

# 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 10, 2018**

#### 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 and Ministry school code.

See Appendix 1 for a complete list of codes.

#### 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.

## Appendix 1 Ministry school codes

<b>Ministry School Code</b>	<b>School Name</b>
02297070	Snc'c'amala?tn
02797017	Tsi Del Del School
02797038	Eliza Archie Memorial
02797084	Little Chief's Primary School
02797171	Sxoxomic School
03397044	Squiala Elementary
03397082	Chilliwack Landing Preschool & K
04497058	Tsleil-Waututh Nation School
04597081	Capilano Little Ones
04897085	Xit'olacw Community School
05097001	Chief Matthews Community School
05397069	Ntamtqen Snma?maya?tn
05897075	Coldwater School
06397073	Lau, WelNew Tribal School
06797079	Outma Sqilx'w Cultural School
06897042	Qwam Qwum Stalicut Community Sch
06897052	Stz'uminus Community School
06897078	Stz'uminus Primary
07097037	Ditidaht Community School
07397011	Neqweyqwelsten School
07397050	Secwepemc Cultural Ed. Soc. Adult Prog.
07397492	Neskonlith Education Centre
07897034	Sts'Ailes Community School
07997046	Quw'utsun Smuneem
07997055	Yuthuy'thut Training
08297083	Haisla Community School
08397039	Shihiya School
08597049	Wagalus School
08597057	K'ak'ot'lats'l School
09197040	Woyenne Secondary
09197056	Fort Babine Elementary
09197071	Morris Williams Memorial Preschool-K