NOMINAL ROLL PROCEDURE BOOKLET 1978-79

The Nominal Roll is the official data base for activities Related to the Indian elementary and secondary schools and students. Various statistical tables, and student lists are produced from it.

(La version française est disponible sur demande.)

EDUCATION BRANCH

INDIAN AND INUIT AFFAIRS PROGRAM

Index

1. Introduction

This Booklet is a revised version of the "Nominal Roll Procedures Booklet 1977-78"and outlines instructions for collection of data on student enrolment in elementary and secondary schools for which the Department of Indian Affairs and Northern Development provides any kind of assistance.

1.1 Some of the salient features of this System are:

a) The official data base for Program Forecasts and Budgetory Provisions related to Indian elementary and secondary school enrolment;

b) A consistent and continuous data base from the school year 1969-70 in the form of various statistical tables by band, school, education district, region and Canada on items like schools, students by age, grade, sex, place of residence, facility of native language instruction, and language(s) spoken by the student at first entry in school;

c) A provision for recording information of school leavers and graduates for subsequent compilation and tabulation;

d) A reliable source of information for evaluation and planning programs, educational research and operational requirements; and

e) A feasibility of data retrieval for past years through the Regional Computer Terminals.

II. Three Components of the Nominal Roll

II.I The Computer Printout:

This form provides pre-printed information for the previous school year for every student reported by a school, which is to be updated as follows:

a) If the student is continuing his/her education in the same school

- Correct the pre-printed information wherever necessary, and

- Supply the new grade, status code, assistance cross marks and previous year's achievement.

b) If the student has <u>moved</u> to another school,

   - Provide the name of the new school and

   - The student's achievement for the previous school year, if
     possible.

c) If the student is no longer receiving any assistance for school-
    ing from the Department,

   - Provide suitable codes under 'ACH and 'DEST' columns and

     draw a line across the student record to indicate 'deletion'.

II.2 <u>The Additions and Transfers Form:</u>

This form has a provision to record COMPLETE details of all new and
transferred students to any given school for whom the Department
provides any kind of assistance.
For every student coming from another school, the name of the
previous school attended and the student's achievement in 1977-78
are to be provided in the last two columns.

For all Federal and Band Operated Schools, the form also provides
a space to record information on the number of teachers, teacher-
aides and classrooms.

II.3 <u>The Enrolment Abstract:</u>

This green sheet at the top of the set, summarizes the student enrol-
ment by grade, being reported by a school on the Computer Printout and
the Addition and Transfers Form. The school name, number, address and
type will also be recorded on this form.

III.   <u>Completing the Nominal Roll</u>

The Nominal Roll for a given school can be completed for the school year 1978-79 as follows:

III.1 Step 1:   Take the Computer Printout providing information for the school year 1977-78 for all students reported from this school. If the school did not report any students during 1977-78, proceed to Step 6. If the school did report some students but no printout for them is available contact Mr. Paul McGillivray in Hull, Quebec, (819-996-1923)

Step 2:   Start from the first student listed on the Printout and find out if he/she is still studying in the same school? If yes,

- check the pre-printed information for accuracy and correct if necessary;

- provide new grade, status code, assistance cross-marks for 1978-79; and

- supply the proper achievement code for 1977-78.

Step 3:   If the student is no longer in the same school, find out if he/she has moved to any other school and still receives any kind of assistance from the Department? If yes,

- provide the name of the new school where the student is now studying; and

- supply his/her achievement for the previous school year.

Step 4: If the individual is no longer in school or not in receipt of any known kind of assistance from the Department,

- provide proper codes for his/her achievement for the school year 1977-78

- give suitable code for his/her destination after leaving school . (consequently not receiving any kind of Departmental assistance) and

- draw a line through this record to indicate 'deletion'.

Step 5: Take the next student record from the Printout and follow the procedure outlined in Steps 2 to 4, till you cover all students listed on the Printout.

III.2 Step 6: Take the Additions and Transfer Form and complete the details regarding school name, address and type.

Step 7: If the school is either Federal or Band Operated, supply the number of teachers (Indian and Other), teacher-aides (Indian and Other) and classrooms (permanent and temporary).

Step 8: List all students for whom the Department provides any kind of assistance. It will be convenient to arrange them by grade, though this sequence is not essential.

