



# ISC BC REGION 2024-2025

## *Nominal Roll Instructions*

### Contents

Important Note.....	2
Key Dates .....	2
Which Students Can Be Included on the ISC Nominal Roll Report?.....	3
How is “Ordinarily Resident on Reserve” Determined?.....	4
How are Students’ Full-Time Equivalent (FTE) Calculated? .....	6
What Students Are Eligible For Accommodation Services? .....	8
Joint Verification Process for Students Attending Public Schools.....	9
Indigenous Services Canada: Key Contacts .....	9
Appendices.....	10

Last updated: September 24, 2024





## Important Note

This document is 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*, this document is 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 very 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 2024-2025

<b>August*</b>  <i>*this may be done at any point throughout the year</i>	<p><b>Check your <a href="#">ISC Services Portal - Education Information System (EIS)</a> access:</b></p> <ul style="list-style-type: none"> <li>• If you are a returning user and have forgotten your login credentials, email our IT service desk at <a href="mailto:sti-its@sac-isc.gc.ca">sti-its@sac-isc.gc.ca</a>.</li> <li>• If you are accessing the system for the first time, email Agreement Services at <a href="mailto:BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca">BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca</a> for an <b>Information System Access Request form</b> to complete.</li> </ul> <p><u>Note:</u> A First Nation <b>MUST</b> have a valid <b>GCIMS Data Sharing Agreement</b> in place prior to submitting the Information System Access Request form.</p>
<b>September 5</b>	<p><b>Education Information System (EIS) opens for Nominal Roll report data entry.</b> See ISC contacts above for assistance with system access.</p>
<b>September 27</b>	<p><b>Nominal Roll count date.</b> By this date, First Nations should have an idea of where students are enrolled and attending school to prepare for Nominal Roll submission.</p>
<b>October 4</b>	<p><b>Joint Verification due date.</b> The goal of the Joint Verification Process is for First Nations and school districts to be in agreement on which students will be included on the Nominal Roll and both will adjust their lists accordingly. While First Nations’ deadline to submit a scanned copy of a signed document confirming joint verification of Nominal Roll under the “Supporting Documentation” section of the Nominal Roll Report is October 15, school districts are required to submit the 1701 by October 4 to the province.</p> <ul style="list-style-type: none"> <li>• See <i>Appendix 1</i> for more information about the Joint Verification Process and a sample approval form.</li> <li>• See <i>Appendix 2</i> for a complete contact list of school district representatives to initiate this process.</li> </ul> <p><b>If you are a new Education Coordinator and you do not have a completed enrollment list from 2023-2024</b> to reference for this year’s process, email <a href="mailto:BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca">BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca</a>.</p>
<b>October 15</b>	<p>The Nominal Roll is due for submission in one of two ways:</p> <ol style="list-style-type: none"> <li>1. <b>By completing a Data Collection Instrument (DCI) online in EIS through the ISC Services Portal.</b> If you are unable to access EIS to submit the report, contact <a href="mailto:BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca">BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca</a>, using subject line “No EIS Access – Unable to Submit Nominal Roll”.</li> <li>2. <b>In PDF format</b> 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 <a href="mailto:BCEducation@sac-isc.gc.ca">BCEducation@sac-isc.gc.ca</a>.</i></li> </ol> <p><u>Note:</u> First Nations with new or revised Local Education Agreements (LEAs) for the 2024-2025 school year should include them as a supporting document with their Nominal Roll.</p>
<b>November to December</b>	<p><b>Nominal Roll Validation Period.</b> All information regarding extraordinary or extenuating circumstances relating to your Nominal Roll submission must be received <b>before</b> December 15, 2024.</p>
<b>January 6-24</b>	<p><b>Nominal Roll Appeal Period.</b> A “Student by Recipient Report Summary” will be made available online through the EIS to all recipients for review and appeals.</p>



<b>January 31</b>	<b>Nominal Roll finalized by ISC.</b>
<b>January 31</b>	<p><b>Deadline for <i>Addition to Grades (and Programs) Applications</i> for consideration for the 2025-2026 school year.</b> Email the Education Programs team at <a href="mailto:BCEducation@sac-isc.gc.ca">BCEducation@sac-isc.gc.ca</a> 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 2024-2025 school year, email the Education Programs team (<a href="mailto:BCEducation@sac-isc.gc.ca">BCEducation@sac-isc.gc.ca</a>) to discuss prior to including those grades/programs on your 2024-2025 Nominal Roll report.</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 2024-2025 school year. The 2024-2025 school year is considered to be from July 1, 2024 to June 30, 2025. See Appendix 5 (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).

<b>Kindergarten 4 (K4) Student</b>	<b>1</b>	<b>School Age Student</b>
<p><b>*Age 4</b> by December 31, 2024 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><b>Note:</b> For this eligibility requirement, federal and provincial processes, policies and funding differ. Provincially, pre-primary or early childhood program students <b>younger than 5</b> years of age as of December 31, 2024 <b>are not</b> eligible to be included on the 1701 report for the 2024-2025 school year.</p>	1	<p><b>Age 5 to 21</b> (students are considered to be “school age” to the completion of the school year in which they turn 21).</p> <ul style="list-style-type: none"> <li>Students born between July 1, 2003 and December 31, 2019 are considered to be “school age students” during the 2024-2025 school year.</li> <li>A student who turns 21 between July 1, 2024 and June 30, 2025 is considered to be a “school age student” for the 2024-2025 school year.</li> </ul>

<b>Adult Student</b>	
<b>Age 19 or older</b>	
<b>Non-Graduated Adult Student</b>	<b>Graduated Adult Student</b>
<p>Students who are <b>18 years</b> 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.</p> <p>For students aged <b>15-17</b> 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 <a href="mailto:BCEducation@sac-isc.gc.ca">BCEducation@sac-isc.gc.ca</a>.</p>	<p>Students who are <b>18 years and older</b> <u>and</u> 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.</p> <p>See <b>Appendix 4</b> for a list of eligible secondary level courses. These students should be included on your Nominal Roll report based on the appropriate FTE rate for how many courses they are taking (0.125). These students are supported through the BCTEA funding formula the same as non-graduated adult students.</p>



2

### Residency Requirements

Students must meet **one of the following** as of **September 27**

- 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](mailto:BCEducation@sac-isc.gc.ca).

