



Indian and Northern  
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*Your file - Votre référence*

October 17, 2012

*Our file - Notre référence*

**VAN-E 4700-15 PRO**

All First Nations  
All Tribal Councils  
British Columbia Region

Attention: Education Coordinator

**Re: Smart PDF Nominal Roll Student and Staff Census Report DCI 462572**

In follow-up to the letter I sent on September 12, 2012, please find enclosed the 2012 Nominal Roll for your community.

The PDF form provided has been pre-populated using the Nominal Roll data that you submitted last year. This new and easy to use form has many time saving features, such as; drop-down menus, help wizards and auto fill fields. Your funding agreement has been amended to extend the due date for this DCI from October 15, 2012 to November 30, 2012.

As has been presented at the workshops the Department continues to work with FNESC to address concerns regarding changes in the reporting requirements in the 2012 Nominal Roll. We request that you continue to update your report to have it ready for submission by the due date.

Please validate that all of the data for your schools, students and staff are accurate and make any changes or additions, as necessary. *Note:* If your Nominal Roll contains more than 100 students, then it may take a few moments for the document to open. Once you have made all your edits, save the document and **submit to Aboriginal and Northern Development Canada (AANDC) by November 30<sup>th</sup>, 2012**, using one of the options outlined below:

Send the updated AANDC prefilled PDF to your AANDC Regional Office by Email to [BCFNITPReports@aandc-aadnc.gc.ca](mailto:BCFNITPReports@aandc-aadnc.gc.ca). Include the following in your Email subject line: Band #, Band Name, DCI 462572 2012-2013.

Send USB by courier, or deliver the USB in person with a note that includes the following description of the contents: Your Band #, Band Name, DCI 462572 2012-2013.

Step-by-step instructions to complete the form can be found at the top of the form by clicking the "View Instructions" button. To date four Nominal Roll training sessions

Canada

have been delivered at various locations in BC. An additional four sessions are scheduled to be delivered in October. If a participant from your community has not yet registered, or if you have questions relating to the sessions or travel reimbursement, please contact Kirstin [kirstins@nautsamawt.com](mailto:kirstins@nautsamawt.com) or 1-888-382-7711.

For additional assistance, or if you have any other questions regarding the Nominal Roll report, please contact Phyllis Quon at (604) 666-7046 or Email [Phyllis.quon@aandc-aadnc.gc.ca](mailto:Phyllis.quon@aandc-aadnc.gc.ca) .

Sincerely,



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ENC:

- Memory stick: Nominal Roll PDF