Step 9: Provide information on grade, sex, date of birth, facility of native language instruction in the school (Lang) for every student.

Step 10: Supply available information on the following items using codes supplied on the back page of this Additions and Transfers Form:

Student Identifier

Status Code

Parents' Residence (Res)

Student's Accommodation (Acc)

Language(s) Spoken by the Student at

first entry (Spok); and

Achievement of the Student for 1977-78

(Achieve).

Step 11:   Place cross-marks under applicable items of Assistance,

against every student record;

Step 12:   Give the name of the past school attended for every

student transferred to this school from elsewhere;

Step 13:   Supply the total number of students reported on this page

in the box in the bottom right hand corner;

Step 14:   Proceed to the next page. Follow steps 6 to 13 for

all new students and transfers from other schools.

Step 15:   Check the set of Additions and Transfers Forms for

completeness and accuracy of information on all students

to be reported.

Step 16:   Complete the entries "Page ___ of ____", "Compiled by"

and "Verified by" at the bottom of each of the Additions

and Transfers Form.

III.3   Step 17: Provide the name, address and type of the school on the "Enrolment Abstract Form". Complete the "Abstract" by giving totals of enrolments by grade as reported in the "Computer Printout" and "Additions and Transfers Form".

Step 18: Take the vertical and horizontal totals in the "Abstract" and cross-check for accuracy. School leavers and students transferred to other schools are to be excluded from this Abstract.

Step 19: Place the Abstract on top of all the Computer Printouts followed by all Additions and Transfers Form and mail this package to your Indian Affairs Education District office by October 15, 1978. Ensure that you have an exact copy of the finalized Nominal Roll for your own record and for answering querries on back references from the Department.

IV.   Completion by the Education District Offices

Step 1: Ascertain that every student reported on the Nominal Roll by a school receives some kind of assistance from the Department and is eligible for inclusion on the Nominal Roll. At the same time, ensure that all students who are provided with some kind of assistance are included in the Nominal Roll. Duplication or omission of students must be avoided.

Step 2: Fill in the Education District Name and Number at all applicable places on the Nominal Roll. (Check all the three types of forms from each school for this purpose.)

Step 3: Check the Nominal Roll from each school for completeness and accuracy of information. Some of the probable areas of errors and omissions are listed in the following paragraphs with possible codes and illustrations wherever necessary.

V. Coding, Checking (with Illustrations):

1. School Type - This should appear uniformly on all pages of the Nominal Roll from a school and conform to the following codes:

   1   Federal

   2   Provincial Tuition

   3   Provincial Joint

   4   Band Operated

   5   Private Tuition

   6   Private Joint

The fourth digit of the school number indicates the school type and should be in accordance with the above codes, unless the school type has changed in the school year 1978-79.

For example, a school number 476402 will indicate a band-operated school from Education District 476.

2. Student Identifier

The Student Identifier includes the Home District, Band Code, Band - Family Number and Child Position columns. The method of obtaining this number for different categories of students is explained below:

2.1   Registered Indians

The Student Identifier for registered Indians can be obtained

from the Band Membership List (Family Grouping, Alphabetical,

Chronological)

e.g. | Home Dist. | Band Code | Band Family Number | Child Position |
|---|---|---|---|
| 492 | 04 | 0175 | 03 |

2.2. Indian Children not yet on the Membership List: Code 99

When Indian students are not yet on the Band Membership List, but the

parents are on the list, use code 99 for the last two digits in the

Student Identifier. For the first 9 digits, use the available

information about the child: e.g. A child from District 377,

Band 02 and born in an Indian family 0123, but not yet on the band

list, will be listed as

Home Dist.	Band Code	Band Family Number	Child Position
377	02	0123	99

2.3   A - F Students: Code 96

Non-Indians as defined by the Education Assistance Policy statement

of July 1971, are not included on Band Membership Lists. However,

the above Policy states that:

"Educations Assistance may be granted to non-Indians living on a

reserve if assistance is not available from municipal or provincial

sources and provided such non-Indians fit into any one of the   following

categories:

(i)   Category A

Women of former Indian status who return to reserves because

of desertion or death of their husbands, or for other

good reasons.

(ii)   Category B

Non-Indian children of women described in (i), either living with their mothers or in the care of friends and relatives on a reserve.

