bc.ca	250-331-4040

SD#	School District Name	First Name	Last Name	Title	Email	Phone
71	Comox Valley	Cathie	Collins	Manager of Finance	cathie.collins@sd71.bc.ca	250-218-1687
72	Campbell River	Kevin	Patrick	Secretary Treasurer	kevin.patrick@sd72.bc.ca	250-830-2345
72	Campbell River	Debra	Martel	District Principal, Indigenous Education and ELL	Debra.Martel@sd72.bc.ca	250-830-2328
73	Kamloops- Thompson	Mike	Bowden	District Principal - Aboriginal Education	mbowden@sd73.bc.ca	250-374-0679
73	Kamloops- Thompson	Trina	Cassidy	Secretary Treasurer	tcassidy@sd73.bc.ca	250-374-0679
74	Gold Trail	Ernie	Gran	Secretary Treasurer	egran@sd74.bc.ca	250-453-9151 ext. 200
74	Gold Trail	Nicky	Minnabarriet	District Principal of Indigenous Education: Reconciliation and Inclusion	nminnabarriet@sd74.bc.ca	250-453-9151 ext. 215
75	Mission	Angus	Wilson	Superintendent	angus.wilson@mpsd.ca	604-826-6286 ext. 3701
75	Mission	Corien	Becker	Secretary Treasurer	corien.becker@mpsd.ca	604-814-3700
78	Fraser-Cascade	Jen	Farrell	Indigenous Education Secretary	jen.farrell@sd78.bc.ca	604-869-2411 ext. 108
78	Fraser-Cascade	Gerry	Slykhuis	Secretary Treasurer	gerry.slykhuis@sd78.bc.ca	604-798-2962
79	Cowichan Valley	Jason	Sandquist	Secretary Treasurer	jsandqui@sd79.bc.ca	250-748-0321 ext. 208
79	Cowichan Valley	Jeff	Rowan	Director of Inclusive Learning	jrowan@sd79.bc.ca	250-748-0321 ext. 226
81	Fort Nelson	Margaret-Anne	Hall	a/Secretary Treasurer	mhall@sd81.bc.ca	250-774-2591
81	Fort Nelson	Sarah-Jane	Attrill	District Principal	sattrill@sd81.bc.ca	250-774-2581
82	Coast Mountain	Ginger	Fuller	Secretary Treasurer	Ginger.Fuller@cmsd.bc.ca	250-638-4434
82	Coast Mountain	Janet	Meyer	Interim Superintendent	Janet.meyer@cmsd.bc.ca	250-638-4407
83	North Okanagan- Shuswap	Chelsea	Prince	Director of Instruction Indigenous Education	cprince@sd83.bc.ca	260-804-9278
83	North Okanagan- Shuswap	Veronica	Deacon	Executive Assistant to Secretary Treasurer	Vdeacon@sd83.bc.ca	250-804-7830
84	Vancouver Island West	Lawrence	Tarasoff	Superintendent and Secretary Treasurer	ltarasoff@viw.sd84.bc.ca	250-283-2241
84	Vancouver Island West	Deane	Johnson	Director of Instruction	djohnson@viw.sd84.bc.ca	250-283-2241
85	Vancouver Island North	John	Martin	a/Secretary Treasurer	john@sd85.bc.ca	250-949-6618 local 2222
85	Vancouver Island North	Irene	Isaac	District Principal of Indigenous Education	iisaac@sd85.bc.ca	250-949-6618 local 2233
87	Stikine	Alanna	Cameron	Secretary Treasurer	alanna.cameron@sd87.bc.ca	250-641-4434
87	Stikine	Katherine	MacIntosh	a/Superintendent	Katherine.McIntosh@sd87.bc.ca	250-771-4440
91	Nechako Lakes	Darlene	Turner	Secretary Treasurer	dturner@sd91.bc.ca	250-567-2284
91	Nechako Lakes	Jesse	Fairley	District Principal – Indigenous Education	jfairley@sd91.bc.ca	250-251-5508
92	Nisga'a	Matthew	Monkman	a/Superintendent	mmonkman@nisgaa.bc.ca	250-633-2228 ext. 1102
92	Nisga'a	Paul	Mercer	Secretary Treasurer	pmercer@nisgaa.bc.ca	250-633-2030
93	Conseil Scolaire Francophone	Bertrand	Dupain	a/Secretary Treasurer	Bertrand_Dupain@csf.bc.ca	604-214-2620
93	Conseil Scolaire Francophone	Bonnie	Antoine	District Principal of Indigenous Education	bonnie_antoine@csf.bc.ca	778-257-1957



