

INAC RECIPIENT REPORTING GUIDE CHAPTER 5 – EDUCATION

<http://www.ainc-inac.gc.ca/ai/arp/trp/pubs/fnr/09/rrg-eng.asp#chp5>

Section 5.0: Education

Cultural Education Centres Program Reporting (Annex B)

DCI Number / Fiscal Year: 515786.FNITP (2009-2010)

Purpose: First Nations who have received funds under this program must submit activity reports to either the INAC HQ/regional office or the First Nations Confederacy of Cultural Education Centres (FNCCEC), in accordance with the schedule outlined in the funding agreement.

Reporting Period: At a minimum annually and may also be required quarterly according to the schedule defined in the funding agreement.

Due Date: May 15th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program/project's specific terms and conditions for any additional documentation to be submitted.

Program Documentation:

Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Report Date The due date for the report being submitted, in the format of YYYYMMDD.

Cultural Centre Name The name of the Cultural Centre.

Contact Given Name, Family Name, Title/Position, Address, Telephone and Fax Numbers, E-mail The contact information of the person who may be reached for any questions regarding the report. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid postal code is in upper case in the format X9X9X9. A valid email address may be in upper or lower case in the format a@a.a.

Actual Start Date/Actual Completion Date The actual start date of the project and the actual completion date, if completed, in the format of YYYYMMDD. This date may be different from the proposed start/end date indicated in the proposal.

Type of Organization The type of organization that was funded for the project being reported on. Check whether goal(s) and objective(s) established in the work plan were met.

Project Name The official title of the project.

Program Objectives The program objectives targeted, as identified in the initial proposal.

Summary of Activities The activities undertaken to meet the above objectives

Outcomes Using the work plan, what the desired outcomes of the project were, baseline data information about the status of achieving those outcomes at the start of the project and an update on the progress made towards achieving the outcomes as of the report date.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education, and for cultural education centres. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 .

Cultural Education Centres Program Reporting (Annex B)

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Annual Education Staff Information Form
DCI Number / Fiscal Year: 471943.FNITP (2009-2010)

Purpose: To determine salary gaps between teachers in Provincial schools and those in schools on reserve, and to verify Provincial Teacher Certification.

Reporting Period: The reporting period is for the current school year that usually starts in September.

Due Date: Annually November 15th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

You may fill in the form electronically and save it. If you require more or fewer rows than are available on the form follow these steps:

Open the form and click the "Customize Form" button that appears in the top left corner of the form.

Enter the number of lines you want to have on the form and click "OK".

The form will automatically display the number of lines you requested.

Proceed with completing the form electronically.

If you are going to fill in the form by hand you can select the number of rows that you need before printing the form. To do this:

Open the form and click the "Print Custom Form" button that appears in the top left corner of the form.

Enter the number of lines you want to have on the form and click "OK". The Print Dialogue box will appear.

Go to the "Print Range" section of the Print Dialogue box and select "All".

Go to the "Page Handling" section of the Print Dialogue box and check the option to "Choose Paper Source by PDF page size" so that the form will print on legal size paper.

If left unchecked, the form will print on letter size paper and may be more difficult to complete.

Click "OK" to print the form.

How to submit completed reports to INAC:

Fax, mail or email the report to your INAC Regional Office.

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Part 1 - School Information

School The name of the school.

School Number The number related to the school name.

First Nation Name The official and legal name of the First Nation.

First Nation Number The number assigned to the First Nation by INAC. The First Nation Number has a maximum of 3 digits between 1 and 999.

Field Definition

Part 2 – Education Staff Information

(Teaching and Non-Teaching)

1 Staff Number For each education staff, a Teacher Number that is comprised of the year the education staff member was first employed by your First Nation, plus a numeric identifier for each teacher. For example, if you hired four teachers in 1999, they would have the following Teacher Numbers: 1999-01, 1999-02, 1999-03, and 1999-04.

2 Occupation For each education staff, the occupation for which they are currently employed. If he/she has a teaching role, their title of occupation under the "Teaching Staff" column. If he/she does not have a teaching role, their title of occupation under the "Non-Teaching Staff" column. Choose from one of the following occupation titles for each staff member:

teacher,
principal,
vice-principal,
librarian,
teacher aide/classroom assistant,
guidance counsellor,
language/cultural instructor,
special education teacher aide/assistant,
director,
school secretary,
other (please specify).

3 FTE For each education staff, identify if they are employed full time or part time. If they are full time, enter 1.0. If they are part time, enter 0.25, 0.5, or 0.75 to identify the estimated percentage of time they are employed at the school.

4 Gender For each education staff, enter either male or female (M or F) to indicate their gender.

5 Status Indian For each education staff, enter either yes or no (Y or N) to indicate whether they are a Status Indian.

6 Years of Teaching Experience For each education staff, the total number of years of recognized teaching experience they have - the total number of years of teaching experience for any school under the "Total" column and the number of years of teaching experience for this particular school being reported on under the "At this School" column.

7 Annual Salary For each education staff, their annual salary for the current year - the gross annual salary, excluding any benefits and/or special allowances, under the "Gross Salary" column and any special allowances paid to the teacher (such as remote, northern, or isolation pay) under the "Special Allowances" column.

8 Qualifications For each education staff employed in a position requiring professional certification, the qualifications they have obtained. Enter the degree/diploma/certificate that has been attained under the "Degree/Diploma" column:

- Bachelors,
- Masters,
- PhD,
- Diploma,
- Special Education credentials,
- other (specify)

To assist with analyzing the gap in teacher salaries with provincial school boards, enter the classification for the neighbouring provincial school board's salary grid that your teachers' qualifications and years of teaching experience would merit, if this information is known.

9 Certification For each education staff, specify whether they have a Permanent or Temporary Certification (P or T) for the position for which they are employed.
Approval Block

10 Given Name, Family Name, Title, Date The given name, family name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged. Dates are in the format of YYYYMMDD.

Privacy Statement:
The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 605 .

Annual Education Staff Information Form

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New Paths for Education Final Project Report
DCI Number / Fiscal Year: 432405.FNITP (2009-2010)

Purpose: First Nations or delegated authorities that receive funds under this program are required to provide a final report that indicates the activities completed as outlined in the approved proposal, the project outputs and a financial summary. This data indicates where First Nation's needs and priorities lie and will be used in the development of the Education Management Framework.

Reporting Period: for the previous fiscal year

Due Date: May 15th each year

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed report to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: Contributions to provide elementary and secondary education programs and services to Indians and Inuit living on reserve.

Field Definitions:

Field Definition

First Nation, Inuit Community or Organization Name The official and legal name of the First Nation or Inuit community or organization.

First Nation, Inuit Community or Organization Number The number assigned to the First Nation or Inuit community or organization by INAC, to a maximum of 5 digits and in the format 99999.

Address, Telephone, Fax, E-mail The contact information of the person who may be reached for further information about the report. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid postal code is in upper case in the format X9X9X9 and a valid email address may be in upper or lower case in the format a@a.a.

Project Name The official project title as indicated on the INAC authorized Project Proposal Submission.

Actual Start Date The actual start date of the project, in the format of YYYYMMDD. This date may be different from the proposed start date indicated in the proposal.

