

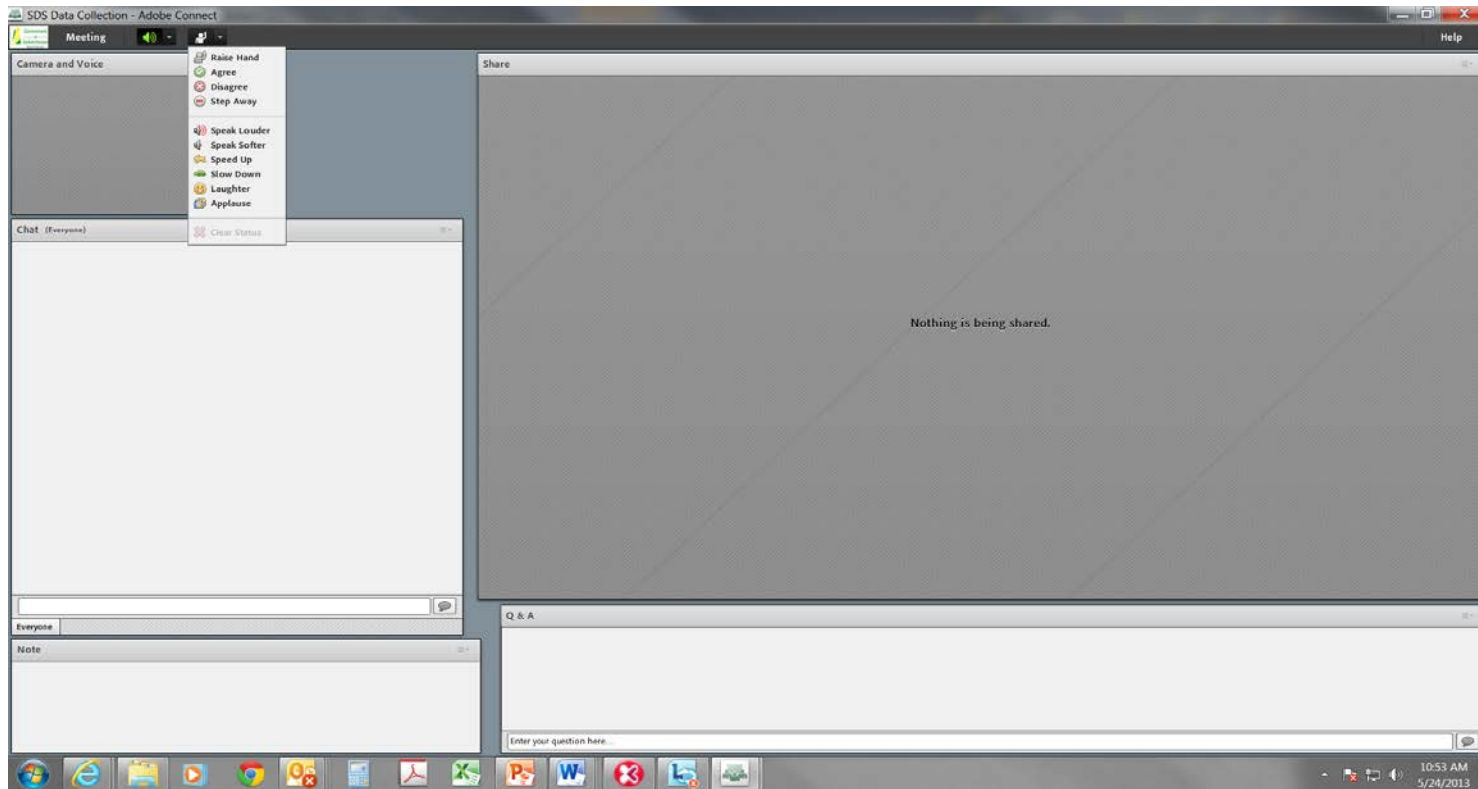
# FALL DATA COLLECTION 2014

SAS - ED FUNDING - TEACHER SERVICES - SDS

May 21, 2014

- **SAS: Reading & Numeracy data collection (Kevin Tonita)**
- **EEP: Educator Profile updates (Trevor Smith & Heidi Wong)**
- **EAL (Charline Fleury & Nadia Prokopchuk)**
- **Education Funding – requirements for fall 2014 (Rick Fox)**
- **SDS: Reports -Timeline**
- **Registrar's Update**
- **Security Administration**
- **Support**
- **Contact Us**

