

# **NOMINAL ROLL**

## **Questions and Answers**

**INAC, B.C. REGION  
FUNDING SERVICES,  
PROGRAMS AND PARTNERSHIPS  
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## **QUESTIONS AND ANSWERS**

### **ELIGIBILITY FOR THE NOMINAL ROLL (NR)**

#### *Status*

**Q:** Why do we support non-natives on reserve and not natives living off reserve? What can we do about it?

**A:** *INAC education funding is limited to Nominal Roll eligible students ("ordinarily resident on-reserve") under the terms of the Indian Act and Treasury Board Guidelines. BC has responsibility for the provision of K-12 education services to off-reserve residents.*

**Q:** We have non-native students living on reserve. Are these students eligible for the Nominal Roll?

**A:** *Yes, if they are school aged.*

**Q:** Could students from other First Nations living on our reserves qualify for our Nominal Roll?

**A:** *Yes, as long as they are not on pre-approved accommodation status with the other band and meet all other requirements.*

**Q:** What does "registered" Indian mean? Does this refer to status?

**A:** *Registered means the person is recorded in the Indian Registry System (IRS) with an assigned registry number.*

#### *Residence*

**Q:** Are students residing on leased lands eligible for Nominal Roll?

**A:** *Registered status students residing on leased lands are eligible for Nominal Roll. Non-status students residing on leased lands are not eligible.*

**Q:** Is a student still eligible for the Nominal Roll if they are temporarily away from the reserve in foster care on September 30<sup>th</sup>?

**A:** *No - September 30<sup>th</sup> is the count date and the student should be included on the Nominal Roll or provincial school count based on his residency at that time.*

**Q:** If a student living on Kamloops reserve attends a band-operated school administered by North Thompson. Who claims the student?

**A:** *The Nominal Roll is done based on the Band of Residence. Kamloops claims the student on their Nominal Roll.*

**Q:** We don't have enough on-reserve housing for students. The band school bus picks them up from an off-reserve location. Are these students eligible for the Nominal Roll?

**A:** *No. They live off-reserve.*

**Q:** A student is on the pre-approved accommodation list but one parent moved off-reserve to care for the child. Is the student eligible for the Nominal Roll?

**A:** *Yes, if the student/parent both remain "normally resident" on reserve..*

**Q:** What happens if a student is on reserve as of the count date and then moves off reserve on October 1<sup>st</sup>?

**A:** *They will be on Nominal Roll if he was on reserve as of the count date.*

**Q:** If a parent, with children, moves off reserve to pursue post-secondary education, can the children be placed on the Nominal Roll?

**A:** *No. According to the national policy the children are considered to have off-reserve residency. This policy is consistent across the country.*

### **Age**

**Q:** Can a 3 year old register for Nominal Roll?

**A:** *Yes, as long as they are 4 years of age by December 31 of the current year.*

**Q:** Are adult students eligible for the Nominal Roll? Do we put them on Nominal Roll?

**A:** *Yes, place them on Nominal Roll if the adult student meets the following criteria:*  
*- must be registered in the Indian Registry System (IRS) and living on reserve*  
*- attending a school in an approved adult program that meet the curriculum standards and funding requirements of the Ministry of Education.*

### **Enrolment /Adult Programs**

**Q:** Can Education coordinators request enrolment records from schools?

**A:** *Yes, if they need them to reconcile with schools.*

**Q:** Does home schooling qualify for Nominal Roll ?

**A:** *The student must be enrolled in an approved school to be eligible for the Nominal Roll. These are provincial programs, with FTE = 0.0625.*

**Q:** Must adults complete their program within a certain time frame?

**A:** *There is no time limit but the planned program of studies must lead to a B.C. Certificate of Graduation and the time frame must be identified in the plan of studies filed with the school. Many adults take classes on a part time basis.*

**Q:** How do we start a band-operated school or add grades or program to band-operated school?

**A:** *Send in a proposal to the Director of Funding Services, Programs & Partnerships by December 31<sup>st</sup> to obtain funding for next school year. Identify grades and programs that would be offered, projected enrolments and facilities available for classrooms.*

**Q:** What is the difference between going back to receive a Dogwood and going to college?

**A:** *A Dogwood is a high school graduation diploma whereas college programs are not recognized as elementary/secondary programs therefore they are not funded through Nominal Roll.*

### ***School Eligibility***

**Q:** What schools are considered to be "approved" for the Nominal Roll?

**A:** *INAC approved band-operated, provincial, and Group 1 or 2 independent/private schools.*

**Q:** What about a student taking correspondence courses?

**A:** *He or she would have to be registered in a provincial correspondence school in order to be included on the Nominal Roll.*