Actual Completion Date The actual completion date of the project, in the format of YYYYMMDD. This date may be different from the proposed completion date indicated in the proposal.

Areas for Action The areas for action as identified in the project proposal approved by INAC and a list of actual activities for these areas for action.

Results A description of how the need or issue was addressed with this project and, if applicable, how this project addressed a recommendation from a school evaluation.

Number of Participants/Reached Individuals The number of people reached for each target group.

Project's Goals and Objectives A description of what successes contributed to the achievement of the project's goals and objectives and what difficulties hindered the achievement of the project's goals and objectives

Project Partners A list of project partners, (e.g. neighbouring communities, social services, health services, community service groups, etc.) and, if applicable, a description of the quality of the partnership with the identified project partners.

Project Output The output related to the areas for action and any other locally identified output. For each of the output, indicate baseline and end of project data/information.
Financial Information The approved level of funding, total expenditures and the yearend surplus/deficit. The financial data should also be reflected in the year end financial statement of the recipient organization.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education, and for cultural education centres. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 .

New Paths for Education Final Project Report

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Nominal Roll Student Census Report

DCI Number / Fiscal Year: 462572.FNITP (2009-2010)

Purpose: The nominal roll system is an information database for regions, districts and schools to undertake an annual census of eligible students living on reserve.

All students residing on-reserve or on Crown land, in receipt of any education assistance from INAC and who meet all of the following requirements are to be reported on the Nominal Roll:

- a) Residence – must be ordinarily resident on reserve or on Crown land
- b) Age – must be at least four years of age by December 31 of the current year and not more than the maximum age allowed in the province/territory of residence
- c) Enrolment – must be attending a recognized elementary or secondary school on September 30 of the current year

d) Program – must meet the elementary/secondary curriculum standards and fiscal framework of the Ministry of Education for the province/territory of residence

Reporting Period: Students in attendance on the last instructional day in September for the current year

Due Date: October 15th each year for reporting on students in attendance on the last instructional day of September

Responsibility: The INAC regional office will determine the items of information to be completed by the schools in that district/region. It will also ascertain the completeness and validity of the information reported. The completed set of the above-mentioned forms will then be returned to the INAC regional or district offices, as applicable.

Reporting Forms:

1. Computer printout: Lists students reported last year from your school. Update the information as required and indicate the Reason for Leaving for any students who have left the school.
2. Blank coding form: Record all new students electronically or by hand.

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Fill in the form electronically and then save it and print it; or
Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax, mail or email the reports to your INAC Regional Office.

How to check the status of the form:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD

Program Authority / Applicable Legislation: Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

School Information

Official School Name, Address, Phone No., Fax No. The official name of the school, the full address and the telephone and fax numbers of the school. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. A valid postal code is in upper case in the format X9X9X9.

School Number The number assigned by INAC to identify the school.

Grade Range The range of grades taught in the school. For example "K4- 8" indicates that Junior Kindergarten to Grade 8 is taught in the school.

Section 1: Student Information

To be completed for all students eligible to receive funding under the program terms and conditions.

1 Student Identifier Number The Indian Registration number of the student if the student is registered under the Indian Act (i.e. status code = 1) as per the Student's Status Card; otherwise leave blank and a number will be assigned by INAC.

Source: Student Status Card and School Register

For registered Indian students, the student name, date of birth and gender must match the information listed in the Indian Registry in order to be input into the Nominal Roll System.

2 Family Name The legal family name as it appears on the student's status card or birth certificate and if applicable, the family name normally used, i.e. the alias, in brackets.

Source: Student Status Card and School Register

3 Given Name The given name as it appears on the student's status card or birth certificate and if applicable, the given name normally used, i.e. the alias, in brackets.

4 Initial(s) The initials as they appear on the student's status card or birth certificate.

5 Date of Birth The student's date of birth as it appears on the student's status card or birth certificate in the format: YYYYMMDD, e.g. 1999-04-18. This information is required for identification and comparison purposes.

Source: Student Status Card, Birth Certificate or School Register

6 Status Code The code that describes the student's status:

1 Student is registered under the Indian Act.

2 Student is not eligible to be registered under the Indian Act and is not Inuit.

4 Student is Inuit

7 Student is eligible to be registered, but not yet registered.

This information is required to determine eligibility of the student.

Source: Student Status Card and School Register

7 Sex The student's gender as it appears on the student's status card or birth certificate.

M Male

F Female

8 Grade The grade in which the student is registered on the Nominal Roll census date.

K4 Junior Kindergarten

K5 Kindergarten

SS Special Student (i.e. ungradable but not high cost)

01-12 All others

This information is required to monitor the effectiveness of elementary/secondary funding as well as for comparison to the Canadian population.

Source: School Register

9 Full Time Equivalent Indicate whether the student is in attendance full-time or part-time or a portion thereof where applicable.

e.g. 1.0000 Full-time Student

Used for funding purposes.

Source: School Register

10 Residence The location where the student is ordinarily resident as described in the Program Authority.

1 On-reserve

2 On Crown land (in a community administered by a band)

4 Off-reserve - not eligible to be funded by INAC

This information is required to ensure compliance to the program directives.

Source: First Nation Residency Records

11 Accommodation The type of accommodation provided to the student:

1 No accommodation provided

2 Mandatory room and board, mandatory private home placement

3 Boarding school

4 Student residence

5 Group home

6 Room and board (5 days)

7 Trap line (2 months)

Used to validate funding and perform cost-benefit analysis.

Source: Application for Accommodation Assistance

12 Daily Transportation The normal transportation received going to and from school on a daily basis.

1 Transported daily by school bus

2 Transported daily by other means

3 Transported daily by public transit

4 No service provided

5 Daily transportation for High Cost Special Education student

Code 5 is to be used, for example, when the student needs

someone to travel with them to school on a daily basis, or requires other special transportation arrangements.

Source: School Register or Bus List

13 Other Transportation Specialized transportation received over and above regular transportation.

1 Seasonal transportation for student receiving accommodation

2 Special transportation for High Cost Special Education student

3 Noon lunch transportation

4 Weekend transportation for student receiving accommodation (5 days)

5 No service provided

Code 2 is to be used, for example, when a student is on accommodation status for HCSE needs and requires additional support for seasonal travel.

Source: School Register or Bus List

14 Special Education Indicate whether the student has high cost special education needs.

The answer may be based on either a professional assessment made by a specialist or an assessment made by a staff member in accordance with the referral process identified in the school Special Education Policy.

1 Student has high cost special education (HCSE) needs

4 Student does not have high cost special education (HCSE) needs

If the student has HCSE needs, then Section 2 of the Nominal Roll must be completed for the student as well.

Refer to the Glossary for a definition of eligible students.

Source: Medical Certificate/Formal Assessment/Informal Assessment

15

16

17 Language(s) 15 Home Language: The language spoken most often at home

1 Indian

2 English

3 French

4 Indian & English

5 Indian & French

- 6 Indian, French & English
- 7 English and French
- 8 Inuktitut
- 9 Inuktitut & French
- 10 Inuktitut & English
- 11 Inuktitut, French & English

16 Language(s) of Instruction:

- 1 Indian
- 2 English
- 3 French
- 4 Indian & English
- 5 Indian & French
- 6 Indian, French & English
- 7 English and French
- 8 Inuktitut
- 9 Inuktitut & French
- 10 Inuktitut & English
- 11 Inuktitut, French & English
- 12 French Immersion
- 13 English Immersion
- 14 Indian Immersion

17 Extent of Indian Language Instruction (as identified by school curriculum):

- 1 No Indian language instruction
- 4 Taught as a subject only
- 5 Subject and part-time medium in some other subjects
- 6 Subject and full-time medium in all other subjects

This information is required for administrative, operational and comparison purposes.

