

# RECIPROCAL TUITION STUDENT DATA COLLECTION

## INSTRUCTIONS FOR FIRST NATIONS SCHOOLS

### Quick Reference

#### Who must complete the spreadsheet?

Any First Nation that wants to claim provincial-responsibility students for provincial funding.

#### When must the spreadsheet be completed and returned to the Ministry of Education?

The spreadsheet must arrive at the Ministry of Education on or before **Friday, October 5, 2018**

For First Nations schools, student data is collected under the authority of the Reciprocal Tuition Agreement.

#### What information is required on the spreadsheet?

The following information must be included on the spreadsheet for individual provincial-responsibility school-aged students who were in attendance at a First Nations school as at Friday, September 28, 2018:

- Personal Education Number (PEN), name, birth date, gender, and grade level; and
- number of courses for all students in the secondary grades.

#### Inclusions and exclusions

**Include:** The following students should be reported by the education facility with which they are enrolled and in attendance as at Friday, September 28, 2018:

- School age students (must be at least five years of age by December 31 of the current school year) who are ineligible for federal education funding. These are students who would be funded by the Province of British Columbia if they attended a public or independent school.

The following students should be **excluded**:

- Pre-primary or early childhood education children under five years of age on December 31 of the current school year.
- Students 19 years of age or older before July 1 of the current school year.
- Out-of-province or international students who are not involved in a reciprocal exchange, such as a Rotary Club Exchange Program. These are students who are not ordinarily resident in B.C., and their guardians are also not ordinarily resident in the province. (The Ministry does not provide for these students.)

## Duplicate students

School-aged students in kindergarten through Grade 12 can only be reported in one school with the exception of Distributed Learning schools explained below. K–12 students who are claimed in September 2018 by a First Nations school and a public or independent school will be identified by the Ministry. First Nations schools will be contacted by the Data Collection Unit in the Ministry around October 12, 2018, and provided with instructions on how to resolve these duplicates.

School-aged students in grades 10-12 enrolled in a Distributed Learning school may be enrolled and reported in one or more additional schools operated by a Board, Authority, or Band. First Nations schools may report and receive funding for these students.

## Assistance

Questions about completing the spreadsheet should be directed to Kathy Cordner, Data Management Unit, Ministry of Education, 250-356-2441. (For toll-free access, dial 1-800-663-7867 and ask to be transferred to 250-356-2441.)

## Step by step instructions for completing the spreadsheet

### Ministry School Name and Code

Be sure the school name and Ministry school code are present on the spreadsheet.

### Personal Education Number (PEN)

Enter the student's PEN that was assigned by the Ministry. If the student has attended a public or independent school or participated in the Foundation Skills Assessment they have been assigned a PEN. Schools must request PENs for any new student **prior** to submitting their spreadsheet to the Ministry.

### Legal First, Middle and Last Name

These are the names that appear on a student's birth certificate, unless a legal name change has been filed. Full names are required. Do not enter an initial in any of these fields.

### Birth Date

Year - four digits (e.g., 2005).

Month - two digits (e.g., 01 rather than Jan).

Day - two digits (e.g., 05 rather than 5).

### Gender

Indicate gender of the student.

**Grade Code**

Enter the grade in which the student is enrolled.

Valid grade codes:

KH – kindergarten half day

KF – kindergarten full day

01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12

**Number of Courses Leading to Graduation**

The number of courses leading to graduation is required to calculate the Full-Time Equivalent (FTE) for **all** secondary students enrolled in grades 8–12.

A course is defined by the Student Credentials Ministerial Order MO M164/96. For the purpose of completing this spreadsheet, consider a four credit course as one course and a two credit course as a half course. For example, for a student taking English 12 (a four-credit course) and Applied Skills 11 (a two-credit course), report **01.50** courses in this section.

- Items that are not secondary courses, such as prior learning assessment credit granting, tutorial time, and teacher consultation, are not fundable and are not to be included in this section.
- Courses completed via challenge are not to be included in this section.

For all school-aged students report the student’s annual plan of courses, as defined above, leading to graduation, in which the student was enrolled and in attendance as at Friday, September 28, 2018.

The following chart shows how FTE will be calculated by grade.

Number of Courses	Grades 8-9		Grades 10-12	
	Reported as Courses	Funded as FTE	Reported as Courses	Funded as FTE
1	01.00	0.6250	01.00	0.1250
1.5	01.50	0.6875	01.50	0.1875
2	02.00	0.7500	02.00	0.2500
2.5	02.50	0.8125	02.50	0.3175
3	03.00	0.8750	03.00	0.3750
3.5	03.50	0.9375	03.50	0.4375
4	04.00	1.0000	04.00	0.5000
5	05.00	1.0000	05.00	0.6250
6	06.00	1.0000	06.00	0.7500
7	07.00	1.0000	07.00	0.8750
8	08.00	1.0000	08.00	1.0000
9	09.00	1.0000	09.00	1.0000

**Submitting the spreadsheet to the Ministry of Education**

Email the spreadsheet directly to [kathy.cordner@gov.bc.ca](mailto:kathy.cordner@gov.bc.ca) on or before Friday, October 5, 2018.