APPENDIX 3

2025-2026 ISC PRE-APPROVED ACCOMMODATION LIST

Any changes to eligible grades/reserves for the 2025-2026 school year are noted in **bold** in the table below. Feel free to contact the ISC Education Programs team at BCEducation@sac-isc.gc.ca if you have any questions about this list or pre-approved accommodations.

Recipient #	First Nation	Eligible Grades	Eligible Reserve Name/# Where Student Ordinarily Resident	
546	Halfway River First Nation	09-12	6956	HALFWAY RIVER 168
547	Blueberry River First Nations	09-12	6957	BLUEBERRY RIVER 205
553	Klahoose First Nation	10-12	7923	TORK 7
561	Douglas	11-12	8013	DOUGLAS 8
595	Tsal'alh	08-12	8154	MISSION 5
			8156	NECAIT 6
			9266	WHITECAP 1
			8151	SLOSH 1
607	Lake Babine Nation	08-12	7486	NO-CUT 5
608	Takla Nation	10-12	7518	NORTH TACLA LAKE 7
617	Tl'azt'en Nation	K5-12	7567	DZITLINE LEE 9
625	Kwikwasut'inuxw Haxwa'mis	K5-12	6978	GWAYASDUMS 1
636	Dzawada'enuxw First Nation	08-12	7102	QUAEE 7
658	Pacheedaht First Nation	06-12	6845	GORDON RIVER 2
682	Tahltan	09-12	7655	TELEGRAPH CREEK 6
			7656	TELEGRAPH CREEK 6A
			9034	GUHTHE TAH 12
710	Tâideldel First Nation	10-12	8170	REDSTONE FLAT 1
			8361	REDSTONE FLAT 1A
712	Tl'etinqox Government	10-12	8225	ANAHIM'S FLAT 1
			8226	ANAHIM'S MEADOW 2
			8227	ANAHIM'S MEADOW 2A
714	Xeni Gwet'in First Nations Government	08-12	8262	CHILCO LAKE 1
			8263	CHILCO LAKE 1A
			8265	GARDEN 2A
			8266	LOHBIEE 3
			8267	TANAKUT 4
717	Yunesit'en Government	10-12	8277	STONE 1
720	Nazko First Nation	08-12	8296	NAZCO 20
			8310	EUCHINICO CREEK 17
721	Lhoosk'uz Dene Nation	08-12	8313	KLUSKUS 1
722	Ulkatcho	11-12	8331	SQUINAS 2
			8332	THOMAS SQUINAS RANCH 2A
			8345	ULKATCHO 14A
			8333	TOWDYSTAN LAKE 3
			9139	FISHTRAP 19
723	Stswecem'c Xget'tem First Nation	11-12	8250	CANOE CREEK 1
			8251	CANOE CREEK 2
			8256	COPPER JOHNNY MEADOW 8
			8258	DOG CREEK 1
			8259	DOG CREEK 2
728	Yekooche First Nation	10-12	7556	YEKOOCHÉ 3



APPENDIX 4

ELIGIBLE SECONDARY LEVEL COURSES FOR GRADUATED ADULT STUDENTS

This is the list of eligible secondary school level courses adult students who have already graduated high school (received either a Dogwood or Adult Graduation diploma) may enroll in for the 2025-2026 school year.

The list may also be referenced on the Province of British Columbia's website at <https://www2.gov.bc.ca/gov/content/education-training/adult-education/adult-upgrading/already-graduated>.