3

### Program Requirements

Students must be enrolled in **one of the following** as of **September 27**

- 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)
- Private/Independent 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)”*

Whether a student is “Ordinarily Resident on Reserve” is determined by the First Nation and the First Nation is also responsible for having the appropriate supporting documentation on file.

For guidance in demonstrating 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, among others, tailored to meet 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 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](mailto: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 2024-2025 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 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](mailto:BCEducation@sac-isc.gc.ca).

### Frequently Asked Questions – Reporting Students on the Nominal Roll

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

**Answer:** 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 that student to the First Nation where the student is ordinarily resident.*

**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 a non-First Nation independent school (located off-reserve)?**

**Answer:** 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.

For Children and Youth in Care (through Child & Family Services or Indigenous Child and Family Service Agencies), 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 for 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.

While some students may not be 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 local school district. First Nations may provide student support services funding to Children and Youth in Care ordinarily resident on reserve.

For children in a 50/50 joint 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](mailto:BCEducation@sac-isc.gc.ca)) as to which First Nation or school district should include the student on their Nominal Roll.



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

**Important:** As of the 2023-2024 school year, students who were previously reported as greater than 1.0 FTE will be reset to 1.0 FTE in EIS. Please ensure that you review these student records and make necessary adjustments to their FTE value where applicable to ensure that students are funded accurately.

- For graduated adult students enrolled in certain eligible secondary school foundational or upgrading courses, they will be funded at 0.125 FTE per course. See *Appendix 4* for a list of eligible secondary level courses.
- All school aged students who have not graduated and are enrolled in grades K4 to 7 may be recorded up to 1.0 FTE (see Note 1).
- All adult students who have not graduated and are enrolled in courses below the grade 8 level may be recorded up to 1.0 FTE regardless of the number of courses being taken. For assistance in determining the grade level of a student, see Note 2 and/or contact FNESC/FNSA at [graduation@fnesc.ca](mailto:graduation@fnesc.ca).
- The BCTEA resulted in the ability of First Nations schools to claim greater than 1.0 FTE. See Note 3 for information on entering these students in EIS.
- For how to report FTE rates for students enrolled in Dual Credit programs, see Note 4.
- All students who are registered as “homeschool” should be recorded as 0.0625 FTE (see Note 5).
- For students aged 15-17 years old who have or have not graduated wishing to enroll in an ISC approved adult education program or centre, contact the Education Programs team ([BCEducation@sac-isc.gc.ca](mailto:BCEducation@sac-isc.gc.ca)) before including them on the Nominal Roll report.

**FTEs for students should be calculated according to the following chart:**

# of courses student is taking	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	<b>Up to 1.0 FTE</b> <i>Regardless of number of courses taken</i>	<b>0.625 FTE</b>	<b>0.1250 FTE</b>	<b>0.1250 FTE</b>
2		<b>0.750 FTE</b>	<b>0.2500 FTE</b>	<b>0.2500 FTE</b>
3		<b>0.875 FTE</b>	<b>0.3750 FTE</b>	<b>0.3750 FTE</b>
4		<b>1.000 FTE</b>	<b>0.5000 FTE</b>	<b>0.5000 FTE</b>
5		<b>1.000 FTE</b>	<b>0.6250 FTE</b>	<b>0.6250 FTE</b>
6		<b>1.000 FTE</b>	<b>0.7500 FTE</b>	<b>0.7500 FTE</b>
7		<b>1.000 FTE</b>	<b>0.8750 FTE</b>	<b>0.8750 FTE</b>
8		<b>1.000 FTE</b>	<b>1.0000 FTE</b>	<b>1.0000 FTE</b>
9 (see Note 3)		<b>1.000 FTE</b>	<b>1.1250 FTE</b> (see Note 3)	<b>1.1250 FTE</b> (see Note 3)

**Note 1:** Effective in 2019-2020, First Nations with ISC approved Kindergarten for Age 4 (K4) programs will be funded at 1.0 FTE **if** offering a full day K4 program. For new sites/programs not previously ISC approved, contact the Education Programs team ([BCEducation@sac-isc.gc.ca](mailto:BCEducation@sac-isc.gc.ca)) to confirm if you can claim K4 students.

**Note 2:** It is a system requirement to identify the grade level of a student enrolled in any program. For assistance in determining appropriate grades for students, contact FNESC/FNSA at [graduation@fnesc.ca](mailto:graduation@fnesc.ca)

Examples:

- Students attending a majority of Grade 10 level classes and a few Grade 8 and/or Grade 9 classes should be marked as being enrolled in Grade 10.
- Students attending a similar number (no majority) of Grade 9 and/or Grade 10 classes could be entered as being enrolled in either grade.
- If in a previous year, the student was in Grade 9 entering Grade 10 the following grade would make sense, otherwise “ungradable secondary” can be used. This is similar to the “Secondary Ungraded” option on the 1701 provincial report.
- For students working at grade levels below grade 8, the alternative option is to use “ungradable elementary”.

**Note 3:** Under the BCTEA, it is possible to claim more than 1.0 FTE for grades 10 to 12 students who are enrolled in a Regular Program, for more than eight courses. The same would apply to graduated adult students enrolled in certain eligible secondary level courses, taking more than eight courses.

Each additional course (4 credits) can be claimed as 0.1250 FTE. To enter FTE values over 1.0 on EIS, select the FTE value from the Full-Time Equivalent dropdown list (except when the Method of Delivery is “Homeschooled”, where the only FTE value is 0.0625).

**Note 4:** If you have students enrolled in a Dual Credit Program, proceed by selecting the Dual Credit button on EIS and the total FTE corresponding to the student enrollments (except when the Method of Delivery is “Homeschooled”, where the only FTE value is 0.0625).



Enrolment Information

Grade: 8

Program: Dual Credit

Method of Delivery: Classroom

Full-Time Equivalent: 1.2500

Primary Language of Instruction: English

Residence: [Search] [Clear]

of Residence: [Search] [Clear]

**Note 5:** “Homeschooling” refers to a student who is being taught at home by a parent/guardian, without the supervision or direction of a qualified teacher. This should not be confused with “Online Learning” (previously “Distributed Learning” or DL), where only B.C. Certified Teachers or qualified Letter of Permission Holders employed by the Board or Authority may teach Online Learning programs and courses. Students enrolled in Online Learning are eligible for regular funding at the applicable FTE rate.

According to the Ministry of Education and Child Care’s Homeschooling Policy requirements, parents/guardians of children/youth being homeschooled need to register them through a school (public/independent/online). Refer to the Ministry’s website for more information: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/independent-schools/homeschooling>.