# **AGENDA**



PLEASE:

MUTE YOUR PHONE

USE STATUS OPTIONS TO HELP US MANAGE THE SESSION

ENTER QUESTIONS IN THE Q&A BOX. WE WILL PAUSE AND RESPOND AT THE END OF EACH SECTION

# HOUSEKEEPING

WELCOME KEVIN TONITA

**SAS - READING AND NUMERACY**

<b>Assessment</b>	<b>Audience</b>	<b>Administration Window</b>
<b>EYE-DA Readiness Screen</b>	Prekindergarten 4 years of age	October 15 to November 28, 2014
<b>EYE-TA Readiness Screen</b>	Kindergarten ages 5/6	Initial - October 15 to November 28, 2014 Post - April 15 to June 1, 2015
<b>Help Me Tell My Story*</b>	Prekindergarten/ Kindergarten	December 1, 2014 to January 30, 2015 Note: Alternate windows for the HMTMS and HMTAM surveys can be arranged by contacting the Assessment Unit of the Ministry of Education. The window is based on the opportunity to train teachers and other personnel in the use of these interactive and culturally responsive family engagement supports.
<b>Help Me Talk About Math*</b>	Grade one	February – March 2015 Note: Alternate windows for the HMTMS and HMTAM surveys can be arranged by contacting the Assessment Unit of the Ministry of Education. The window is based on the opportunity to train teachers and other personnel in the use of these interactive and culturally responsive family engagement supports.

# 2014-15 ASSESSMENT & DATA COLLECTION TIMELINE

## June 2014

- End of year 1-3 reading level collection
- Specific information to follow

**1 – 3 READING LEVEL DATA COLLECTION**

## June 2014 data

- working with Division Assessment Coordinators

## 2014-2015 data

- Data collection requirements
- XML requirements
- Will communicate with Vendors to have screens / collection point in place for October 2014 and XML transfer to follow

WELCOME TREVOR SMITH & HEIDI WONG

**ELECTRONIC EDUCATOR PROFILE (EEP)**



## Electronic Educator Profile (EEP)

- This fall, a pilot project will take place that will have three school divisions submit the EEP data for the teachers in their school division via a data file transfer. It is anticipated that this process will replace the completion of the EEP by individual teachers over the next few years. This project is being undertaken in order to streamline the data collection process and improve the data quality by receiving data from 28 sources rather than close to 13, 000.
- Educators are required to indicate that the information entered in their profile accurately reflects their current teaching assignment; Principals are required to indicate that they have used the supplied report to verify the information for all educators who work at their school; and Directors are required to indicate that they have taken measures to verify the information for the educators in their school division.  
Note: The verification of the EEP by Directors is completed separate from the enrollment verification process
- The term Student Support Services Teacher refers to roles such as resource teacher, special education teacher, and response to intervention teacher.
- The term English as an Additional Language (EAL) Teacher is now used to refer to English as a Second Language (ESL) Teachers.
- Home Room Educator – In order to assist in streamlining the shipping and receiving of materials, the home Room Educator field has been added to Grade Enrolment. Educators are required to fill out their educator profile in order for their name to appear in the Home Room Educator drop-down. When enrolling a student in grades K-9 choose the appropriate Home Room teacher from the drop-down.