- English Level 1/2: Companion-Reading
- LF English Level 1/2: Companion-Speaking & Listening
- English Level 1: Core
- English Level 2: Core
- English Level 3/4: Companion - Reading
- English Level 3/4: Companion - Writing
- English Level 3: Core
- English Level 4: Core
- English Level 5/6/7: Companion - Writing
- English Level 5: Core
- English Level 6: Core
- English Level 7: Core
- Information & Communications Technology
- Math Level 1
- Math Level 2
- Math Level 3
- Math Level 4
- Math Level 5
- Math Level 6: Apprenticeship & Workplace
- Math Level 6: Math Foundations
- Math Level 7: Apprenticeship & Workplace
- Math Level 7: Math Foundations
- Science: Biology
- Science: Chemistry
- Science: Physics
- Social Studies
- English First Peoples 12
- Composition 11
- Creative Writing 11
- Literary Studies 11
- New Media 11
- Spoken Language 11
- Études littéraires et artistiques + expression orale 11
- Études littéraires et artistiques + nouveaux médias 11
- Études littéraires et artistiques + production écrite 11
- English Studies 12
- Français langue et culture 12
- Life Sciences 11
- Sciences de la vie 11
- Anatomy and Physiology 12
- Anatomie et physiologie 12
- Chemistry 11
- Chimie 11
- Chemistry 12
- Chimie 12
- Physics 11
- Physique 11
- Physics 12
- Physique 12
- Workplace Mathematics 11
- Mathématiques pour le milieu de travail 11
- Foundations of Mathematics 11
- Fondements mathématiques 11
- Pre-Calculus 11
- Mathématiques Pré-calcul 11
- Apprenticeship Mathematics 12
- Mathématiques pour les métiers 12
- Foundations of Mathematics 12
- Fondements mathématiques 12
- Pre-Calculus 12
- Mathématiques Pré-calcul 12
- Calculus 12
- Calcul infinitésimal 12



APPENDIX 5

FREQUENTLY ASKED QUESTIONS

The following is a list of the questions frequently asked by attendees across previous Nominal Roll Learning Series webinars and in-person workshops. For additional questions, please reach out to the ISC Education Programs team at BCEducation@sac-isc.gc.ca.

Resources:

- ISC BC Region Program Guide: <https://afoabc.org/wp-content/uploads/2024/05/2024-2025-BC-Region-Program-Guide-Revised-May-10.pdf>
- 2025-2026 ISC Elementary/Secondary Education (K-12) Program Guidelines: <https://sac-isc.gc.ca/eng/1737055773525/1737055862874>

Nominal Roll Policy

Is Kindergarten for age 4 year olds (K4) eligible for the Nominal Roll?

ISC-approved K4 programs are eligible for funding supports through ISC if they are operated on reserve by a First Nation school. However, due to a lack of eligibility through the Ministry of Education and Child Care (BC), only students who reside on reserve and are attending an approved K4 program offered by a First Nation are eligible for ISC funding through the Nominal Roll. Students who reside off reserve and attend a K4 program on reserve are therefore not eligible for inclusion on the Nominal Roll. If you have questions or wish to add a K4 program, please contact the ISC BC Region Education Programs team at BCEducation@sac-isc.gc.ca.

Is there a maximum age for adult students to be included on the Nominal Roll?

There is no maximum age limit for adult students in BC. Once adult students have graduated high school (received either a dogwood graduation diploma or an adult graduation diploma), they are still eligible for inclusion on the Nominal Roll, provided they reside on reserve, are attending an ISC approved Adult Education Program offered by a First Nations school, and taking certain eligible upgrading or foundational courses at a FTE rate of 0.1250 per course. The list of eligible courses for graduated adults may be found on the Province of British Columbia's website at <https://www2.gov.bc.ca/gov/content/education-training/adult-education/adult-upgrading/already-graduated>.

I have students living in my community who do not have status or are non-Indigenous. Can I include them on my Nominal Roll? How does tuition and student support funding flow for these students?