When reporting homeschooled students on the Nominal Roll, it is important to select the correct school where the child/youth is registered to ensure the accuracy of funding.

### Frequently Asked Questions – Reporting FTEs

**My non-graduated adult student is taking one course at the grades 8 to 12 level.**

**Answer:** These students are funded based on the number of courses they are taking (see FTE chart above). If the student was taking *one* grade 8 or 9 course, they would be funded at 0.625 FTE. If the student was taking *one* grade 10 to 12 course, they would be funded at 0.125 FTE. The same would apply to a school-aged student who hasn’t graduated.

**My graduated adult student is taking one eligible secondary school level course.**

**Answer:** These students are funded based on the number of courses they are taking (see FTE chart above). If the student was taking *one* eligible secondary school level course (grades 10-12), they would be funded at 0.125 FTE.

**What is considered 1.0 FTE for grades 8 or 9?**

**Answer:** If your student is taking **4 or more** courses, the student would be funded at 1.0 FTE (see FTE chart above).

**I have a student enrolled in classes at multiple grade levels.**

**Answer:** Refer to scenarios included in note 2 under the FTE chart above.

**My student attends an ISC approved Kindergarten for age 4 (K4 Program), half-day.**

**Answer:** This student would be funded at 0.5 FTE.



## What Students Are Eligible For Accommodation Services?

Accommodation services may be available on an application basis for students who are school aged, enrolled in and attending K4 to Grade 12, can demonstrate they are ordinarily resident on reserve and meet eligibility under the “Circumstances for Accommodation Services” section described below. In reviewing requests for accommodation supports, First Nations should retain supporting documentation on file to confirm the student’s original residence on reserve.

Certain students may already be eligible for accommodation services if their First Nation, reserve and grade appear on the **ISC 2024-2025 Pre-Approved Accommodation List (Appendix 3)**. See “How to Submit Student Accommodation Requests” below for more information.

### Circumstances for Accommodation Services

For students who are ordinarily resident on reserve but must attend school away from their home communities in the following circumstances, funding may be available for accommodation services:

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)

### How to Submit Student Accommodation Requests

The following two scenarios should assist in determining what process to follow to request supports from ISC.

1. **My student’s First Nation, reserve and grade ARE listed on the 2024-2025 Pre-Approved Accommodation List (Appendix 3):**
  - An email to ISC is **not** required in order to include these students on the Nominal Roll as requiring accommodation supports. Simply ensure that you code those students appropriately with the type of Accommodation they require when you submit the Nominal Roll.
2. **My student’s First Nation, reserve and grade are NOT listed on the 2024-2025 Pre-Approved Accommodation List (Appendix 3):**
  - If the student has not been approved for accommodation supports, or was previously approved and has a change in circumstances (i.e., change in permanent residence or custody arrangements), email the Education Programs team ([BCEducation@sac-isc.gc.ca](mailto:BCEducation@sac-isc.gc.ca)) **by October 15<sup>th</sup>** to initiate a new request. Supporting documentation, such as a medical note or description of circumstances, may be required as part of the application.
  - If the student was previously approved for accommodation supports and has no change in their circumstances for this school year, no additional approvals must be requested from ISC to include them on the Nominal Roll for accommodation supports. Simply ensure that you code those students appropriately with the type of accommodation you were previously approved for when you submit the Nominal Roll.



### Important: How to Report Students Receiving Accommodation Supports

All students approved for accommodation supports should be reflected under “Accommodation” on the Nominal Roll report and coded with “Boarding School, Residence, Group Home, or Room and Board (5 days/7 days/Temporary)” as appropriate based on their circumstances. This includes eligible students based on the **ISC 2024-2025 Pre-Approved Accommodation List (Appendix 3)**, those previously approved for accommodation supports whose circumstances have not changed in the 2024-2025 school year and those who have been approved.

### Accommodation for Students Attending School Outside BC

If a student is approved for accommodation supports funding and their parent(s) wish to have their child attend a school in another province or territory outside of British Columbia (BC), the following criteria needs to be met:

1. The school should offer a level of education comparable to that offered in BC.
2. The First Nation should have a contractual agreement in place with the out of province or territory school/school district/education ministry for the payment of tuition, if applicable.
3. Registration and attendance are at a recognized school within the province or territory.





## 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 15<sup>th</sup> 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)  
General Enquiry: [BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca](mailto:BCFundingServices-cbservicesdefinancement@sac-isc.gc.ca)
- **Education Programs Team** (Education Program Policy Questions)  
General Enquiry: [BCEducation@sac-isc.gc.ca](mailto:BCEducation@sac-isc.gc.ca)

## Appendices

- **Appendix 1: Joint Verification Process and Template**
- **Appendix 2: School District Contacts for Joint Verification Process**
- **Appendix 3: 2024-2025 ISC Pre-Approved Accommodation List**
- **Appendix 4: Eligible Secondary Level Courses for Graduated Adult Students**
- **Appendix 5: Nominal Roll Support Tool for On or Off Reserve Students**



## APPENDIX 1

### JOINT VERIFICATION PROCESS AND TEMPLATE

In accordance with the [BC Tripartite Education Agreement \(BCTEA\)](#), a Nominal Roll Joint Verification Process was implemented to provide an opportunity for First Nations to review with the school district, the Nominal Roll enrollment of students who are ordinarily resident on reserve attending public schools. The intention of the review is to ensure that all students are captured accurately between both federal and provincial enrollment reports. This is critical as the data collected from both the Nominal Roll and 1701 reports directly impacts First Nations' Student funding.

As First Nations are likely most knowledgeable about where their students are attending 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. To assist with these contacts, refer to Appendix 2 (School District Contacts for Joint Verification Process) or online at:

<https://bcschoolcontacts.gov.bc.ca/> for a list of contacts within each school district. However, school districts are encouraged to connect with local First Nations to initiate this process as well.

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. **For First Nations, by the October 15, 2024 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.**

Each party is encouraged to provide a printed list of students for comparison. This can include an excerpt of the First Nation's Nominal Roll including those students in the particular school district, as well as an extract from MyEdBC from the school district that includes students they believe to be ordinarily resident on reserve with the particular First Nation. For example, a student list including students' First and Last Name/Date of Birth/Grade/School Name, etc.

