

ANNUAL REGISTER OF POST-SECONDARY EDUCATION STUDENTS – LIST OF DATA FIELDS

DCI Number/Fiscal Year:

4016769 (2024-2025)

Purpose:

As per funding agreement

Reporting Period:

As per funding agreement

Due Date:

As per funding agreement

Legend:

- **Mandatory:** Completing all mandatory data fields will reduce potential delays as Indigenous Services Canada (ISC) Regional Office staff will need to contact recipients whose Report is incomplete.
- **Pre-populated:** These fields are automatically populated from the approved proposal such as Recipient Number and Recipient Name.
- **Auto-Calc:** Automatically calculated field.

IMPORTANT:

The list below is a representation of the data fields. The actual reports are available on the [ISC Services Portal](#) or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

Field Descriptions:

Field	Description
Report Identification	
This section of the form is used for identification and tracking purposes. The fiscal year and reporting period are automatically filled with the relevant information.	
Fiscal Year (Pre-populated)	The fiscal year is entered automatically.
Period (Pre-populated)	The time period is entered automatically.
Organization Identification	
This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with ISC.	

Field	Description
Are you the prospective RECIPIENT of funds directly from ISC? (Mandatory)	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. 'Yes' indicates that your organization receives funding <u>directly</u> from ISC. 'No' indicates that it is a sub-report. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.
Recipient Number (Pre-populated and Mandatory)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Pre-populated and Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could complete a Report.
Organization Name (Pre-populated and Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number in the next field and vice versa.
Organization Number (Pre-populated and Mandatory)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory)	The organization's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The organization's facsimile number.
E-mail Address (Pre-populated)	The e-mail address of the organization's contact, if available.
Web site (Pre-populated)	The home page URL for the organization's web site.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (Sub-reports only)	
Provide the Reporting Organization's contact information as requested by your Recipient Organization.	Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.

Field	Description
List of Reporting Organizations	
Use this section to list the organizations that are providing you with their information in separate forms or XML files exported from their School Information System (SIS).	
<ul style="list-style-type: none"> - Reporting Organization Type - Reporting Organization Name - Reporting Organization Number - Total Budget - File Name Attached (Pre-populated)	Data fields will automatically be populated from the Sub-report once attached.
Contacts	
Primary Contact Information	
The Primary Contact is the person who is responsible for the DCI when completed. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Pre-populated and Mandatory)	The given name or first name.
Family Name (Pre-populated and Mandatory)	The family name or surname.
Title/Position (Pre-populated and Mandatory)	The contact's job title or position.
Telephone Number (Pre-populated and Mandatory)	The contact's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The contact's facsimile number, if available.
E-mail Address (Pre-populated)	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	If selected, the fields below will automatically be populated.

Field	Description
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The street address at which the party can be reached by mail.
Secondary Contact Information	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person.
Post-Secondary Student Funding Summary	
Provide information regarding eligible students who received full, partial or no PSSSP/UCEP funding.	
Indicate the total number of eligible students who applied for Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for but did not receive any Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for and received partial Post-Secondary Funding this year (Mandatory)	Enter a number.
Indicate the number of eligible students who applied for and received the full amount of Post-Secondary Funding as applied for this year (Mandatory)	Enter a number.
Funded Student Information	
List all institutions where students were accepted into a program of study and did receive PSSSP/UCEP funding. <ul style="list-style-type: none"> - For each institution, list all students who received partial or full PSSSP/UCEP funding. - Provide information for each semester in which the student attended an institution and received PSSSP/UCEP funding. 	
Post-Secondary Education Institution	
PSE Institution (Pre-populated and Mandatory)	A search field for the official name of the institution that the student attended.
PSE Institution Number (Pre-populated)	This field is automatically populated with the institution's ID number when the previous field is completed.
Number of Students (Auto-Calc)	The number of students at this school; automatically calculated.