# **ELECTRONIC EDUCATOR PROFILE (EEP)**

**WELCOME NADIA PROKOPCHUK**

**ENGLISH ADDITIONAL LANGUAGE (EAL)**

- EAL DATA CAPTURE IS REQUIRED ONCE AT THE BEGINNING OF THE SCHOOL YEAR.
- CFR LEVELS DO NOT CARRY OVER FROM ONE SCHOOL YEAR TO THE NEXT.
- ALL EAL RECORDS MUST BE SUBMITTED PRIOR TO SEPTEMBER 30<sup>TH</sup> EACH YEAR.
- DATES ARE FOR INTERNAL USE ONLY. THEY ARE APPLIED AS FOLLOWS:
  - the EAL start date will default to August 1<sup>st</sup>, or the student's enrolment date in the SDS, whichever is *later* in the school year;
  - the EAL end date will default to July 31<sup>st</sup>. If the student withdraws prior to that date, the EAL end date will be adjusted accordingly within the SDS.
- START AND END DATES MAY BE REQUIRED BY LOCAL SIS SYSTEMS (E.G. MAPLEWOOD, POWERSCHOOL, SCHOOLLOGIC) FOR SELECTION PURPOSES. WHEN SUBMITTING DATA TO THE SDS, IT IS RECOMMENDED THAT VENDORS ALLOW START AND END DATES TO ASSUME DEFAULT VALUES AS DESCRIBED ABOVE.

## ENGLISH ADDITIONAL LANGUAGE (EAL)

<b>Data submission activities</b>	<b>Due Date</b>
Deadline for enrolment of students in the SDS, & Deadline for entry of EAL data	Wednesday, September 17 <sup>th</sup> , 2014
Deadline for educators to complete the EEP Administrator/Principal EEP Verification School Division EEP Verification - Director or designate Educator Sector Staffing (EEP) Profile Validation	Monday, September 15 <sup>th</sup> , 2014 Monday, September 22 <sup>nd</sup> , 2014 Tuesday, September 30 <sup>th</sup> , 2014, Noon C.S.T. Friday, October 10 <sup>th</sup> to Friday, October 24 <sup>th</sup> , 2014
Student EAL proficiency snapshot	Tuesday, September 30 <sup>th</sup> , 2014, 5:00 pm C.S.T.
Validation of student data by school divisions Snapshot of Student Data for Education Funding purposes taken at 5 pm.	Tuesday, September 30 <sup>th</sup> , 2014, 5:00 pm C.S.T. (SDS will be locked until further notice: check the SDS Home Page)
Director Sign off of Student Enrolment Counts	Monday, October 6 <sup>th</sup> , 2014
September 30 <sup>th</sup> Enrolment Finalized	Friday, October 24 <sup>th</sup> , 2014
Register Courses ending on or before January 31 <sup>st</sup> , 2015	Friday, October 31 <sup>st</sup> , 2014
Deadline to identify students requiring intensive supports	Thursday, December 18 <sup>th</sup> , 2014, 5:00 pm C.S.T.
Intensive supports data snapshot	Friday, December 19 <sup>th</sup> , 2014, 5:00 pm C.S.T.

## DATA COLLECTION TIMELINES

## Homeroom

- Required for students enrolling in grades PreK – 9
- Consists of 2 parts:
  - Educator Certificate Number
    - the educator presiding over the homeroom
    - MUST be supplied
  - Identifier
    - Up to 25 character alphanumeric field, e.g. KAM, GR2-Smith as typically used to define homeroom names
    - Default to last name and first initial of first name if not included.

**All other SDS September 30<sup>th</sup> fields remain the same.**

**SDS – NEW FIELD – HOMEROOM IDENTIFIER**

## Student Data to meet September 30<sup>th</sup> deadline

- **Re-enrol** students returning from previous year with valid grade / homeroom
- **Withdraw** students not returning from previous year
- **Add** enrolments for students new to the school this year
- **Update demographic** information as required (SK Residency)
- **EAL Levels**

## Electronic transfers:

- check error reports and make necessary corrections after each file submission
- Use SDS web application for error resolution and verification reports as required

# SDS CHECKLIST

BEGINNING OF SCHOOL YEAR – ALL SCHOOLS

**WELCOME RICHARD FOX**

**EDUCATION FUNDING**

- Incorrect birth dates
  - Can make searching for students difficult and creates duplicates when the student enrolls in other schools.
- Run the Discoverer report below to review student birthdates

*SDS–SD Sept Preliminary Enrolment report for School Divisions*



- Resident Type is used for analyzing immigrant and refugee requirements.
- Run the discoverer report below to review Resident Type. N/A should be used for Canadian Citizens only.