Source: School Register

18 Band, Tribal Council or Education Authority of Financial Responsibility The number of the Band, Tribal Council or Education Authority that is financially responsible for the student's education or for administering the Nominal Roll.

This information is required for administrative and operational needs.

Source: School Register

19 Band of Residence The recipient number of the band on whose reserve the student ordinarily resides.

This information is required for administrative and operational needs.

Source: First Nation Residency Records

20 Reserve of Residence The number of the reserve on which the student normally resides. This information is required for administrative and operational needs.

Source: First Nation Residency Records

Field Definition

Reason for Leaving School The codes listed below are to be used to update the computer printouts for students listed who have left the school.

The reason a student no longer attends the school will be one of the following:

1 Graduated (from Secondary School)

3 Transferred to another school (and still of school age)

4 Withdrew (of school age and living on reserve but no longer attending school)

7 Deceased

9 Unknown

10 Received a secondary school leaver's certificate (applicable, for e.g. for students with High Cost Special Education needs)

31 Compliance - Not on school register

32 Compliance - Not resident on reserve

33 Compliance - Not eligible to be enrolled

34 Compliance - Not eligible for reasons of attendance

35 Compliance - Not enrolled in an accredited program

36 Compliance - Duplicate record

37 Compliance - Age

38 Compliance - Non-native (leasing)

39 Compliance - No invoice

40 Compliance - Other

This information is required to monitor the effectiveness of elementary/secondary funding as well as for comparability to the Canadian population.

Source: School Register/Transfer Slip

Approval Block

Given Name, Family Name, Date The names of the First Nation/School Representatives who compiled and reviewed the information and certify that it is correct to the best of their knowledge, and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Section 2: High Cost Special Education Student Information

To be completed for all students who were indicated in field 14 of Section 1 as having high cost special education (HCSE) needs. It is recommended that this section be completed by a Special Education teacher (or the person delegated by the principal with access to student files for students with High Cost Special Education Needs) and reviewed by the principal.

Refer to the Glossary for a definition of eligible students.

Student Identifier Number As shown in Section 1.

Professional Assessment Status Indicate one of the following or review and update the value shown as required:

1 Current and On File (i.e. an assessment of a student's special education needs was conducted by specialized professionals and is up to date and on file.)

2 Initial Assessment Required (i.e. the student was assessed by a staff member in the school but the student has never had a professional assessment done by a specialized

professional and it is required. The professional assessment may already be in progress but not yet completed.)

3 Re-Assessment Required (i.e. the student has previously had an assessment done by a specialized professional but it is out of date and needs to be done again or is progress but not yet completed.)

Source: Student file

Individual Education Plan (IEP) Status Indicate one of the following choices or update the value shown as required:

1 Current and On File (i.e. the IEP is up to date)

2 On file and requires updating (i.e. the IEP is out of date and needs to be updated)

3 Required - Not yet in place (i.e. the initial IEP has not yet been started or is not completed yet.

Source: Student file

INAC Funded High Cost Special Education Services Provided Last Year and Required This Year For each of the types of services listed, indicate whether services were provided last year, whether they were considered adequate and whether required for the coming school year. Leave the fields blank if the services are not needed.

Provided Last Year?:

1 Yes (i.e. they were provided fully or to some extent)

2 No (i.e. they were not provided at all)

Adequate? (i.e. Was the service provided adequately – i.e. as often as needed?)

1 Yes (i.e. the service was provided as often as needed, or the service was not needed.)

2 No (i.e. the services needed were not provided as often as needed.)

Required This Year?

1 Yes (i.e. the services are needed in this coming school year.)

2 No (i.e. the services are not needed in this coming school year.)

Types of Services

i) Qualified Special Education Teacher

ii) Individual Teacher Aide

iii) Educational Psychological Services

iv) Counseling (e.g. Counselor / Social Worker / Elder)

v) Speech / Language Services

vi) Occupational Therapy

vii) Physical Therapy

viii) Instructional Materials and Assistive Technologies

Approval Block

Given Name, Family Name, Date The names of the First Nation/School Representatives who compiled and reviewed the information and certify that it is correct to the best of

their knowledge, and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Term Definition

Students with High Cost Special Education Needs Students eligible for funding under the Special Education Program (SEP) are those whose special education needs cannot be met within the resources intended for the general student population and who are on the Nominal Roll or eligible to be on the Nominal Roll based on the First Nation Education Program Guidelines. Broadly speaking, special education needs of students fall within a continuum of mild to moderate, moderate to severe and severe to profound. Special education needs that are at the lower end of this continuum are expected to be addressed within the resources intended for the general student population.

Only special education needs that are more costly to address (generally ranging from moderate to profound) are eligible for funding under the SEP. Students eligible to receive programs and services under the Special Education Program (SEP) are to be identified as High Cost Special Education Students on the Nominal Roll.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Personal Information Bank INA PPU 045 .

Nominal Roll Student Census Report

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Parental and Community Engagement Strategy Final Activity Report

DCI Number / Fiscal Year: 432407.FNITP (2009-2010)

Purpose: First Nations or delegated authorities that receive funds under this program are required to provide a final report that indicates the activities completed as outlined in approved proposal, the number of participants and a financial statement/audit. This data indicates where First Nation's needs and priorities lie and will be used in the development of the Education Management Framework.

Reporting Period: for the previous fiscal year

Due Date: May 15th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

First Nation/First Nation Education Authority/First Nation Regional Managing Organization Name The official and legal name of the respective organization;

First Nation/First Nation Education Authority/First Nation Regional Managing Organization Number The number of the respective organization, to a maximum of 5 digits and in the format 99999

Contact Name, Title/Position, Address, Telephone, Fax, E-mail The name and contact information of the person who can be reached for further information about the report. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid postal code is in upper case in the format X9X9X9 and a valid email address may be in upper or lowercase in the format a@a.a

Final Project Report

Objectives Objectives listed on the INAC approved Project Proposal Submission.

Activities/Outcomes Activities listed on the INAC approved Project Proposal Submission and outcomes for each activity

Target Clientele The target clientele that this project reached.

Data Collected Any relevant qualitative or quantitative data collected during the project.

Actual Start Date The actual start date of the project, in the format of YYYYMMDD. This date may be different from the proposed start date indicated in the proposal.

Actual Completion Date The actual completion date of the project, in the format of YYYYMMDD. This date may be different from the proposed completion date indicated in the proposal.

Project Results Was the project completed as planned? If not, why? What successes contributed to the achievement of the project's goals and objectives, what difficulties hindered the achievement of the project's goals/objectives and your recommendations/comments/suggestions.

Project Partners Other partners who were involved in the project.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement: The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education, and for cultural education centres. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the

protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 .

