



District/Authority Scholarships 2025-26

Instructions for Reporting Conditional Recipients (due June 30, 2026)

Administrators: Thank you for your work to support students through scholarships!

Below are instructions for reporting to the Ministry of Education and Child Care which students have been selected by your school or district as conditional recipients of the 2025-26 District/Authority scholarship. Please follow the steps carefully to avoid errors in data reporting that can lead to delays for students.

1. Confirm the number of scholarships [allocated](#) to your district, or to independent schools through Federation of Independent School Associations

2. Save the reporting spreadsheet [template \(Excel\)](#).
The Provincial Scholarships Program team has password protected the template and will share that password with district and FISA District/Authority scholarship coordinators directly by email

3. Notice there are eight columns in the template:

- i. Personal Education Number (PEN)
- ii. Student Legal Last Name
- iii. Student Legal First Name
- iv. Student Email Address
- v. Student Date of Birth
- vi. School Name
- vii. Citizen or Permanent Resident
- viii. Area of Achievement

4. Double-check student data (including citizenship or permanent residency status) is up to date in MyEducation BC (MyEd) or your student information system (SIS)

Tip for MyEd users

Consider pulling data from MyEd to help avoid common errors.

- Create a custom field set using the first seven column headers in step #3, retaining the same order
- Select and display your conditional recipients
- Verify data is complete and correct in all seven columns
- Extract field set data to an Excel file
- Copy/paste the field set data into the ministry template
- Complete the eighth column for Area of Achievement

If you need assistance with MyEd, your school or district MyEd contact is available to help.



5. Enter data for each student into the template
 - ✓ Fill in all columns for each student
 - ✗ Do not add additional information

However, feel free to include notes for the Provincial Scholarships Program team within the body of your email when you submit your spreadsheet

6. Submit your complete, password-protected spreadsheet to scholarships@gov.bc.ca by June 30, 2026

7. Provide your students selected as conditional recipients with the following information:
 - After you are selected by your school for this scholarship, you must still satisfy all core eligibility requirements by August 31, 2026, for your scholarship to be confirmed. You can review the core eligibility requirements online: www.gov.bc.ca/provincialscholarshipeligibility
 - At the end of September, you can log in to the StudentTranscripts Service to see if your scholarship has been confirmed: www.studenttranscripts.gov.bc.ca
 - In November, paper scholarship vouchers are mailed to confirmed recipients using the home addresses reported by schools to the Ministry of Education and Child Care. Be sure to inform your school of any address changes
 - Once you have started post-secondary classes, you can submit your voucher for reimbursement. Learn full requirements online: www.gov.bc.ca/howtoredeemscholarships

8. Consider preparing a short list of runners-up in case any of your conditional recipients do not satisfy the [District/Authority specific and core eligibility requirements](#) by August 31 (in which case the Provincial Scholarships Program team will contact you)



9. Keep in mind that errors in the student data submitted to the ministry may cause delays for students awaiting their vouchers. See below for a list of common issues

10. Seek assistance, as required, from the Provincial Scholarships Program team: scholarships@gov.bc.ca

Common eligibility and data issues

Please be aware of the following common eligibility and data issues reported to the ministry that stall or prevent students from receiving their scholarships in the fall.

Citizenship / Permanent Resident Status: A student is not recorded as a Canadian citizen or permanent resident in MyEd or SIS.

Graduation: The student does not meet graduation requirements by August 31.

Grad Year Not Within Current Period: The student is recorded in MyEd or SIS as having met their graduation requirements in a previous school year.

Name: The name on the spreadsheet provided to the ministry does not match the full legal name recorded in MyEd or SIS (i.e., as it will appear on the student's transcript). A full legal name is required to award scholarships, and later issue cheques and T4As.

PEN: The 9-digit Personal Education Number provided is invalid or assigned to a different student.

If you have questions about any of these common issues, please contact the Provincial Scholarship Program team: Scholarships@gov.bc.ca

Find other District/Authority scholarship information for administrators:
www.gov.bc.ca/schooldistrict-authorityreporting