*SDS – SD Sept Preliminary Enrolment report for School Divisions*

- Immersion student Enrolment
- We are currently developing a Discoverer report which will identify immersion students in non-immersion schools and Immersion schools with the number of immersion and non-immersion students.

- Ministry designated Prek
- Other Prek programs and supports for 3 and 4 year olds.

**EDUCATION FUNDING: SEPTEMBER 30<sup>TH</sup> - KEY FIELDS**

**The Director's verification report will include counts of the following items:**

- **Total number of K-12 students**
- **Number of Prekindergarten (PreK students) including:**
  - Total Prek students
  - Ministry designate Prek students
  - Other Prek programs and supports for 3 and 4 year old students
- **Total number of students age 22 or older on September 30, 2014**
- **Number of Prek-12 students by gender**
- **Total number of Prek-12 non-Saskatchewan resident students**
- **Resident type breakdown Prek-12**
- **Number of tuition students Prek-12**
- **Total number of English as an Additional Language (EAL) students in Grades 1-12**
- **Number of immersion students Prek-12**
- **Number of home-based students**

Ensuring the accuracy of this information is very important to completing an accurate calculation of each school division's funding amounts.

**EDUCATION FUNDING: DIRECTOR'S VERIFICATION**

Run SDS reports to reconcile student enrolments between local student information system and SDS:

Active Summary Enrolment

Students Without an Active Grade:

- Students on this report were not successfully enrolled or withdrawn in a previous step.  
Action: Correct grade and school year, withdraw student or notify the Ministry of Education if the student has two Learning ID numbers.

School Division Enrolment Verification (if working at Division level)

School Enrolment Verification

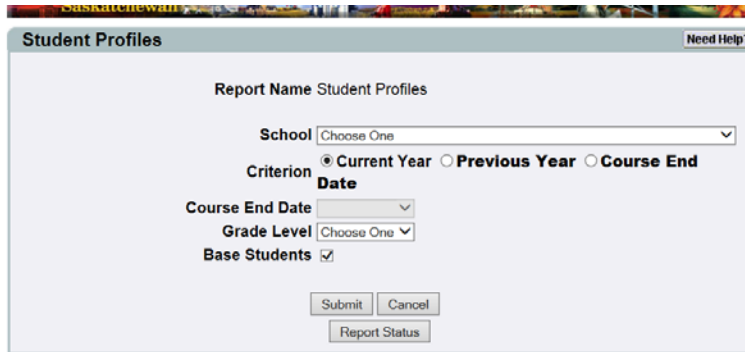
School Enrolment Detail Verification: if required to pinpoint specific students

Enrolment Activity Report: as required to isolate entry/withdrawal between specific dates

Pre Kindergarten Students

**SDS REPORTS**

## Current Proposal: Batch File processing will be applied to ALL reports



The screenshot shows a web application window titled "Student Profiles" with a "Need Help?" link in the top right corner. The form contains the following fields and controls:

- Report Name: Student Profiles
- School: Choose One (dropdown menu)
- Criterion:  Current Year  Previous Year  Course End
- Date: (checkbox)
- Course End Date: (dropdown menu)
- Grade Level: Choose One (dropdown menu)
- Base Students:
- Buttons: Submit, Cancel, Report Status

Similar look and feel as Student Profile report submission screen

### Advantages:

- Screen will not time out waiting for report
- Screen will not sit in wait mode – may continue with other work
- Addresses system load issues

