



ADMINISTRATIVE PROCEDURE – AP516-1

First Nation, Métis, and Inuit Students Voluntary Self-Identification

Area: Academic Services
Policy Reference: First Nation, Métis and Inuit Education Framework (PO516)
Approved: March 22, 2010
Revised: December 8, 2014; June 22, 2026

1. Purpose

The purpose of this administrative procedure is to support the Durham Catholic District School Board (the “Board”)’s commitment to improving achievement and well-being for First Nation, Métis, and Inuit students by outlining the voluntary self-identification, collection, and analysis of Indigenous student data. This information enables the Board to monitor progress, evaluate the effectiveness of programs and services, and make informed decisions that promote equitable outcomes and support the holistic success of First Nation, Métis, and Inuit learners in alignment with the *Ontario First Nation, Métis and Inuit Education Policy Framework (2007)*.

2. Definitions

Nil

3. Procedures

- 3.1 Participation in self-identification is voluntary and based on the right to self-identify First Nation, Métis, or Inuit identity. Data will support access to high-quality programs and services designed to enhance the success and well-being of First Nation, Métis, and Inuit students.
- 3.2 Voluntary self-identification will be offered at specific and ongoing times throughout the school year:
 - a) student registration (elementary and secondary);
 - b) annual student information verification;
 - c) student information updates initiated by families.

- d) students who have reached the age of majority (18) may update their own self-identification information at any time; and
 - e) ongoing on the Board website.
- 3.3 Designated fields within the Student Information System (SIS) will capture whether a student self-identifies as:
 - a) First Nations
 - b) Métis
 - c) Inuit
- 3.4 Principals shall ensure that:
 - a) families are informed of the purpose of self-identification;
 - b) communication emphasizes the voluntary nature of the process;
 - c) questions from students and families are answered respectfully and accurately; and
 - d) consultation with the Indigenous Education Team will be utilized as required.
- 3.5 Personal information will be collected, retained, used, disclosed, and disposed of in compliance with:
 - a) Education Act Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
 - b) Ontario Human Rights Commission guidelines; and
 - c) Board privacy and records management protocols (Records Information Management Policy (PO427) and its attendant procedure (AP427-1).
- 3.6 Self-identification data will be used in aggregate form to:
 - a) monitor student achievement and graduation trends;
 - b) evaluate the effectiveness of Indigenous education programs and supports;
 - c) develop and enhance programs that reflect Indigenous perspectives, culture, and learning needs; and
 - d) support school and Board improvement planning.
- 3.7 Data may also inform decisions related to:
 - a) resource allocation;
 - b) funding opportunities;
 - c) professional learning; and
 - d) community partnerships.
- 3.8 Principals will confirm data is entered accurately into the SIS and support privacy and data protection requirements.
- 3.9 The Indigenous Education Team will:

- a) lead data analysis for Indigenous education initiatives;
- b) provide guidance, resources, and professional learning that is data informed;
- c) work collaboratively with the Communications Department to communicate about the self-identification process across the system; and
- d) work collaboratively with the Indigenous Education Advisory Committee.

3.11 Information Technology Services will:

- a) maintain secure SIS fields for self-identification data; and
- b) support privacy and data protection requirements.

4. Sources

- 4.1 [Education Act, Section 8.1\(1\): Collection and Use of Personal Information](#)
- 4.2 [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)
- 4.3 [Implementation Plan – Ontario First Nation, Métis and Inuit Education Framework Policy](#)
- 4.4 [Ministry of Education, Building Bridges to Success for First Nation, Métis and Inuit Students](#)
- 4.5 [Ministry of Education, Ontario First Nation, Métis and Inuit Education Policy Framework](#)
- 4.6 [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- 4.7 [The Ontario Human Rights Commission’s Guidelines for Collecting Data on Enumerated Grounds Under the Code](#)

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 [First Nation, Métis and Inuit Education Policy \(PO516\)](#)