Parental and Community Engagement Strategy Final Activity Report

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Provincial-Territorial Educational Services Report
DCI Number / Fiscal Year: 461821.FNITP (2009-2010)

Purpose: To provide INAC with a list of First Nations students attending provincial or territorial schools and to submit copies of school board invoices for provincial or territorial educational services given to First Nations students.

Reporting Period: Annually for current school year

Due Date: Date set by INAC regional office

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand, or

Create a report that includes the prescribed elements identified on the form including the DCI Number, Recipient Name and Number and all other required elements described on the form.

How to submit completed report to INAC:

Fax, mail or email the report to your INAC Regional Office

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office. Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Recipient Name The name of the First Nation or other organization that has received funding under this authority.

Recipient Number The number of the First Nation or other organization that has received funding under this authority, assigned by INAC. The Recipient Number is the number of an organization or group specified in a Funding Agreement to a maximum of 10 digits and in the format of 999999999

Invoices Copies of school board invoices for provincial or territorial educational services to First Nation students.

List of students Copies of school board invoices for provincial or territorial educational services to First Nation students;

List of students A list of students attending provincial or territorial schools

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education, and for cultural education centres. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do

not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 .

Provincial-Territorial Educational Services Report

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School Program Evaluation Report
DCI Number / Fiscal Year: 432409.FNITP (2009-2010)

Purpose: INAC requires that band councils evaluate elementary and secondary educational services every five years. The main purpose of the evaluation is to review school curriculum and assess the quality of instruction offered. The evaluation must demonstrate that community and school objectives are being met. The School Program Evaluation Report is to be submitted to confirm that the evaluation was done.

Reporting Period: Previous five years

Due Date: Due once every five years; date to be negotiated with INAC regional office

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Complete the form and attach a copy of the school evaluation report.

How to submit completed report to INAC:

Fax, mail or email the report to your INAC Regional Office

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Recipient Name The name of the First Nation or other organization that is submitting the evaluation.

Recipient Number The number assigned by INAC for the First Nation or other organization that is submitting the evaluation. The recipient number is the number of an organization or group specified in a Funding Agreement to a maximum of 10 digits and in the format of 9999999999.

Contact Given Name The given name of the person to be contacted about any questions related to the program report.

Contact Family Name The family name of the person to be contacted about any questions related to the program report

Title / Position The title of the person to be contacted about any questions related to the program report.

Address The mailing address of the program contact.

Telephone The telephone number of the program contact.

Fax The fax number of the program contact.

Email The email address of the program contact.

Narrative Report 1. If the evaluation was completed, confirm that the evaluation was completed in the year in which funding was received and attach a copy of the Evaluation Report.

2. If the evaluation was not completed, explain the status of the evaluation and indicate when the report is expected to be completed. A copy is to be provided as soon as possible.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge, and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Personal Information Bank INA PPU 045 .

School Program Evaluation Report

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Teacher Recruitment and Retention Final Activity Report
DCI Number / Fiscal Year: 432403.FNITP (2009-2010)

Purpose: First Nations or delegated authorities that receive funds under this program are required to provide a final report that indicates the activities completed as outlined in approved proposal, the number of participants and a financial statement/audit. This data indicates where First Nation's needs and priorities lie and will be used in the development of the Education Management Framework.

Reporting Period: for the previous fiscal year ending March 31st

Due Date: May 15th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

First Nation/First Nation Education Authority/First Nation Regional Managing Organization Name The official and legal name of the respective organization.

First Nation/First Nation Education Authority/First Nation Regional Managing Organization Number The number of the respective organization, to a maximum of 5 digits and in the format 99999.

Contact Person's Name, Title/Position, Address, Telephone and Fax Numbers, Email The name and contact information of the person who may be reached for further information about the report. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid postal code is in upper case in the format X9X9X9 and a valid email address may be in upper or lower case in the format a@a.a.

Final Project Report

Objectives Objectives listed on the INAC approved Project Proposal Submission.

Activities Activities listed on the INAC approved Project Proposal Submission.

Outcomes Outcomes listed on the INAC approved Project Proposal Submission.

Number who benefited from the activity The number of individuals who benefited from the activity, per activity box checked.

Project Results If applicable, a description of how your project fostered partnerships, demonstrated economies of scale and supplemented resources.

Project Partners If applicable, actual project partners who were involved in the project.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for elementary and secondary education, and for cultural education centres. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act. The information collected is described under the Treasury Board Personal Information Bank INA PPU 045 .

Teacher Recruitment and Retention Final Activity Report

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First Nation Student Success Program Report
DCI Number / Fiscal Year: 1770265.FNITP (2009-2010)

Purpose: INAC requires that recipients of funding under the First Nation Student Success program provide an annual activity report on the objectives, targets, summary of activities and outcomes of the three components of the program.

Reporting Period: Annually

Due Date: June 30th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Fill in the form electronically and save it or create a report that contains the items described in the Data Collection Instrument, including the DCI number and Fiscal Year and all other elements specified.

How to submit completed report to INAC:

Fax, mail or email the report to your INAC Regional Office.

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: None

Program Documentation: Education Program Information: and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Section 1: Identification Information

Recipient Name The name of the First Nation or other organization that is submitting the evaluation.

Recipient Number The number assigned by INAC for the First Nation or other organization that is submitting the evaluation. The recipient number is the number of an organization or group specified in a Funding Agreement to a maximum of 10 digits and in the format of 9999999999.

Contact Given Name The given name of the person to be contacted about any questions related to the program report

Contact Family Name The family name of the person to be contacted about any questions related to the program report.

Title / Position The title of the person to be contacted about any questions related to the program report

Address The mailing address of the program contact.

Telephone The telephone number of the program contact.

Fax The fax number of the program contact.

Email The email address of the program contact.

Type of Organization Indication of the type of organization:

Regional First Nation organization (Regional Management Organization, Tribal Council, or PTO with a dedicated Education Unit)

First Nation Band Council as defined in the Indian Act, that has a band school on reserve, or Federal school

Section 2: School Success Plans A description of the activities undertaken and deliverables completed in the past year as compared with the work plan you had submitted for developing and implementing a school success planning process.

Section 3: Student Learning Assessments A description of the activities undertaken and deliverables completed in the past year as compared with the work plan you had submitted for developing and implementing student learning assessments (standardized tests).

Section 4: Performance Measurement A description of the activities undertaken and deliverables completed in the past year as compared with the work plan you had submitted for developing and implementing performance measurement for the schools represented.

Section 5: Targets and Outcomes Indication of the target and actual outcomes for each performance indicator noted in the table. If additional performance indicators are to be

noted, use the lines described as "Other" to enter a description of the performance indicator along with the target and outcome values.

Section 6.1: Project Costs A summary of the planned amounts and actual funds spent for the year from FNSSP funding by program component by type of expense.

Section 6.2: Other Sources of Funding If applicable, a list of the other organizations that provided funding for the project, with the amount originally expected and the actual amount received.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge, and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who use the information in order to respond to your request and/or the program requirements. We may share the information you give us with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under (the Privacy Act). The information collected is described under the Personal Information Bank INA PPU 045 .