(iii) Category C

Illegitimate non-Indian children of Indian mothers, either living with their mothers in the care of friends or relatives on a reserve.

(iv)   Category D

Non-Indian children whose mothers become Indian by marriage.

(v)   Category E

Non-Indian children legally adopted by Indian families living on reserves or in Indian communities.

(vi)   Category F

Other non-Indians living on reserves or in Indian communities for whom assistance, in the opinion of the Minister of Indian Affairs and Norther Development, is justified.

Headquarter's approval must be secured before any assistance is granted to non-Indians other than those specifically designated in sub-sections (i) to (v) above inclusive."

For these students, the procedure is:

Home District

Write in the three digit number which identifies the Indian Affairs District responsible for the student's tuition fees/education.

Band code

For "A - F" students show the Band Code as that of the Registered Indians in that community.

Band - Family Number - Child Position

For all "A - F" category students use 96 as the first two digits in place of this number. For the last four digits use the day and month of birth of the student.

For example, a non-Indian student living on an Indian Reserve from Band 02 in Education District 373, and belonging to category A, is born on 10th July 1969 and studies in a Federal School. His identifier will be

Home District	Band Code	Family Number	Child Position
373	02	9610	07

2.4   Others - Code 97

This category includes any non-Indian student receiving some kind of Departmental assistance but not covered by the above cases e.g., a child of a non-Indian teacher on a reserve, or a child of a person employed by any department or agency of the Federal Government, any Provincial Department, or any private agency working on the reserve.

Home District and Band Code

Follow procedure for "A - F" students.

Band - Family Number and Child Position

For "other" students use 97 as the first two digits instead of this number. For the last 4 digits, use the day and month of birth, as for "A - F" students.

e.g. a non-Indian student adopted by a priest working in a community with a Band-code 04, in district 486, and born on 20 August will be recorded as:

Home District	Band Code	Band - Family Number	Child Position
486	04	9720	08

2.5   Inuit (Eskimo) Students - Code 98

Home District

Follow procedure for "A - F" students.

Band Code

For Inuit students use 98, in place of the Band Code.

Band - Family Number and Child Position

For Inuit student use "disc" number if assigned to the student.
For example, an Inuit student from district 380, with a disc number of E1-876 will be shown with the Student Identifier:

380 98 E108 76 (Note: zero is used as a filler).

If Inuit students don't have disc numbers, use the day, month and year of birth instead of the Band - Family Number and Child Position. e.g. An Inuit student from district 380, born on 15 February 1963, and without a disc number, will have the identifier as:

380 98 1502 63

3.   Status Code

Every student for whom the Department is partly or wholly providing educational assistance will henceforth be included in the Nominal Roll. For the purpose of budget and educational planning, each student will be shown separately under one of the following categories:

Code	Category
01	All Indian children living on reserves or on a Crown land.
02	Non-Indians as defined by the Education Assistance Policy Statement of July 1971; (see 2.3 above)
03	Other Non-Indians;
04	Inuits Students on Crown land or reserves;
05	Off-reserve Indian Students;
06	Students of employees of other Departments (Federal or Provincial) or private agencies attending federal schools on reserves.
07	Indians not yet registered on the Band Membership List.

4. Date of Birth

The six digits indicating day, month and year of birth will be mentioned in the six spaces provided under this item. Single digit days and months will be left justified.

For example, a child born on 3rd August 1966 will be reported as 03 08 66.

If no birth records are available, a blank or a suitable note will be appreciated.

5. Sex

The standard codes of 1 for male and 2 for female are to be used. Since abbreviations as M and F are easily understood, these can also be used as alternative codes.

6. <u>Grade</u>

All students in graded classes are to be reported likewise using two digit codes. For example, grade seven will be shown as '07' and not '7'. In schools where grade designations are not used, this number will refer to the student's year in school after kindergarten.

Children in junior kindergarten will be reported as in K4 while those in senior kindergarten will be recorded as in K5.

Any student undergoing special instructions for any reason and cannot be reported under any grade will be shown as in "SS".

7. <u>Parents' Residence</u> (Res)

Enter in this column for each student, the code to indicate the domicile of the parents or in their absence of the <u>guardian</u>. The possible codes are:

<u>Code</u>	<u>Parents' Residence</u>
1	On Reserve
2	On Crown Land
3	Other (no local property tax)
4	Off Reserve (having local property tax)

8. <u>Student Accommodation</u> (Acc)

Enter in this column for each student, the code for the type of accommodation the student has, while attending the school.