Field	Description
Student Information	
For registered First Nation students, make sure identifying information is the same as in the Indian Registry System (IRS).	
Family Name (Pre-populated and Mandatory)	The family name or surname.
Given Name (Pre-populated)	The given name or first name.
Alias Name(s) (Pre-populated)	A family or given name other than their legal name.
Date of Birth (Pre-populated and Mandatory)	The student's birth date (YYYY-MM-DD).
Gender (Pre-populated and Mandatory)	The student's gender.
Identity (Pre-populated and Mandatory)	Defaulted to First Nation identity
Indian Registry Number (Pre-populated and Mandatory)	Indian Registry Number
Semester	
Semester (Pre-populated and Mandatory)	A drop-down list of four possible semesters.
Full-time / Part-time (Pre-populated and Mandatory)	The student's level of participation. Source: Transcript; for new students, letter of sponsorship and/or acceptance letter from PSE institution.
Enrolment Information	
This section of the form displays a summary of the student's enrolment details at this institution. Make sure there is a Semester section for each semester they received funding. You can record enrolment information for a maximum of four semesters.	
Number of Dependents (Pre-populated and Mandatory)	The number of people who are dependents of the student.
Marital Status (Pre-populated and Mandatory)	The legal Marital Status that best describes the student's situation.
Method of Delivery (Pre-populated and Mandatory)	The method that the institution uses to deliver the program in which the student is enrolled.
Program Start Date (Pre-populated and Mandatory)	The date that the student started the program.

Field	Description
Academic Program Length (Pre-populated and Mandatory)	The number of years normally required to complete the program. This number, determined by the educational institution, is the normal length of time required to complete the program on a continuing full-time basis. This is not necessarily the time it takes for the student to complete the program. Source: Transcript or institution.
Degree Granting Institution (Pre-populated and Mandatory)	A search field for the official name of the institution that will be granting the credential.
Level of Education Sought (Pre-populated and Mandatory)	The level of education that the student is seeking. This list only contains credentials that are eligible for PSE funding.
Area of Study – Category (Pre-populated and Mandatory)	The major area of study for the level of education obtained. Note: University and College Entrance Preparation program (UCEP) is under the Category of Other.
Area of Study - Sub-category (Pre-populated and Mandatory)	This list is populated with relevant specializations based on the Category that you selected. Source: Transcript. For new students, refer to the letter of sponsorship and/or acceptance letter from PSE institution.
Notes	If there is information about the student, you want to communicate to the Regional Office, enter the information in this field. This is an optional field.
Student Achievement Information Describe the results of the semester funded.	
Student Achievement (Mandatory)	The student's achievement status at the end of the semester.
Student's Academic Year of Study Just Completed (Mandatory)	The year must be successfully completed. Until a student completes all the requirements for the first year of the program, select 0 (zero). When they complete all first year requirements, select 1 (one), and so on. Source: Transcript.
Funds Provided by Type of Expense Select an Expense Type and enter the amount of funding the student received. The amount you enter in the Funds Provided is a sum of all expenses of this type.	
Expense Type (Mandatory)	A drop-down list of possible expense types.
Funds Provided (Mandatory)	The sum of all the funding provided for this expense type for this semester.
Costs There is no information displayed in this section until you select Calculate. This section is a summary of all amounts entered by your organization for PSSSP/UCEP and where you enter administration costs. This table is automatically populated from the Expenses section.	

Field	Description
Calculate Button	A button used to display the summary of the costs.
Expense Type (Auto-Calc)	A list of expenses that were provided (may take many rows).
Amount Spent (Mandatory)	Amount of funding.
Explanation (Mandatory)	An explanation for each of the Program Administration costs.
Sub-Total: <Objective> (Auto-Calc)	A sub-total of expenses by objective.
Sub-Total before Program Administration (Auto-Calc)	A sub-total of all objectives' expenses before administration costs.
Program Administration (Mandatory)	A list of costs for Program Administration (may take many rows).
Rent and Utilities (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Other (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Salaries and benefits (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Material and supplies (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Printing and publishing costs (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Travel (Mandatory)	Amount spent and explanation. If no costs associated with this line item, enter \$0.00 and Explanation N/A
Total Program Administration Costs (Auto-Calc)	A sub-total of all Program Administration costs.
Total (Auto-Calc)	This field displays the total amount spent for the Annual Register of Post-Secondary Education Students including Administration Costs.
Recipient and Reporting Organization Administration Costs (percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and automatically calculated. It should not exceed 15% of the Sub-Total before Program Administration inclusive of Reporting Organizations.

Supporting Documents

If you add a Supporting Document, these fields become mandatory.

Field	Description
Type of Supporting Document (Mandatory)	A drop-down list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A drop-down list of possible submission methods.
File Name Attached (Pre-populated)	The file name of the attached document will appear automatically.
Declaration	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title (Mandatory)	The job title or position.
Date (Mandatory)	Today's date (YYYY-MM-DD)