First Nation Student Success Program Report

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Education Partnerships Program Report

DCI Number / Fiscal Year: 1770281.FNITP (2009-2010)

Purpose: Indian and Northern Affairs Canada (INAC) requires that organizations seeking funding under the Education Partnerships Program provide an annual report on the objectives, targets, summary of activities and outcomes. The reporting template can be used to report on one of the following activities:

1. Preliminary Consultations-- To be used by regional First Nation organizations that are not currently a member of a formal education partnership to report on the results of an initial consultation period with member First Nations and prospective partners in order to get to the Memorandum of Understanding (MOU) drafting and negotiation stage.

2. Partnership Establishment – To be used by regional First Nation organizations that are not currently a member of a formal education partnership, to report on funded activities related to the negotiation and drafting of an MOU and a joint action plan with partners.

3. Partnership Advancement– To be used by regional First Nation organizations that are currently a member of an existing education partnership that has been formalized through a formal partnership agreement (e.g. MOU or Letter of Understanding), to report on activities funded through the Education Partnerships Program.

Reporting Period: Annually

Due Date: June 30th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Complete the form provided or create a report that contains the items described in the Data Collection Instrument, including the DCI number and Fiscal Year and all other elements specified.

How to submit completed report to INAC:

Fax or mail to your INAC Regional Office. Electronic versions can be emailed or submitted via the FNITP.

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Program Documentation: Education Program Information: and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

Section 1: Identification Information

Recipient Name The name of the First Nation or other organization that is submitting the evaluation.

Recipient Number The number assigned by INAC for the First Nation or other organization that is submitting the evaluation. The recipient number is the number of an organization or group specified in a Funding Agreement to a maximum of 10 digits and in the format of 9999999999.

Contact Given Name The given name of the person to be contacted about any questions related to the program report.

Contact Family Name The family name of the person to be contacted about any questions related to the program report

Title / Position The title of the person to be contacted about any questions related to the program report

Address The mailing address of the contact

Telephone The telephone number of the contact.

Fax The fax number of the contact.

Email The email address of the contact.

Complete Section 2, 3 or 4 depending on the phase of partnership development funded.

Section 2: Preliminary Consultation This section is to be completed only by organizations having received funding for preliminary consultation. Questions may be answered in the space provided on the form or in a separate document if required. The section is to include a description of the activities undertaken and deliverables completed in the funding period as compared with the submitted work plan that the organization had for preliminary consultation. The information to be provided includes the following:

Objectives for the Year

1. Briefly list and describe your objectives for the year.
2. What measures did you use to determine whether your objectives have been met?

Activities Undertaken and Results Achieved

1. Provide a description of each activity undertaken for the funding period.
 2. How did these activities meet your objectives?
 3. Describe the outcomes.
-

Evaluation

1. To what degree have the objectives for the year been met?
2. What did you learn and how will that affect your strategy for moving forward?

Section 3: Partnership Establishment This section is to be completed only by organizations having received funding for Partnership Establishment. Questions may be answered in the space provided on the form or in a separate document if required.

The section is to include a description of the activities undertaken and deliverables completed in the funding period as compared with the submitted work plan that the partnership had for the negotiation and drafting of a Memorandum of Understanding (MOU) and Joint Action Plan. The information to be provided includes the following:

Objectives for the Year

1. Briefly list and describe your objectives for the year.
2. What measures did you use to determine whether your objectives have been met?

Activities Undertaken and Results Achieved

1. Provide a description of each activity undertaken for the funding period.
2. How did these activities meet your objectives?
3. Describe the outcomes.
4. How did you consult and communicate with communities?
5. Describe the impact of activities on partnered relationships.
6. A copy of the MOU and joint action plan, established or in development.

Evaluation

1. To what degree have the objectives for the year been met?
2. What did you learn and how will that affect your strategy for moving forward?

Section 4: Partnership Advancement This section is to be completed only by organizations having received funding for partnership advancement. Questions may be answered in the space provided on the form or in a separate document if required.

The section is to include a description of the activities undertaken and deliverables completed in the funding period as compared with the submitted work plan that the partnership had for drafting and implementing Joint Action Plans. The information to be provided includes the following:

Objectives for the Year

1. Briefly list and describe your objectives for the year.
2. What measures and indicators did you use to determine whether your objectives have been met?
3. What were your targets and timelines?

Activities Undertaken and Results Achieved

1. Provide a description of each joint partnership activity undertaken for the funding period.

2. Using established indicators, how did these activities meet your objectives?
3. Describe the outcomes.
4. Did you meet your targets?
5. How did you consult and communicate with communities?
6. Describe the impact of activities on partnered relationships.
7. A copy of the joint action plan, if one was developed during the funding period.

Evaluation

1. To what degree have the objectives for the year been met?
2. What did you learn and how will that affect your strategy for moving forward?

Section 5: Project Costs - This section is to be completed by all organizations having received funding. Complete the table or provide the information in a separate document if required.

Project Costs A summary of the estimated and actual project costs for the year by activity and budget item, including the amounts requested/received from Education Partnerships Program, the amounts requested/received from other sources and the total of all sources of funds requested/received.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge, and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering programs and services for elementary and secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who use the information in order to respond to your request and/or the program requirements. We may share the information you give us with other government departments. The personal information will be kept for a period of 30 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under (the Privacy Act). The information collected is described under the Personal Information Bank INA PPU 045 .

Education Partnerships Program Report

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Purpose: This report forms part of the reporting requirements for HRSDC and is necessary to support accountability, ongoing performance measurement and program review. Reporting Period: Annually, for the previous fiscal year ending March 31st

Due Date: September 15th

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #830377 – Department of Indian Affairs and Northern Development's Youth Employment Strategy Initiatives.

Field Definitions:

Field Definition

Section 1: Identification

First Nation, Inuit Community or Organization Name The official and legal name of a given First Nation or Inuit community or organization.

Recipient Number The number assigned to the First Nation or Inuit community or organization by INAC, to a maximum of 5 digits and in the format 99999.

Contact Given Name The given name of the person to be contacted about any questions related to the program report.

Contact Family Name The family name of the person to be contacted about any questions related to the program report.

Title / Position The title of the person to be contacted about any questions related to the program report.

Address The mailing address of the program contact.

Telephone The telephone number of the program contact.

Fax The fax number of the program contact.

Email The email address of the program contact.

Section 2: Results Achieved and Activities Undertaken

2.1 Outcomes Achieved

Outcomes Achieved Check all that apply from the list provided.

Number of Participants The total number of youth who had summer work experience placements, the total number of males, total number of females, and the number of youth who indicated they have a physical and/or learning disability.

Source: Questions 1.7 and 1.9 on the Summer Work Experience Program – Youth Evaluations

Number in Secondary and Post- Secondary School The total number of students who were registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the academic year that follows the summer term. Secondary includes grades 9 to 12 (grades 7-11 in Quebec). Post-secondary includes attendance at an accredited post-secondary institution. The total of the two categories should equal the Total Number of Participants.

Source: Question 1.10 on the Summer Work Experience Program – Youth Evaluations

Number of Participants by Age Range The total number of students who fall within each age range: 15-19, 20-24, 25-29, and 30. The total of all age categories should equal the Total Number of Participants.