<u>Code</u>	<u>Student Accommodation</u>
1	With Parents/Guardians
2	Boarding - Off Reserve
3	Boarding - On Reserve
4	Student Residence
5	Group Home
6	Foster Home
7	Other (Please Specify)

9. Assistance

Place a cross mark (X) under each type of assistance received by the student and leave all other assistance fields blank. Do not use any other type of marks to avoid misinterpretation. The six types of assistance are:

BS - Books and Supplies, Mid-day Meals, etc.

SA - Student Allowance

TR - Transportation

CL - Clothing

BD - Board only

TP - Tuition Payment by or to the Dept. of IAND

10. Use of Native Language in School (Lang)

Please note the difference between the language of instruction and its use as the medium. For example, one may study a native language as a subject but study all other subjects like mathematics, history, etc. in English. In this case his medium of instruction is English, and the code will be 4 (see codes below).

Code for each student the use of native language in the school. Use one digit codes as follows:

Code	Native Language Instruction
1	NIL
2	Medium - More Than Half Time
3	Medium - Less Than Half Time
4	Taught as a Subject Only
5	Taught as a Subject & Part-Time Medium
6	Subject and Full Time Medium

11. Language(s) Spoken at first entry (Spok)

Enter for each student the appropriate code for the language(s) the student spoke when first entering school, and received any kind of Departmental assistance.

The codes are:

Code	Language(s) spoken at first entry
1	Any Indian language
2	English
3	French
4	Any Indian and English
5	Any Indian and French
6	Any Indian, English and French
7	English and French
8	Nil
9	No information

12. The <u>Achievement</u> Column supplies information about the academic progress made by every student (continuing or otherwise) in the previous school year (1977-78). Provide this information, useful for all evaluation purposes, for every student reported on the Nominal Roll and for all school Leavers, by using one of the following codes:

Code	Achievement
1	Graduation at the end of 1977-78
2	Promotion at the end of .1977-78
3	Non-promotion at the end of 1977-78
4	Withdrawal during the school year 1977-78
5	Partial Promotion at the end of 1977-78
6	No Attendance during 1977-78
7	Not reported during 1977-78

13. <u>Destination</u>

This column is to be completed on the computer printout for all <u>leavers and graduates</u> only who are no longer receiving any kind of Departmental assistance for elementary and secondary school program. Indicate their respective Destinations using one of the following codes:

Code	Further Education
81	Upgrading
82	Vocational training (10 months or less)
83	Vocational training (more than 10 months)
84	Teacher Education
85	Other University Education
94	Community Colleges CEGEP

Code	Employment
80	At work
86	At home (self employed)
87	Unemployed

Code	Miscellaneous Destinations
88	Death or disability
89	Unknown
90	Off-reserve
91	Other (please specify)
92	Provincial child care
93	Marriage

VI. Responsibilities and Scheduling

VI.1 The Education Branch in headquarters will supply all Regional Offices
with the following material, sometime during August 1978:

a) Computer Printouts for 1977-78 in respect of every school in
the Region, providing enrolment statistics of students in
elementary and secondary schools for update:

b) Blank copies of the Additions and Transfers Forms to record
information of new students and inter-school transfers of students.
Federal and Band Operated schools will also provide information
on number of teachers, teacher aides and classrooms on this form.

c) Blank copies of the "Enrolment Abstract Form" to record summary
of student enrolment by grade, in each school for the year
1978-79;

d) Copies of the "Nominal Roll Procedures Booklet 1978-79"and
"Manual Edit Guidelines for 1978-79" to facilitate
data collection and manual edit at the Education District and
Regional level;

e) Band listing of all students for the school year 1977-78 and
relevant standard tables showing student enrolment by

   i)   age and grade

   ii)   status and grade

f) Lists of schools arranged in an alphabetical and numerical order.

Any other specialized tables, information, material will also be provided
if possible, on request.

V1.2   The Regions will provide through their Education District Offices, each participating school, with the relevant pages of Computer Printout of 1977-78 for update and required blank copies of the "Additions and Transfers Form" and "Enrolment Abstract Form".