**Q:** How do you know if the school is a Group 1 or 2?

**A:** *Call or check the website of the Ministry of Education. A Group 3 classification means that the school meets health and safety but not curriculum requirements.*

**Q:** Are students who attend a private school off-reserve eligible for the Nominal Roll?

**A:** *Yes - if the school and grade are classified as a Group 1 or 2 and the students meet all other requirements. Funding will be provided at the block rate for the school district. The difference between the block rate and the amount charged for tuition at an Independent school is the responsibility of the student's parents.*

**Q:** How can a Band Operated school obtain Independent status?

**A:** *The band school must apply to the Independent Schools Branch for independent status to obtain provincial funding for off reserve students.*

## **TURNAROUND DOCUMENT**

**Q:** How do we change a student's last name or IRS number?

**A:** *Cross off in red ink on the Turnaround document and put in correct information above it. (If there is an error in the IRS data, please contact your Indian Registry Administrator.)*

**Q:** For graduating students on the Turnaround documents should the entire line be crossed off?

**A:** *Yes. Cross the line off in red ink, change the grade back to 12 (Headquarters does not recognize grade 13's), and enter the two leaver codes in the leaver columns.*

**Q:** What leaver code is used for a student moving from elementary school to junior high school?

**A:** *Leaver code 3. Please write the school name and number of the new school above the student's information on the Turnaround document.*

## **NEW STUDENTS/CHANGE OF SCHOOL FORM & TURNAROUND DOCUMENT**

### ***General***

**Q:** Where do we place students transferring in January?

**A:** *INAC uses the September 30 count date. There is, as yet, no second count. A student is captured at the school he or she attended on September 30.*

**Q:** What do you do with students missed on last year's Nominal Roll?

**A:** *If they live on reserve and meet all other requirements make sure you add them to the New Students Form.*

**Q:** What convention should be used when providing name information for a student - should all alias names be in brackets after the real name?

**A:** *Yes. Write the student's registered name followed by all aliases in brackets.*

**Q:** Do I put the student's current school name or the one that they have changed to on the Turnaround Document?

**A:** *Put the one they have changed to (i.e. the new school).*

**Q:** What do I do with a student who has changed to a correspondence school?

**A:** *Cross off the student in red ink and fill in the leaver code "3", then place them on a Change of School form for the correspondence school that they are registered with. The procedure is the same for students changing schools.*

- Q:** What do you do if a school is not in the school tables?  
**A:** Write "NEW SCHOOL" in the school number box of the New Students/Change of School form as well as the name and address of the school. We will check and assign a INAC school number if it's an approved school.
- Q:** Should a change of school be indicated for students progressing from elementary to high school?  
**A:** Yes, if the student changes schools then use leaver code "3".
- Q:** What is a band/independent school? Can a school be both a band AND an Independent school at the same time?  
**A:** A school can be classified as both a band school and independent school but has a choice of classification for funding purposes. By carrying this dual classification, funding for off reserve students attending the band school can be claimed from the Ministry of Education under its independent classification.

### **Grades**

- Q:** What is the K4 grade?  
**A:** It is early entry to K5. This grade is specific to some band-operated schools. The FTE equivalent is 0.500.
- Q:** Are all schools required to accept K4 students?  
**A:** No. Some Band Operated have an approved program for K4 students. Provincial Schools start at K5.
- Q:** What facilities are required for K4 students?  
**A:** The Band School inspection requirements are required for all schools.
- Q:** Does the code "SS" have a particular meaning?  
**A:** It means "ungraded" student.
- Q:** How do I assign a grade to adult students?  
**A:** Use the grade they are in or use SS.
- Q:** What do you mean by Gr. 13?  
**A:** There is no Gr.13. It means the student was in Grade 12 on last year's NR. Before starting the current year's NR, all students have been advanced by one grade. Therefore, Grade 12 becomes Grade 13. If the student has graduated, you must change the grade back to Gr. 12 and fill in the leaver codes, or if the student has not graduated, also change the grade back to Gr. 12.
- Q:** Does a K4 student automatically show up on the Turnaround Document?  
**A:** No. You must add a new K4 student to the New Students/Change of School Form.

**Q:** What do you mean by "in a different K5 program in the afternoon"?

**A:** *Meaning that the student is not repeating the same program in the a.m. as in the p.m. in order to have full time K5 program, it must include one of the following:*

- 1. English as a second language, or*
- 2. Aboriginal education, or*
- 3. Special education (severely handicapped).*

### ***FTEs***

**Q:** Why do we use the FTE chart?

**A:** *To determine whether a student is attending school part time or full time. It's the same chart that the Ministry of Education uses.*

**Q:** Can adult students take 4 courses in the spring and 4 courses during the fall and still be considered full-time students?