Source: Question 1.8 on the Summer Work Experience Program – Youth Evaluations

2.2 Summer Work Experience Placements Undertaken

List of summer work experience placements undertaken For each work experience, the job title, employer name, contact name and phone number of the contact person at the employer's office as well as the number of weeks of work provided. Attach a separate sheet if more space is needed.

Source: Question 1.13, 1.14, and 1.15 on the Summer Work Experience Program – Youth Evaluations

Total number of weeks of work provided from all summer work experience placements
The total number of weeks worked by all participants (placements must provide a minimum of 80 hours of work).

Number who received a certificate as a result of their summer work experience
The total number of students who received a certificate as a result of their summer work experience placement.

Source: Question 2.2 on the Summer Work Experience Program – Youth Evaluations

Number who did not complete their summer work experience
The total number of students who did not complete their summer work experience once started.

Source: Question 1.16 on the Summer Work Experience Program - Youth Evaluations

Number who indicated the following reasons for not completing the summer work experience
For students who did not complete their work experience placement, indication of the number who gave each of the reasons listed for not completing their placement. The total of all categories should equal the total number of youth who did not complete their summer work experience as shown in question 1.16 of the Youth Evaluation form.

Source: Question 1.17 on the Summer Work Experience Program - Youth Evaluations

Number of youth who indicated they developed the following employability skills as a result of their summer work experience
For each employability skill provided, indication of the number of students who responded on their evaluation form as having developed the skill during their summer work experience.

Source: Question 2.1 on the Summer Work Experience Program - Youth Evaluations

Section 3: Participant Feedback Received
Indication of the number of participants who responded in each category on the Youth Evaluation Forms for Summer Work Experience.

3.1 Indicate the number of youth who reported having the following goals prior to their summer work experience. The number of youth who responded in each category.

Source: Question 3.1 on the Summer Work Experience Program - Youth Evaluations.

3.2 How did the youth rate their summer work experience in terms of making them more employable? The number of youth who responded in each category.

Source: Question 3.2 on the Summer Work Experience Program - Youth Evaluations

3.3 How many youth feel more aware of the benefits of completing their education? The number of youth who responded in each category.

Source: Question 3.3 on the Summer Work Experience Program - Youth Evaluations

3.4 How many youth feel more aware of the different types of jobs that are available? The number of youth who responded in each category.

Source: Question 3.4 on the Summer Work Experience Program - Youth Evaluations

3.5 How many youth feel more aware of the type of work they would like to do? The number of youth who responded in each category.

Source: Question 3.5 on the Summer Work Experience Program - Youth Evaluations

3.6 Overall, how satisfied were youth with their summer work experiences? The number of youth who responded in each category.

Source: Question 3.6 on the Summer Work Experience Program - Youth Evaluations

Section 4: Success Stories and Best Practices

4.1 Describe the most positive aspects of the program. A narrative description of the most positive aspects of the program

Sources: Questions 4.1 on the Summer Work Experience Program - Youth Evaluation forms and other sources of information, such as feedback provided by employers and other organizations involved in the program.

4.2 Describe the biggest challenges and your suggestions for improving the program. A narrative description of the biggest challenges and suggestions for improvement.

Source: Questions 4.2 on the Summer Work Experience Program – Youth Evaluations and other sources of information, such as feedback provided by employers and other organizations involved in the program.

Section 5: Financial Information

5.1 Total amount spent The total dollar amount spent on the activity from INAC and other funding sources.

5.2 Total revenue from INAC The total dollar amount spent on the activity from INAC and other funding sources.

5.2 Total revenue from INAC The total amount spent on the program that was received from INAC.

5.3 Revenue from other sources (if applicable) The total dollar amount spent on the program that came from funding sources other than INAC. This amount should equal the difference between the total amount spent and the total revenue from INAC.

5.4 Total wages and benefits paid to youth in the private sector The total wages and benefits paid to the private sector for students who participated in the Summer Work Experience program. The private sector is eligible to receive up to 50% of the applicable wages and benefits only.

5.5 Total wages and benefits paid to youth in the non-profit sector The total wages and benefits paid to the non-profit sector for students who participated in the Summer Work Experience program. The non-profit sector is eligible to receive up to 100% of the applicable wages and benefits.

5.6 Total amount spent to support access for disabled youth The total amount spent on the program to support access for youth participants with self-identified physical and/or learning disabilities (maximum \$3,000 per youth participant).

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering Youth Employment Strategy programs and services. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We share the information you give us with the department of Human Resources and Social Development. The personal information will be kept for a period of 5 years and will then

be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act .The information collected is described under the Personal Information Bank INA PPU 604 .

First Nations and Inuit Youth Employment Strategy Summer Work Experience Program - Report

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First Nations and Inuit Youth Employment Strategy Mentored and ICT Work Placements - Youth Evaluation DCI Number / Fiscal Year: 434342.FNITP (2009-2010)

Purpose: This report will gather information and feedback from the youth who participate in mentored and ICT work placements as part of the Skills Link program to assist with reporting required to Human Resources Development Canada and to provide the data needed by the First Nation / Community to report on the performance indicators that will demonstrate that program objectives are being met.

Reporting Period: For the previous fiscal year ending March 31st

Due Date: March 31st

Instructions: A Youth Evaluation must be completed by or for each youth participant, and each participant report is to be submitted to INAC along with the Skills Link Program Report:

Section 1 is to be completed by the youth at the beginning of the work placement.

Sections 2 through 6 are to be completed upon completion of the work placement or upon termination of the work placement if the youth does not complete the full program. If the youth is unavailable to complete these sections, they are to be completed by the FNIYES Skills Link Program Administrator.

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to the recipient administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet

browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed forms to INAC:

Fax, mail or email the form to your INAC Regional Office

How to check the status of the form:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: None

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #830377 – Department of Indian Affairs and Northern Development's Youth Employment Strategy Initiatives.

Field Definitions:

Field Definition

1. Personal Profile – to be completed at the beginning of the work placement by the youth.
 - 1.1 Given Name The given name(s) of the youth participant.
 - 1.2 Family Name The family name of the youth participant.
 - 1.3 First Nation / Community Name The name of the First Nation or community that is administering the work placement program.
 - 1.4 Permanent Address The permanent address of the youth participant which may be used to contact the youth for evaluation and/or promotional purposes.
 - 1.5 Telephone The telephone number of the youth participant which may be used to contact the youth during the program as required and after the program for evaluation and/or promotional purposes.

1.6 Email (optional) The email address of the youth participant which may be used to contact the youth during the program as required and after the program for evaluation and/or promotional purposes

1.7 Gender The gender of the youth participant.

1.8 How old are you? The current age of the youth participant.

1.9 Do you have a disability? "Yes" if the youth participant self-identifies with a physical and/or learning disability. Otherwise, "No"

1.10 What is the highest grade level of education you have completed? The highest grade level of education completed by the youth participant at time of intake/selection.

1.11 What was your status at the start of the program? Indication of whether the youth participant was under-employed, unemployed or a student at the start of the program.

1.12 Start Date of Employment The start date for the work placement.

1.13 Name of Employer The name of the employer for whom the youth participant will be working

1.14 Job Position Title The title and/or short description of the job position the youth participant will hold.

Signature and Date The signature and date of the youth participant.