Students who do not have a status number (non-registered), other Indigenous students (Métis and Inuit) and non-Indigenous students **are** eligible for inclusion on the Nominal Roll, regardless of their ancestry or status, as long as they meet the following Nominal Roll requirements:

- age 4 or older;
- ordinarily reside on reserve; and,
- are enrolled in an eligible program as of the count date (September 29).

For these students, please be aware that ISC pays provincial/public tuition directly to the Ministry of Education and Child Care (ECC), even when a Local Education Agreement (LEA) is in place with school district(s).

An overview of public school tuition funding flowed by ISC to the province directly for these learners can be found in the Budget Allocation Report shared with First Nations each year. For reference, funding is flowed:

- If students are attending a **public school**, ISC pays tuition directly to the Ministry of Education and Child Care, even if a Local Education Agreement (LEA) is in place.
- If students are attending a **First Nation school** or **Independent (Private) school**, ISC pays tuition to the First Nation.

By including these students on the Nominal Roll, the First Nation receives student supports funding that may be used to support expenses such as school supplies, books, clothing, equipment and guidance and counselling. The First Nation can choose to flow this funding according to how it best meets student needs. Student supports funding is flowed by ISC directly to the First Nation where the student is ordinarily resident, regardless of where they attend school and their membership status. Ultimately, the First Nation holds the authority as to which eligible students to include on their Nominal Roll report.

Is there a second count date for the Nominal Roll?

No. There is only one count date for the Nominal Roll used to capture student enrollment each school year. This falls on the last instructional day of September each year. The snapshot of student data is used by ISC to calculate funding allocations for First Nations.

Which First Nation should report students who are ordinarily resident on one reserve but enrolled in a First Nation school located on a different reserve?

The First Nation where the student is ordinarily resident should report the student on its Nominal Roll. ISC will send the tuition funds for that student to the First Nation that operates the school in which the student is enrolled. ISC will send the Student Support Services funding for the student to the First Nation where the student is ordinarily resident.



APPENDIX 5

Which First Nation should report students who are ordinarily resident on a reserve within BC that is different from their First Nation of origin if they are attending a public or non-First Nation independent school located off-reserve?

The First Nation where the student is ordinarily resident (or “Band of Residence”) should report the student on the Nominal Roll, provided both First Nations are located within BC. The Band of Residence will administer the tuition funds (based on the First Nations Student Rate set by the Ministry of Education and Child Care) if there is a Local Education Agreement (LEA) in place.

What is the difference between “homeschooling” and “online learning” for purposes of reporting students on the Nominal Roll?

When determining learning alternatives for students and how to record them on the nominal roll, it is important to make the distinction between online learning and homeschooling.

Online Learning (previously Distributed Learning), is a method of instruction that relies primarily on communication between students and teachers by means of the internet. Online learning can be delivered by a Provincial Online Learning School or District Online Learning School. Online Learning Schools are led by BC certified teachers or letter of permission holders. District Online Learning Schools serve students who are resident in the district and Provincial Online Learning Schools serve students across the province.

Students enrolled in Grades K-7 and participating full-time in an Online Learning School are eligible for a 1.0 FTE (full time equivalent). Students in Grades 8 and 9 are funded at a base rate of 0.625 FTE plus 0.125 FTE per each eligible course to a maximum of 1.0 FTE per school year. Students enrolled in Grades 10-12 are funded at 0.125 FTE for each eligible course.

Homeschooling is not the same as being enrolled in an Online Learning School. It is an education program provided to a child by a parent/guardian that is not under the supervision of a BC-certified teacher. Children/youth who are homeschooled will be claimed at .0625 of an FTE on the Nominal Roll. Parents/guardians of children/youth who are homeschooled in BC are required to register them through a First Nation, public, Independent (private), or online learning school. This is not the same as being enrolled.

In the Education Information System (EIS), Education Coordinators are encouraged to select the “method of delivery” that best reflects the students’ circumstance as of the student count date. For example, selecting “virtual internet”, “blended – classroom and virtual” or “blended – classroom and distance education” instead of “in-class instruction.”

How do you report students enrolled in dual credit programs? Are student supplies eligible expenses?