**A:** *Yes - if his or her planned program of studies is in place at September 30<sup>th</sup>.*

**Q:** An adult is studying 1 course full-time. Is this student considered to be a full-time student?

**A:** *No. The FTE = 0.125.*

**Q:** How many courses are recognized before it is considered full-time?

**A:** *8 courses for adult students and 4 courses for the whole year for school-aged students.*

**Q:** What if a student is in a provincial school in a.m. and a band operated in p.m. (half day at each school)?

**A:** *Only one school is reported on the Nominal Roll at 1.000 FTE. The band and school will negotiate to recover the tuition fees of 0.500 FTE.*

### ***Accommodation***

**Q:** Do we put students from another band that are on INAC accommodation status on our Nominal Roll?

**A:** *No. They are entered on the Nominal Roll of the Band of Residence.*

**Q:** What is the process for accommodation approval?

**A:** *Send the application to the Education unit, Funding Services, Programs & Partnerships for review, or include it in your Nominal Roll return package and we will forward it.*

**Q:** Must temporary approved accommodation be on reserve or can it be off reserve?

**A:** *Accommodation can be off reserve.*

**Q:** How can we find the Reserve of Residence number?

**A:** *A list of reserve sites was sent out in the Nominal Roll package.*

**Q:** Why do you need the Reserve of Residence?

**A:** *It is used to determine the distance from home to school.*

### ***Extent of Language Instruction***

**Q:** What are the financial implications of coding in this field?

**A:** *None. The information is collected for statistical purposes only. The funding formula is not driven by coding in this field but native language instruction is an eligible instructional service.*

### ***Transportation***

**NOTE: The allocation methodology for transportation funding is under review. Current arrangements are "grand fathered" until the review is finalized. Notification will be forwarded upon completion of the review.**

**Q:** How are transportation funding decisions made?

**A:** *The decisions made are based on routing to the nearest school. Request a transportation review. Submit the routing, including pick-up points, to the Allocation Officer, PPI, Funding Services, Programs & Partnerships for approval.*

**Q:** We use the band school bus to transport students. Is funding available to cover this expense?

**A:** *Contact whoever manages your agreement at the band. If required, submit a transportation review to the Allocation Officer, PPI, Programs & Partnerships.*

**Q:** What happens when a band school turns independent? How do we code for transportation?

**A:** *Transportation funding would no longer be available - it would now be included in the block rate. Coding should be "2" or "4".*

**Q:** Is there an application for transportation?

**A:** *You must request a review to be done by sending in a route map and indicating the route to be taken and the pick up and destination points. Submit it to the Allocation Officer, PPI, Funding Services, Programs & Partnerships.*

**Q:** What is the distance for eligibility for transportation?

**A:** *K4 to Grade 3 is zero walking. Grades 4-12 is 1.6 km (1 mile).*

**Q:** If a student is bused from band A to band B's reserve on band B's bus for schooling, who claims transportation?

**A:** *The band of residence claims transportation, in this case band A. It is band B's responsibility to negotiate recovery of transportation costs from band A.*

- Q:** Can both accommodation and transportation be claimed for a student?  
**A:** *No, only one or the other can be claimed. Transportation for students on accommodation is included in the accommodation rate.*

## **CERTIFICATION BLOCK**

- Q:** Are both the Principal's and the First Nation's representatives certifications required if the student attends a provincial school?  
**A:** *Yes - The band verifies on-reserve residence. The principal verifies student enrolment and FTEs.*
- Q:** Who should certify for the band?  
**A:** *That is a First Nations decision. The person who certifies should realize they are certifying on-reserve residence.*
- Q:** Are we responsible for obtaining signatures from principals at distant locations?  
**A:** *Yes. The student is captured on your Nominal Roll if he or she lives on your reserve. Mail or fax the documents to the school.*
- Q:** Does the Teachers Information Form apply to Nursery K4/K5 schools?  
**A:** *Yes, all band operated schools.*
- Q:** Can a teacher in charge certify for the band school if they do not have a principal?  
**A:** *Whoever is designated can certify.*
- Q:** What if we have 2 Band Operated schools and only 1 Band School Teacher Information form?  
**A:** *Make copies. You will need one for each band operated school.*
- Q:** In a case where the signature of both the Principal and Band representative is required, what is the procedure when the person acts as both?  
**A:** *They sign twice. As the principal, they verify enrolment and FTE and as the band representative, they certify on-reserve residency.*