2. Length of Work Placement – to be completed by the youth if possible. If the youth is not available to complete the evaluation at the end of the work placement, the SKills Link Program Administrator is to complete Section 2 and sign the form.

2.1 Did you complete the program? "Yes" if the youth participant worked until the anticipated end date of the work placement. "No" if the youth terminated the work placement before the anticipated end date.

2.2 If you did not complete the program, indicate why. Indication of the reason why the youth participant did not complete the program.

2.3 Number of hours worked The number of hours worked by the youth during the work placement.

2.4 End Date of Employment The last day worked.

3. Status After Your Work Placement – to be completed by the youth participant at the end of the work placement.

3.1 What is your status now that the work placement is over? Indication of the youth participant's status.

3.2 If returning to school, what level of study will you be pursuing? Indication of the level of study the student will be pursuing if returning to school.

4. Skills and Knowledge Gained

4.1 What employability skills do you feel you developed during this work placement? Check all that apply. Indication of the employability skills developed during the work placement.

4.2 Did you receive a certificate as a result of the work placement? "Yes" if the student received a certificate as a result of the work placement, e.g. First Aid certificate, Waste Management Health and Safety certificate, etc. If yes, the name of the certificate is to be specified

5. Personal Reflection

Participants are to indicate their response to the following questions related to their work experience.

5.1 Do you feel you are more employable as a result of your work placement? The rating of the youth participant in answer to this question.

5.2 Are you more aware of the benefits of completing your education? The rating of the youth participant in answer to this question.

5.3 Are you more aware of the different types of jobs that are available? The rating of the youth participant in answer to this question.

5.4 Are you more aware of the type of work you would like to do? The rating of the youth participant in answer to this question.

5.5 Are you more interested in taking science, math and/or technology courses? The rating of the youth participant in answer to this question.

5.6 Overall, how satisfied are you with your work placement? The rating of the youth participant in answer to this question.

6. Success Stories / Suggestions

6.1 What were the most positive aspects of your work placement? A brief description by the youth about the most positive aspects of the work placement.

6.2 What could be done to improve your work placement and/or the program? A brief description by the youth of suggestions for improving the work placement and/or the program

Approval Block

Given Name, Family Name, Signature, Date The name and signature of the youth or program administrator who has completed sections 2-6 of the form, attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged.

Privacy Statement:

The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering Youth Employment Strategy programs and services. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We share the information you give us with the department of Human Resources and Social Development. The personal information will be kept for a period of 5 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act .The information collected is described under the Personal Information Bank INA PPU 604 .

First Nations and Inuit Youth Employment Strategy Mentored and ICT Work Placements
- Youth Evaluation

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DCI Number / Fiscal Year: 1898219.FNITP (2009-2010)

Purpose: This report is to support several purposes within the overall accountability and administration of the program as a whole. It forms part of the reporting requirements for HRSDC and is necessary to support accountability, ongoing performance measurement and program review.

Reporting Period: For the previous fiscal year ending March 31st

Due Date: March 31st, annually

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand or complete electronically and save.

How to submit completed reports to INAC:

Fax, mail or email the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Youth Evaluations for each mentored and ICT Work Placement participant are required. (Youth Evaluations for Co-operative Education

participants are to be completed by all participants and kept on file but submission to INAC is not required.)

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #830377 – Department of Indian Affairs and Northern Development's Youth Employment Strategy Initiatives.

Field Definitions:

Field Definition

First Nation, Inuit Community or Organization Name The official and legal name of a given First Nation or Inuit community or organization

Recipient Number The number assigned to the First Nation or Inuit community or organization by INAC, to a maximum of 5 digits and in the format 99999.

Contact Given Name The given name of the person to be contacted about any questions related to the program report.

Contact Family Name The family name of the person to be contacted about any questions related to the program report.

Address The mailing address of the program contact.

Telephone The telephone number of the program contact.

Fax The fax number of the program contact.

Email (optional) The email address of the program contact.

Web site (optional) The web site of the recipient organization.

Section 2: Results Achieved and Activities Undertaken

2.1 Activities Undertaken Check all that apply from the list provided.

2.2 Science and Technology and Career Promotion and Awareness Activities For each type of activity undertaken:

check the type of activity,

indicate the number of events related to the activity,

provide a description of the activity(ies), and

indicate the number of participants (male, female, total and number of disabled participants) .

At the end of the section, provide the total of the number of participants for all events (males, females, all participants and participants who were disabled).

2.3 Co-operative Education Placements

2.3.1 Co-operative Education Placements Undertaken For each employer who provided co-operative education placements, indicate:

the employer name

the number of work placements provided

the total number of hours of work provided for all placements provided

2.3.2 Personal Profile Indicate the number of participants in co-operative education placements who fit the categories provided:

Total number of participants
Number of males
Number of females
Number of disabled
Number in elementary school
Number in secondary school
Number who received a certificate
Number who received high school credits
Number who did not complete their placement
Number who indicated the reasons provided for not completing their Co-operative Education placement

Source: Questions 1.8, 1.11, 2.2, 2.3, 1.17, 1.18 on the Cooperative Education Placement Youth Evaluations

2.3.3 Skills and Knowledge Gained Indicate the number of youth who indicated they developed the employability skills listed as a result of their Co-operative Education Placement.

Source: Question 2.1 on the Co-operative Education Placement Youth Evaluations.

2.3.4 Personal Reflection Indicate the number of youth who responded in each category – absolutely, somewhat and not at all – to the questions that were asked in section 3 of the Co-operative Education Placement Youth Evaluations.

2.4 Mentored and ICT Work Placements

2.4.1 Mentored and ICT Work Placements Undertaken For each work placement, indicate:

the job title

the employer name

the name of the contact at the employer's office

the phone number of the contact person

the number of hours of work provided

Indicate as well, the total number of hours of work provided from all mentored and ICT work placements.

Source: Questions 1.13, 1.14, and 2.3 on the Mentored and ICT Work Placements - Youth Evaluations

Number of communities who provided ICT placements Regional Management

Organizations are to indicate the number of communities that participated by providing ICT work placements in their community.

2.4.2 Personal Profile Indicate the number of youth who responded in each category on their Youth Evaluations.

Total number of youth who participated

Number of males

Number of females

Number of disabled
Number of youth by age range
Status of youth at the start of their work placement
Number of youth by highest level of education at the start of their work placement

Source: Questions 1.7, 1.8, 1.9, 1.10, 1.11 on the Mentored and ICT Work Placements - Youth Evaluations

2.4.3 Length of Work Placement Indicate the number of youth who responded in each category on their Youth Evaluations.

Number who did not complete their work placement
Number who indicated the reasons provided for not completing their work placement

Source: Questions 2.1 and 2.2 on the Mentored and ICT Work Placements - Youth Evaluations

2.4.4 Status After the Work Placement Indicate the number of youth who responded in each category on their Youth Evaluations.

Status of youth after their work placement
Level of study of those returning to school

Source: Questions 3.1 and 3.2 on the Mentored and ICT Work Placements - Youth Evaluations

2.4.5 Skills and Knowledge Gained Indicate the following:

The number of youth who indicated they developed the employability skills listed as a result of their mentored or ICT work placement.

The total number who received a certificate as a result of their work placement

Provide a list of the certificates received and the number of youth who received each type of certificate.