The District Education Office will determine the items of information to be completed by the schools in its area. Usually, it might be convenient for it to provide information on Student Identifiers, Status Code, Parents' Residence (Res), Language(s) spoken by the student at first entry (Spok), either before or after completion of remaining information by schools.

The schools will record the enrolment statistics of all students who receive any kind of assistance from the Department on the relevant forms and will forward the entire NOMINAL ROLL (a set of all three types of forms) as of October 2, 1978, to the respective Education District Office within a week.

V1.3   The Education District Offices will scan the Nominal Rolls received from schools for completeness and accurancy of information and forward them to the Regional Office for manual edit. They will also take necessary follow-up measures to obtain nominal rolls for all participating schools under their jurisdiction.

V1.4   Upon receipt of the completed Nominal Rolls from the Education District Offices, the Regions will carry out manual edit for completeness and accuracy of information. All edited Nominal Rolls will then be

mailed to: Education Branch,
              17th Floor, North Tower,
              10 Wellington Street,
              HULL, Quebec.   K1A OH4
              (819-996-1923)

so as to reach the headquarters by the end of November, 1978.

VI.5 After processing at the Computer Information Systems Division, relevant student lists, school lists and statistical tables will be supplied to the Regions on a first-(quality data)-in, first-served basis. All Regional Information will simultaneously be released for direct retrieval of student enrolment data by the Regional Staff through their Computer Terminals.

VII. Some Explanations

Computer Printout
- the pre-printed computer forms that contain records of all students previously enrolled in a school.

Additions and Transfers Form
- a blank form to be used for all new students entering school for the first time and transfers from other schools.

Enrolment Abstract
- a summary of student enrolment by grade, in a school.

Nominal Roll
- the Computer Printouts, the Additions and Transfers Forms, and the Enrolment Abstract for a particular school, together form the Nominal Roll for that school.

Indian
- a person registered as an Indian as explained in the Indian Act. (See Code 95 also)

Inuit
- a member of a native settlement registered as an Inuit or Eskimo.

Other Status
- any child, other than an Indian, or belonging to Category A-F, or Inuit, who attends a federal school or attends a non-federal school and receives some kind of assistance, from the Department.

Federal School — an elementary-secondary school operated by staff employed by the Department of Indian and Northern Development.

Provincial School — a school operated by a provincial board of education.

Band Administered School — a school operated by staff employed by an Indian band or organization, and financed by the Department of I.A.N.D.

Private School — a school which is privately operated and financed.

Reserve — has the meaning as given in Section 2(1)(0) of the Indian Act.

Crown Land — land owned by Canada, a Province, or a Territory.

Other (non-taxed Area of Residence) — a home location on a land, other than Reserve or Crown land, when there is no local property tax.

Off-Reserve — a home location on land situated in an organized area which collects local property taxes in support of education.

New Student — a student first entering the school system with some kind of assistance from the Department of Indian Affairs. Usually these students are in K4, K5 or grade 1, but there are some exceptions. e.g. A student who dropped out of the system and re-entered at a later date would also be treated as a new student.

- any student for whom the Department provides any kind of assistance and who was not reported in the Nominal Roll for 1976-77, will also be covered in this group.

Student Identifier

- this is a unique number associated with every student being reported on the Nominal Roll. For all registered Indian students this will be obtained from the Band Membership List (Family Grouping). This number can also be found on the Alpha List and the Chronological List, (but the child position number is not available). If you cannot obtain the child number, leave it blank and fill in the rest of the student identifier. Any blanks should be explained, on the Form.

- For all non-Indian and non registered Indian students follow instructions in paragraph V of this booklet.

Grade

- the actual achievement or progress level of a student as distinct from years in in school. If not available, to be determined, by the reporting officer.

Education Assistance

- provision of such items as room and board, tuition, books and supplies, clothing, transportation and allowances to assist students to attend school.