Dual Credit programs: Students can take courses from a local post-secondary institution while enrolled in Grade 11 and 12 programs and earn credit for both their Dogwood Diploma and post-secondary education.

Enrollment requirements:

- Students must be accepted to the post-secondary institution
- Courses may be in trades, technology, or academic programs

To enter students enrolled in a dual credit program on your Nominal Roll report, select the “Dual Credit” button in the system and enter the total full time equivalent (FTE) rate corresponding to the student’s enrollments. The exception to this would be when the method of instructional delivery is “Homeschooled”, where the only FTE value that can be entered is .0625.

In regards to post-secondary supply costs for students enrolled in dual credit programs, we would encourage you to connect with ISC as there may be options to use some of your PSSSP/UCEPP budget towards these costs in certain scenarios: BCEducation@sac-isc.qc.ca.

How do you report students who went into care on the Nominal Roll?

For Children and Youth in Care, the First Nation where they were residing prior to going into care should report the student on their Nominal Roll even if they have been relocated to another First Nation or moved off reserve. This will allow student support services funding to continue to be available to these students. For assistance with how to address scenarios like these, feel free to contact BCEducation@sac-isc.qc.ca.

For First Nation students not living on reserve, it may not be appropriate to include them on the Ministry of Education and Child Care’s 1701 report due to placement into care. This should be discussed between the First Nation and school district.

How do I report a student who is in a 50/50 joint parenting (formerly “custody”) arrangement?

If both parents live on reserve, both First Nations are encouraged to have a discussion and plan in place in relation to funding. Typically, the First Nation where the student is ordinarily resident on reserve would include the student on their Nominal Roll. As each circumstance is different, we encourage you to reach out to ISC BC Education at BCEducation@sac-isc.qc.ca for some suggestions on ways you could proceed.



APPENDIX 5

Education Information System (EIS)

How do I enter a student who does not have a status number?

For First Nations Students who don't yet have a status number, you can select "First Nation" as their identity on the report and leave the "Indian Registration Number" field blank. For non-Indigenous students, select "Other" for their identity.

Note: When a status number is not provided for a student, you may receive a warning in EIS, but this does not affect student eligibility. It is possible to proceed.

If a student lives on reserve but does not have First Nation status, who will pay for their tuition costs?

The student should still be included on the Nominal Roll even if they don't have a status number. As long as the student resides on reserve, is the appropriate age and enrolled in an eligible program, they are eligible for inclusion on the Nominal Roll given there is no status requirement for student eligibility.

Please note: For students identified as "First Nation" on your Nominal Roll but without a status number, ISC flows their tuition to the Ministry of Education and Child Care. Student supports will flow to the First Nation.

How do I report adults who graduated high school the prior year and may or may not be returning?

If they will **not be returning** to retake or take additional courses and have graduated, then under that enrollment section you would enter the option of "not at all" and under the explanation section indicate that they "graduated". For students who **graduated during previous years and are returning**, you can enter them back on the report, essentially as a new entry for that student.

- If they are adult, then select "Adult/Mature" under the Program section.
- If they are attending a First Nation school, the school must first be approved by ISC to offer an Adult program (email BCEducation@sac-isc.gc.ca to inquire about this process/the school's status).

If the school and student are eligible to enroll, select the correct Full Time Equivalent rate for that student (0.1250 per eligible course).

Joint Verification Process (JVP)

Who has the final say about the Joint Verification Process student data on the form, the school district, or the First Nation?

The JVP form should be signed by *both parties* (the school district and the First Nation) as it is intended to be a collaborative approach, rather than one party having the final say. Hopefully, any issues that arise in the process can be resolved by discussing each party's concerns in support of finalizing the form in a way that both parties can agree on.

It is recommended that First Nations and school district(s) connect in early September, or earlier, to schedule a time to jointly review student enrollment on the Nominal Roll and 1701 to ensure that FTE values, names, date of birth and school/grade match.

How do I ensure school districts are providing our students who reside outside our community with the supports they need?

