Reciprocal Tuition Data Collection for First Nations Schools

General Collection Procedures

1. The Ministry provides a blank Form 1601 and completion instructions, a spreadsheet with instructions, a Reciprocal Tuition Agreement, a checklist, and a blank direct deposit form to all First Nations schools that request an application package.
2. First-time participants complete and return a signed Agreement and the direct deposit form.

Important note: the original direct deposit and any related documents, such as a void cheque, must be sent by mail or courier to the Ministry. Facsimiles are not acceptable.

Schools may scan and email or fax the signed Agreement and all other documents, except the direct deposit form. The Agreement and direct deposit form are required only the first-time schools participate in the reciprocal tuition process.

Important note: All payments are now be made by direct deposit only. If your school previously received a cheque, you must now complete the direct deposit form as per above and submit to the Ministry.

3. Complete Form 1601 if there have been changes to your contact information since last year and return it to the Ministry.
4. The Data Management team contacts the principals of schools participating for the first time and provides usernames and passwords for access to the PEN web form.
5. Schools use the web form to request PENs for reciprocal tuition students who do not already have PENs (this is done automatically for schools that use MyEducation BC.)
6. Schools complete the spreadsheet information for their students as of Tuesday, September 29, 2026. The spreadsheet must arrive at the Ministry of Education on or before October 9, 2026.
7. Schools return:
    a. the completed spreadsheet,
    b. a completed 1601 form,
    c. a copy of their current First Nations Schools Association (FNSA) school certification, and
    d. the signed checklist to the Ministry.
8. The Ministry processes the information on the spreadsheet and identifies any duplicate enrolments.
9. In cases of duplicate enrolments, schools work together to determine which one should report each disputed student, and these schools notify the Ministry of each resolution.
10. The Ministry processes the final information on the spreadsheets and makes grant payments to the First Nations.