

FORM 1601: FIRST NATIONS SCHOOL DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR FIRST NATIONS SCHOOLS

Quick Reference

Who must complete Form 1601?

- First Nations schools that want to request Personal Education Numbers (PENs).
- First Nations schools that want to receive reciprocal tuition.

When must Form 1601 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before
September 12, 2016

Why is Form 1601 important?

This form collects the following:

- school demographics: name, physical and mailing addresses, telephone and facsimile numbers and email address; and
- name of principal or head teacher.

For First Nations schools, the information requested through Form 1601 is collected under the authority of the Reciprocal Tuition Agreement.

If you need assistance

Questions about completing Form 1601 should be directed to:

Kathy Cordner

or

Ryan McLeod

Data Collection Unit

Data Collection Unit

(250) 356-2441

(250) 357-2351

(For toll-free access, dial 1-800-663-7867 and ask to be transferred to either of the above individuals.)

Step by step instructions for completing Form 1601

Ministry school code and name

Please enter the school name.

If you know your Ministry school code enter it here;

if you don't know your school code the Ministry will enter it for you.

Report date

The report date is the date you complete the form.

School mailing address

Please ensure that you complete all four fields, including province and postal code.

School email, telephone and fax number

Enter the school's complete email address, and telephone and fax numbers, including the area code.

Name of principal or head teacher

Complete all four fields regarding the school principal or head teacher: title, surname, first name, and middle name or initial.

Physical school address

Please ensure that you complete all four fields, including province and postal code, if it is different from the school mailing address.

Returning completed, signed and dated forms

Schools should retain a copy of the form and fax the completed form to 250-356-0277 attention Kathy Cordner.