A best practice shared amongst First Nations Education Coordinators is to find a way to stay connected with a representative from your school district to ensure students are receiving supports and connection is made in case of any issues arising with those students.

When I meet with the school district to complete the Joint Verification Process, their student listing does not line up with my numbers for head count and FTE rates. What do I do?

To ensure that the head count and total FTE count match, the First Nation and school district will need to go *line by line* through their student lists to confirm the students reside ordinarily on reserve, their legal name and date of birth (note spelling of names and date format), and the FTE value for each student based on their courseload.

Once there is agreement on the total FTE and Head count, the First Nation and school district will sign the JVP form (see sample available in Appendix 1) and the First Nation will attach the signed form to their Nominal Roll submission. The school district will keep a copy for records.

What do I do if I have a student who is registered in more than one school district?

A Joint Verification Process form will need to be completed with **each** school district (regardless of whether the First Nation has a Local Education Agreement in place with that school district) where the First Nation has students attending public school(s). Each school district will need to include all schools that the student is attending.



APPENDIX 5

I have a Local Education Agreement. What happens if I am invoiced by the school district for a different number of students than what I have included on my Nominal Roll and received funding from ISC for?

The invoice from the school district is based on the number of Full Time Equivalent (FTEs), not the student head count, for the students residing on your First Nation's reserve and attending public schools within that school district as you reported on your Nominal Roll to ISC. The invoice is based on the number of FTEs and multiplied by the First Nations Student Rate for that school district.

The FTEs on the invoice should match the total number of FTEs agreed upon by both parties through the Joint Verification Process prior to the First Nation submitting the Nominal Roll to ISC, less the FTEs for non-registered (non-Status) and non-Indigenous students. First Nations are not expected to pay for any additional students not included on their Nominal Roll but included on the school district's invoice. For non-status students included on the Nominal Roll and attending public schools, ISC pays their tuition directly to the Ministry of Education and Child Care so First Nations should not be invoiced by the school district for these students.

To discuss the need for revisions to the Nominal Roll and/or Joint Verification Process form, the First Nation can contact BCEducation@sac-isc.gc.ca for assistance.



APPENDIX 6

K-12 NOMINAL ROLL SUPPORT TOOL FOR ON/OFF RESERVE STUDENTS

LIVING ON RESERVE	ATTENDING FIRST NATIONS SCHOOL			ATTENDING FIRST NATIONS INDEPENDENT SCHOOL			ATTENDING PUBLIC SCHOOL			ATTENDING INDEPENDENT (PRIVATE) SCHOOL OFF-RESERVE		
	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?
Registered First Nations (Status) School Age Student	Yes	ISC to First Nation based on BCTEA formula	<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Menstrual Products 	Yes	ISC to First Nation based on BCTEA formula	<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Menstrual Products 	Yes	ISC to First Nation based on First Nation Student Rate (when an LEA is in place)* (If no LEA is in place, ISC pays tuition to Province)	Yes	ISC to First Nation based on First Nation Student Rate	<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Ancillary ✓ Menstrual Products 	<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Ancillary ✓ Menstrual Products
Non-Registered (Non-Status) School Age Student			<p><i>May be eligible for accommodation supports**</i></p>			<p><i>May be eligible for accommodation supports**</i></p>		ISC to Province (ECC) based on First Nation Student Rate* (regardless of whether an LEA is in place)			<p><i>May be eligible for accommodation supports**</i></p>	<p><i>May be eligible for accommodation supports**</i></p>
Registered First Nations (Status) Adult Student			<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Menstrual Products 			<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Menstrual Products 		ISC to First Nation based on First Nation Student Rate (when an LEA is in place)* (If no LEA is in place, ISC pays tuition to Province)			<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Ancillary 	<ul style="list-style-type: none"> ✓ Comprehensive Instructional ✓ Financial Assistance ✓ Guidance and Counselling ✓ Ancillary
Non-Registered (non-status) Adult Student			<p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>			<p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>		ISC to Province (ECC) based on First Nation Student Rate* (regardless of whether an LEA is in place)			<p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>	<p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>

*There may be exceptions where a First Nation has entered into an LEA but has requested through a Band Council Resolution to not have funds sent directly to them but rather sent to the Province.