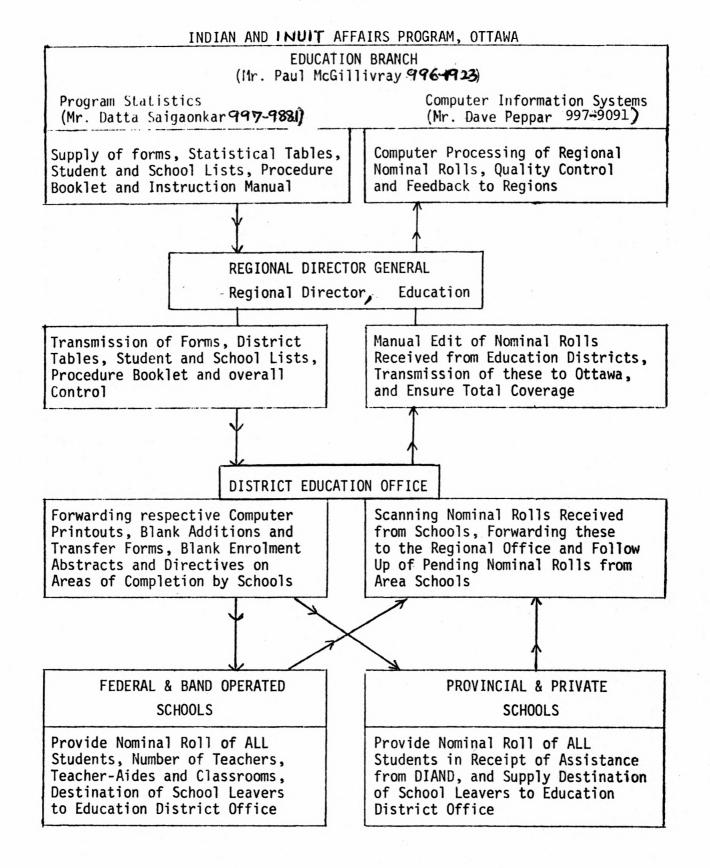|		
Student Residence	-	is an accommodation alternative for students who cannot live at home. Residences may be federal, Indian, or church operated.
Group Home	-	is an accommodation alternative where some six to twelve students are domiciled in a "home" which provides special programs to meet unique needs. Group homes may be federal, Indian, or private operated. Ideally a group home has the character of a larger Indian family situation and is supervised by group home parents.
Medium of Instruction	-	if any Indian Language is used to teach various subjects to students (especially in earlier grades), it will be treated as the medium of instruction.
Subject of Instruction	-	if any Indian Language is taught in a school through any other language, it will be treated as a subject of instruction.
Graduation	-	satisfactory completion of a specified course and earning desired number of credits for eligibility to post-secondary education.
Promotion	-	satisfactory completion of assigned work during any academic year.
Partial-promotion	-	conditional advancement to next grade or course because of inadequate performance in some areas of study.

VIII. Some Questions -- and Answers

Q.1 How will the Computer Printouts, Additions and Transfers Forms, Abstract Forms be distributed to the schools?

A. In most Districts the forms will be provided to the schools with a covering letter signed by the District Superintendent of Education (DSE).

Q.2 Will he have to write a detailed procedure?

A. No. Instructions for schools will be on the back of the Additions and Transfers Form, and will not have to be provided by the D.S.E. Most of the instructions are also indicated in this booklet. The areas of completion by the school need be stated in the covering letter by the DSE.

Q.3 What happens if a school refuses to use our forms?

A. In such a case the easiest solution would be for our District Staff to obtain it from the school and rewrite the information onto the proper form(s).

Q.4 Do we obtain the Nominal Roll from schools even with a few Indian students?

A. In some cases the District Staff might originate a Nominal Roll for a school with few Indian Students and simply confirm the information by telephoning the school.

Q.5 Are students from another District to be reported?

A. Yes! The students are to be reported by the District in which they are attending school. Reference to Home Districts of such students might be necessary for completing the Nominal Roll.

Q.6 How do we obtain the identification codes for out of District students?

A. The identification codes will appear on the computer print-outs provided for all but new registrants. The Student's Home District will have to be contacted for any information required which is not shown on the Application for Educational Assistance, (IA352). If the name of the previous school is supplied to Ottawa on the A & T form, this information will be conveniently obtained by the Program Statistics Division, from the past records.

Q.7　If previous information such as student identification numbers or birth dates are incorrect, should they be changed?

　　A.　Yes. Enter the correct information on the computer printout. If necessary, append an explanation or mark "see over" and use the back of the form.

Q.8　What if a student changes his/her name?

　　A.　The name will appear on the computer listings as it was reported in the previous year. Write the changed registered name in the proper column. Nicknames may be shown in brackets.

Q.9　How do we report non-registered persons of Indian kinship?