For convenience, the Joint Verification Process (JVP) template on the following page includes sample wording you may choose to use in your jointly signed document. This is a sample only and may be adjusted to meet the needs of your First Nation and school district. The form has an option to have a school district representative that regularly works with your First Nation on completing the Nominal Roll/1701 forms as a signatory. However, the Secretary-Treasurer is ultimately responsible for signing the JVP for the school district.

#### ***Considerations When Developing a Joint Verification Process***

- The Nominal Roll count date is **September 27, 2024**. The Joint Verification Process must be completed, including having a confirmation email with the signed document attached, before **October 4, 2024**. 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 4, 2024**.
- Questions to consider might include:
  - *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 5 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 (i.e. extract from MyEdBC) for the school they are attending (i.e. 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 (i.e. extract from MyEdBC).
- First Nations must include a scanned copy of a signed version of the joint verification template with their Nominal Roll submission under the "Supporting Documentation" section of the Nominal Roll report.



## Nominal Roll Joint Verification Process

### *Example of a Form for Signature*

This document will serve to validate the Nominal Roll Joint Verification process for the \_\_\_\_\_ school year.

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

\_\_\_\_\_ (First Nation) and  
\_\_\_\_\_ (School District # \_\_\_\_\_).

The parties agree that the total number of Full Time Equivalent (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 \_\_\_\_\_(Date). If there is a change, the parties agree to discuss potential revisions.

<b>Total # of FTEs*:</b>	
--------------------------	--

*\*Note: Please see page 6 7 of the 2024-2025 Nominal Roll Instructions for information on how to calculate students' Full Time Equivalent (FTE)*

**First Nation Signature:**

Signed by:

Signed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
First Nation

**School District Signature:**

Signed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Secretary-Treasurer

\_\_\_\_\_  
School District Name/Number

**Optional School District Signature:**

Signed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/SD Education Representative

