

Credit Transfer Web Application

The **Credit Transfer web application** is used to enter Saskatchewan course equivalencies for students transferring from another Canadian province/ territory to a Saskatchewan high school.

The student must be enrolled in the Saskatchewan high school prior to entering credit equivalency information.

To access the credit transfer web app, users must have the “Counselling Student” or “Principal/School Administration Activities” role on the SDS.

Mozilla Firefox is the recommended browser for Credit Transfer.

1. On the SDS, choose **Marks** then **Credit Transfer**.

Saskatchewan

Saskatchewan

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DON MORGAN
Visit Web Page

You are logged in as burantm2. Logout

Student Records Home
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My Report Dashboard
New SK Student
Demographics
Enrolment
Registration
Marks
Electronic File Transfer
General Proficiency Awards
Reports
Educator
PAA Module Recording
Student Assessment
Intensive Supports
EAL
ellP
Security Administration
System Updates
Help
Application Maintenance

Welcome to the Student Data System

May 15, 2015

It is hard to believe the school year is almost over. With that in mind, please ensure the following reports have been run and verified:

- Registration Reports
- Accreditation Reports
- Individual Marks
- Class Marks
- Mark Corrections
- Credit Transfer
- Credit Transfer Report

and processing June Department exams so it is s who require an exam have been registered.

ld on May 5. Please refer to the System Updates page tion and notice of upcoming changes.

November 10, 2014

Did you know that you can run “EYE TA Data Pull” in Discoverer to verify data for the Early Years Evaluation and for the Help Me Tell My Story and Help Me Talk About Math Assessments. Use this tool to specifically verify:

- PreK and K teachers' email addresses (these are pulled from the Teacher Educator Profile). Look for personal email addresses, commas instead of periods, names that don't match the listed given and surnames, and out-of-date domains.
- PreK and K homeroom identifiers (KAM/KPM, KTT/ KMF, etc.) are

2. Enter the Learning ID number (or the student’s Legal Last Name, Legal First Name, Birth Date, and Gender) and click **Search** to proceed to the **Credit Transfer Screen**.

Student Search - Credit Transfer

You must provide either a valid Learning ID OR legal name, birth date and gender to perform a search. Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID: 120258800

OR

Legal Last Name*: Legal First Name*

Birth Date*: Month Day Year Gender*: Choose One

Optional Search Criteria

Search Reset Cancel

Student Search - Credit Transfer

You must provide either a valid Learning ID OR legal name, birth date and gender to perform a search. Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID

OR

Legal Last Name: Transfer Legal First Name: Credit

Birth Date: May 25 1999 Gender: Male

Optional Search Criteria

Search Reset Cancel

- Select the province or territory the student is transferring from.

The **Required Documents** and **Notes** sections will populate with province specific information. **Original** copies of the required document must be submitted to school (copies could be tampered with). The school makes a copy of the document and the principal/designate certifies it (as a true copy of an original). School keeps the copy in the student file and returns the original to the student. If you do not have an original transcript you can use a copy to enter the credits to get an idea of courses that may be recognized.

Required Documents
Required Documents for the Province Selected must be emailed to credit.transfer@gov.sk.ca Alberta Detailed Academic Report (unofficial), Alberta Transcript of High School Achievement (official)
Notes
Alberta 5 credits equivalent to Saskatchewan 1 credit.

- Referring to the out-of-province transcript/document, enter: **Course End Date** <press Tab key> and **External Course Code** <Tab>. The out-of-province **Course Name**, **SK Course Code** and **SK Course Name** fields will automatically populate. Note: If the course entered does not have an equivalency, the ministry will review.

Click **Add**. A new line appears in the grid to add another course transfer.

Click **Submit** when all course transfers for this province are entered.

Credit Transfer					
Course End Date	External Course Code	Course Name	SK Course Code	SK Course Name	Appd
31-Jan-2014	1098	Japanese Language	1456	Japanese 10L	<input checked="" type="checkbox"/> Remove
31-Jan-2014	2469	Jazz Dance 25	6533	Jazz Studies 20L	<input checked="" type="checkbox"/> Remove
31-Jan-2014	1895	Spanish Language an	4074	Spanish 10	<input checked="" type="checkbox"/> Remove
30-Jun-2014	1123	English as a Second l	4089	English as an Addi	<input checked="" type="checkbox"/> Remove
dd-Mon-YYYY					<input type="checkbox"/> Add

The student must be enrolled at the school prior to entering this information.
If a student has transcripts from more than one province, complete one province and submit the information prior to starting the next province. Upon completion of the entering of courses for any given student, scan the documents listed in the Required Documents section and email them to credit.transfer@gov.sk.ca. Once the documentation is received the Ministry Evaluation Officer will approve the necessary courses and notify the school when the evaluation is complete.
Once approved by the Evaluation Officer, the courses will appear on the unofficial student profile.

Credit Transfer Report

If desired, you can run a report that lists the courses that have been entered in the credit transfer web application for a particular student. (You do not need to send these to the ministry)

- a) Select either **Print** on the bottom of the **Credit Transfer Screen**

The student must be enrolled at the school prior to entering this information.
 If a student has transcripts from more than one province, complete one province and submit the information prior to starting the next province. Upon completion of the entering of courses for any given student, scan the documents listed in the Required Documents section and email them to credit.transfer@gov.sk.ca. Once the documentation is received the Ministry Evaluation Officer will approve the necessary courses and notify the school when the evaluation is complete.
 Once approved by the Evaluation Officer, the courses will appear on the unofficial student profile.

Submit Cancel **Print**

- b) **Credit Transfer Report** from the **Marks** menu option.

The screenshot shows a sidebar menu on the left with various options. The main content area is titled 'Marks' and contains several sections: 'Class Marks', 'Mark Corrections', and 'Credit Transfer'. The 'Credit Transfer' section is circled in green and includes a sub-link for 'Credit Transfer Report'.

Sample Report:

Out of Province Credit Transfer Report

Saskatchewan Learning ID	120258800		
Last Name	Transfer		
First Name	Credit		
Middle Name			
Birth Date	25- MAY- 1999		

ALBERTA				
External Code	Course Name	SK Code	SK Course Name	Course End Date
1098	Japanese Language and Culture 10-6Y	1456	Japanese 10L	31-JAN-2014
1123	English as a Second Language 10 Level 4	4089	English as an Additional Language B 10L	30-JUN-2014
1895	Spanish Language and Culture 10-9Y	4074	Spanish 10	31-JAN-2014
2469	Jazz Dance 25	6533	Jazz Studies 20L	31-JAN-2014

5. Email a certified copy* of the student's transcript/academic documentation to credit.transfer@gov.sk.ca . Only *one* student per email and enter the *student number and last name* in the subject line.

* The principal/designate is certifying that the copy you are submitting is a true copy of an original document (not photocopy) received at the school.

6. The ministry will review the documentation and enter credit recognition (Standing Granted) as appropriate. A profile will be emailed to the school to indicate the final evaluation.