　　A.　Report them in the same way as the A-F group, using code 96 for the 6th and 7th digits in the student identifier.

Q.10　How do we report a child from a registered Indian family not appearing on the band membership list?

　　A.　Use code 99 for the last two digits of the student identifier. When the student is added to the Band Membership List, supply the correct family number and child position.

Q 11.　How to report students getting their new band numbers (after age 17 or on marriage)?

　　A.　Show the new Student Identifier on the Nominal Roll.

Q.12　For any question not covered in this booklet or for any other relevant information like supply of additional forms, feedback on statistical information, who should be contacted and where?

　　A.　For all such queries either contact your District or Regional Office. You may contact, if necessary, any one of the following persons in Hull:

　　　Mr. Paul McGillivray - Education Branch　　　996-1923

　　　Mr. Datta Saigaonkar - Statistics Division　997-9881

NOMINAL ROLL CYCLE

INDIAN AND **INUIT** AFFAIRS PROGRAM, OTTAWA

EDUCATION BRANCH (Mr. Paul McGillivray 996-1923)	
Program Statistics (Mr. Datta Saigaonkar 997-9881)	Computer Information Systems (Mr. Dave Peppar 997-9091)
Supply of forms, Statistical Tables, Student and School Lists, Procedure Booklet and Instruction Manual	Computer Processing of Regional Nominal Rolls, Quality Control and Feedback to Regions

REGIONAL DIRECTOR GENERAL

- Regional Director, Education

Transmission of Forms, District Tables, Student and School Lists, Procedure Booklet and overall Control	Manual Edit of Nominal Rolls Received from Education Districts, Transmission of these to Ottawa, and Ensure Total Coverage

DISTRICT EDUCATION OFFICE

Forwarding respective Computer Printouts, Blank Additions and Transfer Forms, Blank Enrolment Abstracts and Directives on Areas of Completion by Schools	Scanning Nominal Rolls Received from Schools, Forwarding these to the Regional Office and Follow Up of Pending Nominal Rolls from Area Schools

FEDERAL & BAND OPERATED SCHOOLS	PROVINCIAL & PRIVATE SCHOOLS
Provide Nominal Roll of ALL Students, Number of Teachers, Teacher-Aides and Classrooms, Destination of School Leavers to Education District Office	Provide Nominal Roll of ALL Students in Receipt of Assistance from DIAND, and Supply Destination of School Leavers to Education District Office

1978-1979 NOMINAL ROLL SYSTEM UPDATE

Flow and Scheduling

	Responsibility	Work Phase	Target Dates
1.	Statistics Division with Education & Cultural Support Branch.	Letter to Regional Directors General for ADM's signature outlining procedures for 1978-1979 update prepared.	Aug. 1, 1978.
2.	Statistics Division with Education & Cultural Support Branch	Supply of computer lists, forms, print-outs, instructions and related material to regions.	Aug. 25, 1978.
3.	Regions	Transmission of above-mentioned materials to districts.	Sept. 1, 1978.
4.	Education Districts	Distribution of student data print-outs and additions & transfer forms with accompanying instructions to the schools.	Sept. 15, 1978
5.	Schools	<u>Census Date.</u>	<u>Oct. 2, 1978.</u>
6.	Schools	Forewarding of data through updated print-outs, additions & transfer forms and abstracts of enrolment to the districts.	Oct. 15, 1978
7.	Districts	Scanning of data from schools, follow-up measures and mailing data to regions.	Oct. 31, 1978.
8.	Regions	Manual edit of Nominal Roll and overall control for adequacy.	Nov. 15, 1978.
9.	Regions	Transmission of Nominal Roll data to Headquarters - <u>latest date to ensure inclusion in 1978-79 update</u>.	<u>Dec. 1, 1978.</u>
10.	Statistics Division and Computer Information Systems Division	Quality control of Nominal Roll, corrections of error listings, computer editing and data processing.	Dec. 1, 1978. to Jan. 15, 1979.
11.	Computer Information Systems Division	100% of input data received to ensure cleanliness of file.	Jan. 15, 1979.
12.	Computer Information Systems Division	Completion of 1978-1979 Master File.	Feb. 1, 1979.
13.	Computer Information Systems Division	<u>National tabulations</u>, student lists and school lists received for distribution to regions.	<u>Feb. 1-15,1979</u>