## **FUNDING**

- Q:** Why don't adults have access to the same funding as school-age children?  
**A:** *INAC has authority to fund according to the provincial funding policy. This is a provincial decision.*
- Q:** Is funding available for students living off-reserve?  
**A:** *Not through the Nominal Roll.*

- Q:** Is there daycare funding for a teen mom?  
**A:** *No, there is no daycare funding from INAC elementary/secondary education funds. Look into the Health Canada-sponsored Head Start Program.*
- Q:** Is extra funding available for telephone calls made to locate students?  
**A:** *No, but such expenses may be charged against the guidance and counselling component of CISS (Comprehensive Instructional Support Services)*
- Q:** If we had students in an approved school as of Sept, 30<sup>th</sup> and they are all not attending by November, how would this impact our funding?  
**A:** *There is no impact on funding. Enrolment and FTE are still funded as if they were enrolled as of the count date and were placed on Nominal Roll. INAC does not recover for students not attending after Sept 30<sup>th</sup> or provide additional funds for new students after the NR count date.*
- Q:** If a student has 0.625 FTE's, does this affect the funding?  
**A:** *Yes, this is the same type of funding identified on the province's 1701 form. The FTE determines the tuition funding. The block rate is for 1 FTE. Therefore, 0.625 FTE means 0.625 multiplied by the block rate.*
- Q:** How is a child funded if they are living off reserve?  
**A:** *The province will pay for their education, as with other off-residents. If a band operated school accepts a student living off reserve, then they will have to apply for an independent school status in order to get partial funding from the Province for that student but that student would not be identified on the Nominal Roll.*
- Q:** Are we funded for someone to come into the school to teach language?  
**A:** *Language instructions are part of the block rate. Heritage Canada has, in the past, provided some funding for aboriginal languages.*
- Q:** Who receives the accommodation money?  
**A:** *The band of residence, not the parent.*
- Q:** What happens if the Nominal Roll information submitted is not all correct?  
**A:** *We send each band a completed copy of Nominal Roll at the end of December. Inform INAC of any errors within the time frame specified. There will be on-site audits. Errors will be corrected and funding will be adjusted.*
- Q:** How is funding provided for students living on reserve and attending a provincial system?  
**A:** *Tuition funding is transferred to bands with Local Education Agreements (LEA). INAC pays the province directly where no LEA is in place. Students should be on Nominal Roll in order to receive instruction support dollars.*

**Q:** Who receives the money for a band operated school?

**A:** *Tuition goes to the band operating the school, but each student must be identified on the Nominal Roll of the band they reside on. Instructional support goes to the band of residence.*

**Q:** How is transportation paid for an LEA school?

**A:** *The band receives tuition money and pays the school district. Transportation is considered to be part of the block rate, **however the band should look into the transportation policy of their local school district(s) as the Ministry of Education has indicated there are no transportation guidelines or requirements enforced by the Ministry.***

**Q:** What happens to our funding if a student arrives or leaves after September 30<sup>th</sup>

**A:** *The funding does not change. Funding is based on the statistical data collected on September 30<sup>th</sup> (census day).*

**Q:** How is the tuition funding distributed?

**A:** *For independent/private schools, tuition goes to the band of residence. For provincial schools, tuition goes to the province except where First Nations have Local Education Agreements with school districts, in which cases tuition goes to the bands of residence. In the case of band schools, tuition goes to the band operating the band school.*

#### **OTHER - Q's & A's**

**Q:** Who qualifies for tuition support?

**A:** *All students qualifying for the Nominal Roll receive tuition support. INAC does not differentiate between registered, non-registered, native or non-native students.*

**Q:** What are the financial allowance amounts?

**A:** *Grades 8-10 inclusive and SS       \$110.00  
Grade 11                               \$220.00  
Grade 12                               \$330.00*

*These amounts are disbursed through a flexible transfer payment.*

**Q:** We claimed a student from another band who lived on our reserve and was entered on our Nominal Roll. We paid tuition support to this student. A few months later, the student's band told us they had also claimed this student. How do we handle this situation?

**A:** *We can only enter a student in our database once. We would contact both bands to determine where the student resided on September 30<sup>th</sup>. We would contact the Education Coordinators if any changes were made.*

**Q:** How much tuition can a school district charge?

**A:** *School district can only charge the provincial block rate to First Nations for any approved FTE's.*

**Q:** Is there funding for a K4 student?

**A:** *Yes. K4's are funded at 0.500 FTE as if they are in a Kindergarten program. K4 Programs are only offered at band-operated schools and at independent schools which are band administered.*