Source: Question 4.1 and 4.2 on the Mentored and ICT Work Placements - Youth Evaluations

2.4.6 Personal Reflection Indicate the number of youth who responded in each category – absolutely, somewhat and not at all – to the questions that were asked in section 5 of the Mentored and ICT Work Placements - Youth Evaluations.

Section 3: Success Stories and Best Practices for the Skills Link Program Overall

3.1 Describe the most positive aspects of the program, including media coverage. A narrative description of the most positive aspects of the program, including a description of any media coverage received for the program.

Source: Question 6.1 on the Mentored and ICT Work Placements - Youth Evaluations and other sources of information, such as feedback provided by employers and other organizations involved in the program.

3.2 Describe the biggest challenges and your suggestions for improving the program. A narrative description of the biggest challenges and suggestions for improvement.

Source: Question 6.2 on the Mentored and ICT Work Placements

- Youth Evaluations and other sources of information, such as feedback provided by employers and other organizations involved in the program.

3.3 Attach Youth Evaluations for each mentored and ICT work placement participant. Youth Evaluations for each mentored and ICT work experience placement are to be completed by youth upon completion of their placement and submitted with this report.

Youth evaluations for each co-operative education placement are to be completed by youth upon completion of their co-op education placement and kept on file in the band office but they do not need to be submitted to INAC.

Section 4: Project Costs

Amount Requested from INAC Indicate the amount requested from INAC in the original proposal by project cost.

INAC Funds Spent Indicate the actual amount spent by project cost.

Funds Spent from Other Sources Indicate any funds spent from other sources by project cost.

Explanation Provide any explanations required to describe the amounts spent, reasons for variances between amounts requested and spent, or to show any detailed breakdown required for a line item.

Total Provide the total amount requested from INAC, the total amount of INAC funds spent and the total spent from other sources.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement: The information you provide in this document is collected under the authority of Treasury Board's policy on Transfer Payments for the purpose of delivering Youth Employment Strategy programs and services. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We share the information you give us with the department of Human Resources and Social Development. The personal information will be kept for a period of 5 years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Personal Information Bank INA PPU 604 .

First Nations and Inuit Youth Employment Strategy Skills Link Program - Report

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Indian Studies Support Program (ISSP) Annual Report
DCI Number / Fiscal Year: 434111.FNITP (2009-2010)

Purpose: The Indian Studies Support Program Annual Report provides a summary of the special programs administered during the past fiscal year to assist students in Native Studies. A narrative report must be submitted to illustrate the degree to which the special program(s) delivered met the objectives outlined in the proposal and to account for the funds provided.

Reporting Period: Previous fiscal year

Due Date: Annually, date set by INAC regional office

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand, or

Create a report that includes the prescribed elements identified on the form including the DCI Number, Recipient Name and Number and all other required elements described on the form.

How to submit completed report to INAC:

Fax, mail or email the report to your INAC Regional Office.

How to check the status of the report:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for post-secondary education.

Field Definitions:

Field Definition

Recipient Name The name of the organization or group that has received funding under this authority.

Recipient Number The number of the organization or group that has received funding under this authority, assigned by INAC. The recipient number is the number of an organization or group specified in a Funding Agreement to a maximum of 10 digits and in the format of 9999999999.

Project Name The official project title as indicated on INAC authorized documents.

Project Contact Information The given name, family name, title, telephone and fax numbers and email address of the person who may be contacted for further information about the report. A valid telephone or fax number includes the 3 digit area code in the format 9999999999. If there is an extension, it has a maximum of 5 digits and is in the format 99999. A valid postal code is in upper case in the format X9X9X9 and a valid email address may be in upper or lower case in the format a@a.a.

Narrative Report A description of the project goals, work completed, results achieved, and other items specified in the funding agreement.

Approval Block

Given Name, Family Name, Title, Date The name and title of the person attesting that the information provided is accurate to the best of the person's knowledge and the date on which the accuracy of the information was acknowledged, in the format of YYYYMMDD.

Privacy Statement:

The information you provide in this document is collected under the authority of T.B. Minute #831939 for the purpose of delivering programs and services for post-secondary education. Information on individuals is used by Indian and Northern Affairs Canada Education employees who need to know the information in order to respond to your request and/or the program requirements. We do not share the personal information with other government departments. The personal information will be kept for a period of 30

years and will then be transferred to Library and Archives Canada. Individuals have the right to the protection of and access to their personal information under the Privacy Act . The information collected is described under the Treasury Board Personal Information Bank INA PPU 050 .

Indian Studies Support Program (ISSP) Annual Report

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Register of Post-Secondary Education Graduates / Summary Total of PSE Students,
Including Graduates Funded
DCI Number / Fiscal Year: 434104.FNITP (2009-2010)

Purpose: To collect information on December 31st of each year, on all funded post-secondary students who graduated from their studies in the past year and on all post-secondary students who received funding over the previous fiscal year.

Reporting Period: For the previous fiscal year ending March 31st

Due Date: December 31st

Helpful Hints:

How to obtain forms:

You may take a copy of the form from the Recipient Reporting Guide CD provided to band administration; or

You may download the form from the Recipient Reporting Guide website. To log in to the on-line Guide, click on this link or copy the link into your computer's internet browser. When the home page is displayed, select your province/territory and then type in the password which is the same as the province/territory selected.

Users of the First Nations and Inuit Transfer Payment System (FNITP) may download the form from the reporting menu in the FNITP system. For further information on how to access FNITP, please contact your regional office.

How to complete the form:

Print the form and fill it in by hand.

How to submit completed reports to INAC:

Fax or mail the report to your INAC Regional Office

How to check the status of the report submitted:

FNITP users may check the status of the submission and acceptance in the FNITP system. For further information on how to access FNITP, please contact your regional office.

Contact your INAC Funding Services Officer for further information.

Required Supporting Documents: Refer to the program's specific terms and conditions for any additional documentation to be submitted.

Program Documentation: Education Program Information and/or on Recipient Reporting Guide CD.

Program Authority / Applicable Legislation: T.B. Minute #831939 – Authority for the delivery of programs for elementary and secondary education, post-secondary education and cultural education centres.

Field Definitions:

Field Definition

1. Register of Post-Secondary Education Graduates All students that graduated between April 1, 20__ and March 31, 20__.

Administering Organization Name The name of the funding organization that is responsible for managing the allocation of funds for this student.

Source: First Nation

Administering Organization Number The number of the funding organization that is responsible for managing the allocation of funds for this student, to a maximum of 5 digits and in the format 99999.

Source: First Nation

Indian Registry Number or check Inuit The Indian Registration Number for the student or, if applicable, check box indicating Inuit. A valid IRS Number is comprised of 10 digits and in the format 9999999999. Because only registered Indian and eligible Inuit individuals are entitled to PSE funding, this data element will confirm their registration.

Source: Student's status card

Family Name, Given Name and Initial The student's full name consistent with information listed in the Indian Registry.

Source: Student's status card or transcript

Date of Birth / Gender The student's date of birth consistent with information listed in the Indian Registry.

Source: Student's status card or transcript

Attendance Indicate whether the student is enrolled on a full-time or part-time basis.

Source: Transcript. For new students - letter of sponsorship and/or acceptance letter from PSE institution