\_\_\_\_\_  
School District Name/Number



## APPENDIX 2

### SCHOOL DISTRICT CONTACTS FOR JOINT VERIFICATION PROCESS

SD#	School District Name	First Name	Last Name	Title	Email	Phone
5	Southeast Kootenay	Nick	Taylor	Secretary Treasurer	<a href="mailto:Nick.taylor@sd5.bc.ca">Nick.taylor@sd5.bc.ca</a>	250-417-2054
5	Southeast Kootenay	Jason	Tichauer	Director of Student Learning & Indigenous Education	<a href="mailto:Jason.tichauer@sd5.bc.ca">Jason.tichauer@sd5.bc.ca</a>	250-417-2051
6	Rocky Mountain	Trent	Dolgopol	Director of Instruction	<a href="mailto:Trent.dolgopol@sd6.bc.ca">Trent.dolgopol@sd6.bc.ca</a>	250-342-9243 ext. 3914
6	Rocky Mountain	Alan	Rice	a/Secretary Treasurer	<a href="mailto:Alan.rice@sd6.bc.ca">Alan.rice@sd6.bc.ca</a>	250-427-8147
8	Kootenay Lake	Laury	Carriere	Director of Instruction – Indigenous Education and Learning Services	<a href="mailto:laury.carriere@sd8.bc.ca">laury.carriere@sd8.bc.ca</a>	250-551-1485
8	Kootenay Lake	Cathy	MacArthur	Secretary Treasurer	<a href="mailto:Cathy.MacArthur@sd8.bc.ca">Cathy.MacArthur@sd8.bc.ca</a>	250-352-6681
10	Arrow Lakes	Michael	McLellan	Secretary Treasurer	<a href="mailto:Michael.McLellan@sd10.bc.ca">Michael.McLellan@sd10.bc.ca</a>	250-265-3638 ext. 3307
10	Arrow Lakes	Peter	Dubinsky	Superintendent	<a href="mailto:peter.dubinsky@sd10.bc.ca">peter.dubinsky@sd10.bc.ca</a>	250-265-3638 ext. 3320
19	Revelstoke	Bruce	Tisdale	a/Secretary Treasurer	<a href="mailto:btisdale@sd19.bc.ca">btisdale@sd19.bc.ca</a>	250-837-2101
19	Revelstoke	Jodi	Wallach	District Principal of Indigenous Education	<a href="mailto:jwallach@sd19.bc.ca">jwallach@sd19.bc.ca</a>	250-837-2101
20	Kootenay-Columbia	Teresa	Gallo	Director of Instruction	<a href="mailto:tgallo@sd20.bc.ca">tgallo@sd20.bc.ca</a>	250-368-6434 ext.236
20	Kootenay-Columbia	Katherine	Shearer	Superintendent	<a href="mailto:kshearer@sd20.bc.ca">kshearer@sd20.bc.ca</a>	250-368-2230
22	Vernon	Karla	Mitchell	Superintendent	<a href="mailto:kmitchell@sd22.bc.ca">kmitchell@sd22.bc.ca</a>	250-549-9217
22	Vernon	Charity	Sakakibara	Director of Aboriginal Programs	<a href="mailto:csakakibara@sd22.bc.ca">csakakibara@sd22.bc.ca</a>	250-549-9290
23	Central Okanagan	Terry-Lee	Beaudry	Deputy Superintendent of Schools	<a href="mailto:terry.beaudry@sd23.bc.ca">terry.beaudry@sd23.bc.ca</a>	250-470-3225
23	Central Okanagan	Kate	Cumming	Assistant Secretary Treasurer	<a href="mailto:Kate.cumming@sd23.bc.ca">Kate.cumming@sd23.bc.ca</a>	250-470-3233
27	Cariboo-Chilcotin	Grant	Gustafson	District Principal, Indigenous Education	<a href="mailto:grant.gustafson@sd27.bc.ca">grant.gustafson@sd27.bc.ca</a>	250-398-3822
27	Cariboo-Chilcotin	Tracy	Hubner	Education Secretary, Indigenous Education Department	<a href="mailto:tracy.hubner@sd27.bc.ca">tracy.hubner@sd27.bc.ca</a>	250-398-3836
28	Quesnel	Jennifer	Woollends	Secretary Treasurer	<a href="mailto:JenniferWoollends@sd28.bc.ca">JenniferWoollends@sd28.bc.ca</a>	250-992-0404
28	Quesnel	Doreen	L'Hirondelle	District Principal Aboriginal Education	<a href="mailto:doreenlhirondelle@sd28.bc.ca">doreenlhirondelle@sd28.bc.ca</a>	250-991-5550
33	Chilliwack	Brenda	Point	District Principal	<a href="mailto:brenda_point@sd33.bc.ca">brenda_point@sd33.bc.ca</a>	604-794-5553
33	Chilliwack	Niki	Wiens	Systems Information Manager	<a href="mailto:niki_wiens@sd33.bc.ca">niki_wiens@sd33.bc.ca</a>	604-991-0286
34	Abbotsford	Allison	Gardner	District Principal, Indigenous Education	<a href="mailto:allison.gardner@abbyschools.ca">allison.gardner@abbyschools.ca</a>	604-859-1224
34	Abbotsford	Ray	Velestuk	Secretary Treasurer	<a href="mailto:ray.velestuk@abbyschools.ca">ray.velestuk@abbyschools.ca</a>	604-852-2366 ext. 1241
35	Langley	Mike	Pue	District Principal of Aboriginal Education	<a href="mailto:mpue@sd35.bc.ca">mpue@sd35.bc.ca</a>	778-726-4659
35	Langley	Shind	Chand	Assistant Secretary Treasurer	<a href="mailto:SChand@sd35.bc.ca">SChand@sd35.bc.ca</a>	604-532-1477
36	Surrey	Lyn	Daniels	Director of Instruction, Aboriginal Learning	<a href="mailto:daniels_lyn@surreyschools.ca">daniels_lyn@surreyschools.ca</a>	604-595-6110
36	Surrey	Juanita	Coltman	Principal of Aboriginal Learning	<a href="mailto:coltman_j@surreyschools.ca">coltman_j@surreyschools.ca</a>	604-595-5398
37	Delta	Diane	Jubinville	District Principal Indigenous Education	<a href="mailto:djubinville@deltaschools.ca">djubinville@deltaschools.ca</a>	604-952-5321
37	Delta	Pricille	Novicki	Executive Assistant to the Secretary Treasurer	<a href="mailto:pnovicki@deltaschools.ca">pnovicki@deltaschools.ca</a>	604-952-5334
38	Richmond	Cindy	Wang	Secretary Treasurer	<a href="mailto:cwang@sd38.bc.ca">ciwang@sd38.bc.ca</a>	604-668-6011
38	Richmond	Rob	Laing	Executive Director, Learning and Business Technologies	<a href="mailto:rlaing@sd38.bc.ca">rlaing@sd38.bc.ca</a>	604-668-6088
39	Vancouver	Flavia	Coughlan	Secretary Treasurer	<a href="mailto:fcoughlan@vsb.bc.ca">fcoughlan@vsb.bc.ca</a>	604-713-5080
39	Vancouver	Chas	Desjarlais	a/Director of Instruction - Indigenous Education	<a href="mailto:cdesjarlai@vsb.bc.ca">cdesjarlai@vsb.bc.ca</a>	604-713-5682
40	New Westminster	Maryam	Naser	Associate Superintendent	<a href="mailto:mnaser@sd40.bc.ca">mnaser@sd40.bc.ca</a>	604-517-6160
40	New Westminster	Bettina	Ketcham	Secretary Treasurer	<a href="mailto:bketcham@sd40.bc.ca">bketcham@sd40.bc.ca</a>	604-517-6312
41	Burnaby	Rob	Smyth	District Principal, Indigenous Education	<a href="mailto:Rob.Smyth@burnabyschools.ca">Rob.Smyth@burnabyschools.ca</a>	604-296-6900 ext. 661015
41	Burnaby	Ishver	Khunguray	Secretary Treasurer	<a href="mailto:Ishver.khunguray@burnabyschools.ca">Ishver.khunguray@burnabyschools.ca</a>	604-296-6900 ext. 661025
42	Maple Ridge-Pitt Meadows	Kathleen	Anderson	Principal Aboriginal Education	<a href="mailto:kathleen_anderson@sd42.ca">kathleen_anderson@sd42.ca</a>	604-466-6265
42	Maple Ridge-Pitt Meadows	Richard	Rennie	Secretary Treasurer	<a href="mailto:richard_rennie@sd42.ca">richard_rennie@sd42.ca</a>	604-466-6232
43	Coquitlam	Robert	Zambrano	Assistant Superintendent	<a href="mailto:rzambrano@sd43.bc.ca">rzambrano@sd43.bc.ca</a>	604-939-9201
43	Coquitlam	Stephanie	Maki	District Principal of Indigenous Education	<a href="mailto:smaki@sd43.bc.ca">smaki@sd43.bc.ca</a>	604-945-7386
44	North Vancouver	Siyameythal (Rose)	Greene	District Principal of Indigenous Education	<a href="mailto:rgreene@sd44.ca">rgreene@sd44.ca</a>	604-903-3463
44	North Vancouver	Jacqui	Stewart	Secretary Treasurer	<a href="mailto:jacquistewart@sd44.ca">jacquistewart@sd44.ca</a>	604-903-3470