** Students that are approved under the Accommodation policy are considered ordinarily resident on reserve in the community in which they normally live, not where they may be living to attend school. As such, they should be included on the Nominal Roll of the First Nation that is receiving the Accommodation Support funding for that student.



APPENDIX 6

K-12 NOMINAL ROLL SUPPORT TOOL FOR ON/OFF RESERVE STUDENTS

LIVING ON LEASED RESERVE LANDS	ATTENDING FIRST NATIONS SCHOOL			ATTENDING FIRST NATIONS INDEPENDENT SCHOOL			ATTENDING PUBLIC SCHOOL			ATTENDING INDEPENDENT SCHOOL (PRIVATE OFF-RESERVE)		
	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?
Registered First Nations (Status) <u>School Age Student</u>	Yes	ISC based on BCTEA formula	Same as above for First Nations Students Living On-Reserve	Yes	ISC based on BCTEA formula	Same as above for First Nations Students Living On-Reserve	Yes	ISC to First Nation based on First Nation Student Rate* (when an LEA is in place) *formerly First Nations Billing Rate/First Nations Block Rate	Same as above for First Nations Students Living On-Reserve	Yes	ISC based on First Nation Student Rate* *formerly First Nations Billing Rate/First Nations Block Rate	Same as above for First Nations Students Living On-Reserve
Registered First Nations (Status) <u>Adult Student</u>			Same as above for First Nations, Adult Students Living On- Reserve			Same as above for First Nations, Adult Students Living On-Reserve						Same as above for First Nations, Adult Students Living On-Reserve
Non-Registered (Non-status) <u>School Age Student</u>	No	Province (ECC) Reciprocal Tuition through Application Process (K5–12 only, not K4)**	No	No	Province (ECC) Reciprocal tuition based on 1701 completion (K5–12 only, not K4)**	No	No	Province (ECC) based on 1701 completion (K5–12 only, not K4)	No	No	Province (ECC) based on 1701 completion (K5–12 only, not K4)	No
Kindergarten Age 4 Student & Adult Student***		Not Eligible for Reciprocal Tuition	Not Eligible for Reciprocal Tuition		Not Eligible for Reciprocal Tuition							

*There may be exceptions where a First Nation has entered into an LEA but has requested through a Band Council Resolution to not have funds sent directly to them but rather sent to the Province.

**Reciprocal Tuition Application Process: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/indigenous-education/reciprocal-tuition>

***To be eligible for reciprocal tuition, students must be at least five years of age by December 31 of the current school year and up to age 19 before July 1 of the current school year.

LIVING OFF RESERVE	ATTENDING FIRST NATIONS SCHOOL			ATTENDING FIRST NATIONS INDEPENDENT SCHOOL			ATTENDING PUBLIC SCHOOL			ATTENDING INDEPENDENT SCHOOL (PRIVATE OFF-RESERVE)		
	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?	Include on Nominal Roll?	How Is Tuition Paid?	Eligible for Student Support Services Funding?
Registered First Nations (with Status) <u>School Age Student</u>	No	Province (ECC) Reciprocal Tuition through Application Process* (K5–12 only, not K4)	No	No	Province (ECC) Reciprocal Tuition based on 1701 completion (K5–12 only, not K4)	No	No	Province (ECC) based on 1701 completion (K5 – 12 only, not K4)	No	No	Province (ECC) based on 1701 completion (K5 – 12 only, not K4)	No
Non-Registered (non-status) <u>School Age Student</u>		Not Eligible for Reciprocal Tuition	Not Eligible for Reciprocal Tuition		Not Eligible for Reciprocal Tuition							
Adult Student (Status or non-registered)**		Not Eligible for Reciprocal Tuition			Not Eligible for Reciprocal Tuition							

* Reciprocal Tuition Application Process: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/indigenous-education/reciprocal-tuition>

**Adult students turning age 19 before July 1 of the current school year and under are eligible for reciprocal tuition.