SD#	School District Name	First Name	Last Name	Title	Email	Phone
45	West Vancouver	Ian	Kennedy	Director of Instruction	<a href="mailto:ikennedy@wvschools.ca">ikennedy@wvschools.ca</a>	604-788-2018
45	West Vancouver	Liz	Hill	Director of Instruction	<a href="mailto:lhill@wvschools.ca">lhill@wvschools.ca</a>	604-376-1443
46	Sunshine Coast	Nicholas	Weswick	Secretary Treasurer	<a href="mailto:nweswick@sd46.bc.ca">nweswick@sd46.bc.ca</a>	604-886-4484
46	Sunshine Coast	Caroline	Mahlman	District Principal, Aboriginal Programs & Services	<a href="mailto:cmahlman@sd46.bc.ca">cmahlman@sd46.bc.ca</a>	604-886-3741
47	qathet	Vianne	Kintzinger	Superintendent	<a href="mailto:vianne.kintzinger@sd47.bc.ca">vianne.kintzinger@sd47.bc.ca</a>	604-414-2600
47	qathet	Steve	Hopkins	Secretary Treasurer	<a href="mailto:steve.hopkins@sd47.bc.ca">steve.hopkins@sd47.bc.ca</a>	604-414-2604
48	Sea To Sky	Danielle	Haverstock	Secretary Treasurer	<a href="mailto:dhaverstock@sd48.bc.ca">dhaverstock@sd48.bc.ca</a>	604-892-5228 ext.104
48	Sea To Sky	Karen	LaRochelle	District Principal Indigenous Education	<a href="mailto:klarochelle@sd48.bc.ca">klarochelle@sd48.bc.ca</a>	604-202-3716
49	Central Coast	Jeanne	Saulnier	Secretary Treasurer	<a href="mailto:jsaulnier@sd49.ca">jsaulnier@sd49.ca</a>	250-982-2691
49	Central Coast	Peter	Tallio	Aboriginal Education Coordinator	<a href="mailto:ptallio@sd49.ca">ptallio@sd49.ca</a>	250-982-2691
50	Haida Gwaii	Kevin	Black	Secretary Treasurer	<a href="mailto:kblack@sd50.bc.ca">kblack@sd50.bc.ca</a>	250-559-8471 ext. 106
50	Haida Gwaii	Joanne	Yovanovich	Principal of Indigenous Education	<a href="mailto:joyovanovich@sd50.bc.ca">joyovanovich@sd50.bc.ca</a>	250-559-8471 ext. 102
51	Boundary	Miranda	Burdock	Secretary Treasurer	<a href="mailto:miranda.burdock@sd51.bc.ca">miranda.burdock@sd51.bc.ca</a>	250-442-8258 ext. 85107
51	Boundary	Nicole	del Aguila	Executive Assistant to Superintendent/Secretary Treasurer	<a href="mailto:nicole.delaguila@sd51.bc.ca">nicole.delaguila@sd51.bc.ca</a>	250-442-8258 ext. 85102
52	Prince Rupert	Brittney	Verissimo	a/Secretary Treasurer	<a href="mailto:Brittney.Verissimo@sd52.bc.ca">Brittney.Verissimo@sd52.bc.ca</a>	250-627-2109
52	Prince Rupert	Robert	Edzerza	District Principal, Indigenous Education	<a href="mailto:roberta.edzerza@sd52.bc.ca">roberta.edzerza@sd52.bc.ca</a>	250-627-2387
53	Okanagan-Similkameen	Nicole	Oakford	Executive Assistant – Education	<a href="mailto:noakford@sd53.bc.ca">noakford@sd53.bc.ca</a>	250-498-3481 ext. 80114
53	Okanagan-Similkameen	Subra	Paliappa	Secretary Treasurer	<a href="mailto:spaliapp@sd53.bc.ca">spaliapp@sd53.bc.ca</a>	250-498-3481 ext. 80113
54	Bulkley Valley	Birdy	Markert	District Principal of Indigenous Education	<a href="mailto:birdy@sd54.bc.ca">birdy@sd54.bc.ca</a>	250-847-5517
54	Bulkley Valley	Toni	Perreault	Assistant Secretary Treasurer	<a href="mailto:tperreault@sd54.bc.ca">tperreault@sd54.bc.ca</a>	250-877-6823
57	Prince George	Lynda	Minnabarriet	a/Secretary Treasurer	<a href="mailto:lminnabarriet@sd57.bc.ca">lminnabarriet@sd57.bc.ca</a>	250-561-6800 ext. 247
57	Prince George	Lisa	Norman	Vice Principal, Indigenous Education Academic Success	<a href="mailto:LNorman@sd57.bc.ca">LNorman@sd57.bc.ca</a>	778-349-1137
58	Nicola-Similkameen	Simone	Chenoweth	Executive Assistant	<a href="mailto:schenoweth@365.sd58.bc.ca">schenoweth@365.sd58.bc.ca</a>	250-378-5161
58	Nicola-Similkameen	Dylan	Richardson	Secretary Treasurer	<a href="mailto:drichardson@365.sd58.bc.ca">drichardson@365.sd58.bc.ca</a>	250-378-5161
59	Peace River South	Kim	Morris	Secretary Treasurer	<a href="mailto:kmorris@sd59.bc.ca">kmorris@sd59.bc.ca</a>	250-784-6329
59	Peace River South	Dianne	Bassendowski	District Principal – Indigenous Education	<a href="mailto:dbassendowski@sd59.bc.ca">dbassendowski@sd59.bc.ca</a>	250-782-8571
60	Peace River North	Angela	Telford	Secretary Treasurer	<a href="mailto:atelford@prn.bc.ca">atelford@prn.bc.ca</a>	250-262-6000
60	Peace River North	Carleen	Andrews	Director of instruction	<a href="mailto:candrews@prn.bc.ca">candrews@prn.bc.ca</a>	250-262-6000
61	Greater Victoria	Shelly	Niemi	Director, Indigenous Education	<a href="mailto:sniemi@sd61.bc.ca">sniemi@sd61.bc.ca</a>	250-889-4781
61	Greater Victoria	Josh	Barks	District Principal, Information Technology for Learning	<a href="mailto:jbarks@sd61.bc.ca">jbarks@sd61.bc.ca</a>	778-678-1865
62	Sooke	Harold	Cull	Secretary Treasurer	<a href="mailto:hcull@sd62.bc.ca">hcull@sd62.bc.ca</a>	250-474-9836
62	Sooke	Jon	Carr	District Principal of Indigenous Education	<a href="mailto:jcarr@sd62.bc.ca">jcarr@sd62.bc.ca</a>	250-208-0122
63	Saanich	Megan	Cimaglia	Director of Finance	<a href="mailto:mcimaglia@saanichschools.ca">mcimaglia@saanichschools.ca</a>	250-652-7303
63	Saanich	Suzanne	Chisholm	District Principal	<a href="mailto:schisholm@saanichschools.ca">schisholm@saanichschools.ca</a>	250-652-7300
64	Gulf Islands	Jill	Jensen	Superintendent	<a href="mailto:jjensen@sd64.org">jjensen@sd64.org</a>	250-537-5548
64	Gulf Islands	Shannon	Johnston	District Aboriginal Coordinator	<a href="mailto:sjohnston@sd64.org">sjohnston@sd64.org</a>	250-539-2472
67	Okanagan Skaha	Dustin	Hyde	District Vice-Principal, Indigenous Education	<a href="mailto:dhyde@sd67.bc.ca">dhyde@sd67.bc.ca</a>	250-770-7674 ext. 6346
67	Okanagan Skaha	Kim	Madsen	Director of Finance	<a href="mailto:kmadsen@sd67.bc.ca">kmadsen@sd67.bc.ca</a>	250-770-7674 ext. 6820
68	Nanaimo-Ladysmith	Ricki	Bartlett	Director of Instruction, Indigenous Learning, Aboriginal Education	<a href="mailto:rbartlett@sd68.bc.ca">rbartlett@sd68.bc.ca</a>	250-741-5318
68	Nanaimo-Ladysmith	Mark	Walsh	Secretary Treasurer	<a href="mailto:Mark.Walsh@sd68.bc.ca">Mark.Walsh@sd68.bc.ca</a>	250-754-5231
69	Qualicum	Ron	Amos	Secretary Treasurer	<a href="mailto:ramos@sd69.bc.ca">ramos@sd69.bc.ca</a>	250-954-4675
69	Qualicum	Rosie	McLeod-Shannon	District Principal, Indigenous Education	<a href="mailto:rmcleods@sd69.bc.ca">rmcleods@sd69.bc.ca</a>	250-954-3041
70	Pacific Rim	Carla	Neville	Controller	<a href="mailto:cneville@sd70.bc.ca">cneville@sd70.bc.ca</a>	250-720-2756
70	Pacific Rim	Jaime	Hansen	Principal of Indigenous Education	<a href="mailto:jhansen@sd70.bc.ca">jhansen@sd70.bc.ca</a>	250-720-2781
71	Comox Valley	Bruce	Carlos	District Principal of Indigenous Education	<a href="mailto:Bruce.Carlos@sd71.bc.ca">Bruce.Carlos@sd71.bc.ca</a>	250-218-3049



SD#	School District Name	First Name	Last Name	Title	Email	Phone
71	Comox Valley	Cathie	Collins	Manager of Finance	<a href="mailto:cathie.collins@sd71.bc.ca">cathie.collins@sd71.bc.ca</a>	250-218-1687
72	Campbell River	Kevin	Patrick	Secretary Treasurer	<a href="mailto:kevin.patrick@sd72.bc.ca">kevin.patrick@sd72.bc.ca</a>	250-830-2345
72	Campbell River	Debra	Martel	District Principal, Indigenous Education and ELL	<a href="mailto:Debra.Martel@sd72.bc.ca">Debra.Martel@sd72.bc.ca</a>	250-830-2328
73	Kamloops-Thompson	Mike	Bowden	Aboriginal Education	<a href="mailto:mbowden@sd73.bc.ca">mbowden@sd73.bc.ca</a>	250-376-2266
73	Kamloops-Thompson	Trina	Cassidy	Secretary Treasurer	<a href="mailto:tcassidy@sd73.bc.ca">tcassidy@sd73.bc.ca</a>	250-374-0679
74	Gold Trail	Ernie	Gran	Secretary Treasurer	<a href="mailto:egran@sd74.bc.ca">egran@sd74.bc.ca</a>	250-453-9151 ext. 200
74	Gold Trail	Nicky	Minnabarriet	District Principal of Indigenous Education: Reconciliation and Inclusion	<a href="mailto:nminnabarriet@sd74.bc.ca">nminnabarriet@sd74.bc.ca</a>	250-453-9151 ext. 215
75	Mission	Angus	Wilson	Superintendent	<a href="mailto:angus.wilson@mpsd.ca">angus.wilson@mpsd.ca</a>	604-826-6286 ext. 3701
75	Mission	Corien	Becker	Secretary Treasurer	<a href="mailto:corien.becker@mpsd.ca">corien.becker@mpsd.ca</a>	604-814-3700
78	Fraser-Cascade	Miranda	Cowan	Indigenous Education Secretary	<a href="mailto:Miranda.cowan@sd78.bc.ca">Miranda.cowan@sd78.bc.ca</a>	604-860-2411
78	Fraser-Cascade	Gerry	Slykhuis	Secretary Treasurer	<a href="mailto:gerry.slykhuis@sd33.bc.ca">gerry.slykhuis@sd33.bc.ca</a>	604-798-2962
79	Cowichan Valley	Jason	Sandquist	Secretary Treasurer	<a href="mailto:jsandqui@sd79.bc.ca">jsandqui@sd79.bc.ca</a>	250-748-0321 ext. 208
79	Cowichan Valley	Jeff	Rowan	Director of Inclusive Learning	<a href="mailto:jrowan@sd79.bc.ca">jrowan@sd79.bc.ca</a>	250-748-0321 ext. 226
81	Fort Nelson	Margaret-Anne	Hall	a/Secretary Treasurer	<a href="mailto:mhall@sd81.bc.ca">mhall@sd81.bc.ca</a>	250-774-2591
81	Fort Nelson	Sarah-Jane	Attrill	District Principal	<a href="mailto:sattrill@sd81.bc.ca">sattrill@sd81.bc.ca</a>	250-774-2581
82	Coast Mountain	Ginger	Fuller	Secretary Treasurer	<a href="mailto:Ginger.Fuller@cmsd.bc.ca">Ginger.Fuller@cmsd.bc.ca</a>	250-638-4434
82	Coast Mountain	Janet	Meyer	Interim Superintendent	<a href="mailto:Janet.meyer@cmsd.bc.ca">Janet.meyer@cmsd.bc.ca</a>	250-638-4407
83	North Okanagan-Shuswap	Chelsea	Prince	Director of Instruction Indigenous Education	<a href="mailto:cprince@sd83.bc.ca">cprince@sd83.bc.ca</a>	260-804-9278
83	North Okanagan-Shuswap	Veronica	Deacon	Executive Assistant to Secretary Treasurer	<a href="mailto:Vdeacon@sd83.bc.ca">Vdeacon@sd83.bc.ca</a>	250-804-7830
84	Vancouver Island West	Lawrence	Tarasoff	Superintendent and Secretary Treasurer	<a href="mailto:ltarasoff@viw.sd84.bc.ca">ltarasoff@viw.sd84.bc.ca</a>	250-283-2241
84	Vancouver Island West	Deane	Johnson	Director of Instruction	<a href="mailto:djohnson@viw.sd84.bc.ca">djohnson@viw.sd84.bc.ca</a>	250-283-2241
85	Vancouver Island North	John	Martin	a/Secretary Treasurer	<a href="mailto:john@sd85.bc.ca">john@sd85.bc.ca</a>	250-949-6618 local 2222
85	Vancouver Island North	Irene	Isaac	District Principal of Indigenous Education	<a href="mailto:iisaac@sd85.bc.ca">iisaac@sd85.bc.ca</a>	250-949-6618 local 2233
87	Stikine	Alanna	Cameron	Secretary Treasurer	<a href="mailto:alanna.cameron@sd87.bc.ca">alanna.cameron@sd87.bc.ca</a>	250-641-4434
87	Stikine	Katherine	MacIntosh	a/Superintendent	<a href="mailto:Katherine.McIntosh@sd87.bc.ca">Katherine.McIntosh@sd87.bc.ca</a>	250-771-4440
91	Nechako Lakes	Darlene	Turner	Secretary Treasurer	<a href="mailto:dturner@sd91.bc.ca">dturner@sd91.bc.ca</a>	250-567-2284
91	Nechako Lakes	Jesse	Fairley	District Principal – Indigenous Education	<a href="mailto:jfairley@sd91.bc.ca">jfairley@sd91.bc.ca</a>	250-251-5508
92	Nisga'a	Matthew	Monkman	a/Superintendent	<a href="mailto:mmonkman@nisqaa.bc.ca">mmonkman@nisqaa.bc.ca</a>	250-633-2228 ext. 1102
92	Nisga'a	Paul	Mercer	Secretary Treasurer	<a href="mailto:pmercer@nisqaa.bc.ca">pmercer@nisqaa.bc.ca</a>	250-633-2030
93	Conseil Scolaire Francophone	Bertrand	Dupain	a/Secretary Treasurer	<a href="mailto:Bertrand_Dupain@csf.bc.ca">Bertrand_Dupain@csf.bc.ca</a>	604-214-2620
93	Conseil Scolaire Francophone	Bonnie	Antoine	District Principal of Indigenous Education	<a href="mailto:bonnie_antoine@csf.bc.ca">bonnie_antoine@csf.bc.ca</a>	778-257-1957

Current BC K-12 School and District contact information is also available at:

<https://bcschoolcontacts.gov.bc.ca/>



### APPENDIX 3

## 2024-2025 ISC PRE-APPROVED ACCOMMODATION LIST

Any changes to eligible grades/reserves for the 2024-2025 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](mailto: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	
541	Wuikinuxv Nation	10-12	7900	KATIT 1
546	Halfway River First Nation	09-12	6956	HALFWAY RIVER 168
547	Blueberry River First Nations	<b>09-12</b>	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
683	Iskut	10-12	8363	ISKUT 6
710	Tsideldel 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
		08-12	8310	EUCHINICO CREEK 17
721	Lhoosk'uz Dene Nation	08-12	8313	KLUSKUS 1
722	Ulkatcho	<b>11-12</b>	8331	SQUINAS 2
			8332	THOMAS SQUINAS RANCH 2A
			8345	ULKATCHO 14A
			8333	TOWDYSTAN LAKE 3
			9139	FISHTRAP 19
723	Stswecem'c Xgat'tem First Nation	11-12	8250	CANOE CREEK 1
			8251	CANOE CREEK 2
			<b>8256</b>	<b>COPPER JOHNNY MEADOW 8</b>
			8258	DOG CREEK 1
			8259	DOG CREEK 2
728	Yekooche First Nation	10-12	7556	YE KOO CHE 3



## APPENDIX 4

### ELIGIBLE SECONDARY LEVEL COURSES FOR GRADUATED ADULT STUDENTS

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 2024-2025 school year.

- 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

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>





**APPENDIX 5**

**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 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?
<ul style="list-style-type: none"> <li>Registered First Nations (with Status) School Age Student</li> <li>Non-Registered First Nations (without Status) or other Indigenous School Age Student</li> <li>Non-Indigenous School Age Student</li> </ul>	Yes	ISC based on BCTEA formula	<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports**</i></p>	Yes	ISC based on BCTEA formula	<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports**</i></p>	Yes	ISC based on First Nations Student Rate*  *formerly First Nations Billing Rate/First Nations Block Rate	<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Ancillary</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports**</i></p>	Yes	ISC based on First Nations Student Rate*  *formerly First Nations Billing Rate/First Nations Block Rate	<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Ancillary</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports**</i></p>
<p><b>Adult Student</b> (Status, non-registered, other Indigenous status or non-Indigenous)</p>			<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>			<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Menstrual Products</li> </ul> <p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>			<ul style="list-style-type: none"> <li>Comprehensive Instructional</li> <li>Financial Assistance</li> <li>Guidance and Counselling</li> <li>Ancillary</li> </ul> <p><i>May be eligible for accommodation supports (up to/including age 21)**</i></p>			

\*A First Nation that has entered into a Local Education Agreement (LEA) with a school district will generally receive funding from ISC based on the First Nations Student Rate and in turn would be billed/invoiced by the school district. 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.

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 (with Status) School Age Student	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 based on First Nations Student Rate*  *formerly First Nations Billing Rate/First Nations Block Rate	Same as above for First Nations Students Living On-Reserve	Yes	ISC based on First Nations Student Rate*  *formerly First Nations Billing Rate/First Nations Block Rate	Same as above for First Nations Students Living On-Reserve
Registered First Nations (with Status) Adult Student			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 First Nations (without Status), Other Indigenous, or non-Indigenous School Age Student	No	Province (MECC) Reciprocal Tuition through Application Process (K5–12 only, <b>not K4</b> )**	No	No	Province (MECC) Reciprocal tuition based on 1701 completion (K5–12 only, <b>not K4</b> )**	No	No	Province (MECC) based on 1701 completion (K5–12 only, <b>not K4</b> )	No	No	Province (MECC) based on 1701 completion (K5–12 only, <b>not K4</b> )	No
Kindergarten Age 4 Student & Adult Student***		Not Eligible for Reciprocal Tuition			Not Eligible for Reciprocal Tuition							

\*A First Nation that has entered into a Local Education Agreement (LEA) with a school district will generally receive funding from ISC based on the First Nations Student Rate and in turn would be billed/invoiced by the school district. 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.



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

### 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?
<ul style="list-style-type: none"> <li>• <b>Registered First Nations (with Status) School Age Student</b></li> <li>• <b>Non-Registered First Nations (without Status) or other Indigenous School Age Student</b></li> <li>• <b>Non-Indigenous School Age Student</b></li> </ul>	No	Province (MECC) Reciprocal Tuition through Application Process* (K5–12 only, <b>not K4</b> )	No	No	Province (MECC) Reciprocal Tuition based on 1701 completion (K5–12 only, <b>not K4</b> )	No	No	Province (MECC) based on 1701 completion (K5 – 12 only, <b>not K4</b> )	No	No	Province (MECC) based on 1701 completion (K5 – 12 only, <b>not K4</b> )	No
<b>Adult Student (Status, non-registered, other Indigenous status or non-Indigenous)**</b>		<b>Not Eligible</b> for Reciprocal Tuition			<b>Not Eligible</b> 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.