This is currently in the design stage only – no timeline on possible completion

# SDS REPORTS - BATCH FILE PROCESSING

	 SDS - SD Enrolment Report by Grade	<p>whole school year.</p> <p>This workbook provides the user with an Enrolment Report by Grade for the School Division. The report can either be run for the current day or for the whole school year.</p>
	<a href="#">Enrolment Report - Current Day</a>	
	<a href="#">Enrolment Report - Current Day (Details)</a>	
	<a href="#">Enrolment Report - School Year</a>	
	<a href="#">Enrolment Report - School Year (Details)</a>	
	 SDS - SD Enrolment Report - Special Enrolments	<p>Provides the user with a Current Day Enrolment Report for the School Division for residency, exchange programs, tuition, immersion type, home bound count, cum. folder indicator, and country of origin.</p>
	<a href="#">Residency - Summary - Current Day</a>	
	<a href="#">Residency - Details - Current Day</a>	
	<a href="#">Exchange Students - Current Day</a>	
	<a href="#">Tuition - Current Day</a>	
	<a href="#">Immersion Students - Summary - Current Day</a>	
	<a href="#">Immersion Students - Details - Current Day</a>	
	<a href="#">Home Bound Students - Current Day</a>	
	<a href="#">Cumulative Folder Indicator - Current Day</a>	
	<a href="#">Cumulative Folder Indicator - Details</a>	
	<a href="#">Country of Origin - Current Day</a>	

# SDS Testing

Refer to the XML resource website: <https://www.k12.gov.sk.ca/sds/xml/> for information on the URL for the current test region.

Two regions are in use: EMR and QTR – code will migrate through regions as it is developed/tested.

Test is populated with production data

All privacy and security policies apply

User id and password from production will grant access

Open to Vendors once we finish stability testing latter part of May (target)

**SDS TEST ENVIRONMENT**



No pre-scheduled workshops for fall 2014

SDS workshops and training sessions may be requested by school divisions, all school types to respond to their specific needs/SIS/local procedures.

Spring and fall webinars will be held to share SDS progress with SIS Coordinators and Security Administrators. Watch for email notifications.

Contact Charline Fleury at (306) 477-4414 or [charline.fleury@gov.sk.ca](mailto:charline.fleury@gov.sk.ca) to book an SDS workshop or training session.

**SDS TRAINING & COMMUNICATION**

WELCOME MICHELLE BURANT-EPP

**REGISTRAR'S UPDATE**

## **eTranscript Project**

- High School Transcript Requests are now available online. <http://education.gov.sk.ca/transcripts/>. Please discard all paper copies of the request form.

## **New Course Codes**

- Science (start/end dates)

## **General Proficiency Award**

- Entry screen

## **Summer School**

- Credit recovery v. full course start/end dates

## **Dual Credits for High School Students**

- In the approval process

**REGISTRAR'S UPDATE**

## Distance Education

- International Pilots

## Department Exam Schedules

- Published in Registrar's Handbook indicating days for next 5 years
- National Aboriginal Day – fyi

## Canadian Out of Province Transcript Evaluation Update

- Guidelines are forthcoming and will be posted on Ministry website

## Student Tracking & Health Information

- Update 0-7, 6-16 years of age

## Registrar Handbook

- Available online only
- Updates and Changes available August 1, 2014 at <http://www.education.gov.sk.ca/Registrar's-Handbook>

**REGISTRAR'S UPDATE**

## **School Division's Security Responsibility:**

Adoption of Acceptable Use Policy (Director/Chief Financial Officer acknowledges at time of September 30<sup>th</sup> signoff)

Communication of privacy policies to all users in division

Perform Quarterly review of accounts (remote security administrator)

- Run System User List report
- Disable or Inactivate accounts as required

Security Authorization form will be changing to accommodate new roles in Student Support and Assessment areas.

- Security Administrators will be contacted.
- Web sessions will be offered in June to review roles and responsibilities of remote security administrators and introduce use of new roles.

Remote Security Administrator webinar proposed for June 2014 – will be notified.

**SECURITY ADMINISTRATION**

Validation reports are self-serve for all School Divisions.

School Division SDS support representatives are the first point of contact for all school and division staff regarding issues relating to SDS. SDS representatives escalate to Ministry level.

SDS Homepage – System Updates: Question and Answer document provides up to date answers to common questions. SDS support representative are encouraged to reference this document prior to escalating to the Ministry.

School Division SDS support reps reporting SDS web application availability issues or requiring File Transfer / XML support should email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

System outages posted at [www.education.gov.sk.ca/sds](http://www.education.gov.sk.ca/sds)

School level staff should contact the Ministry of Education Student Records staff directly at (306)787-1091; or by email at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) for assistance with:

- Inconclusive match – Duplicate Learning Ids
- Name/birthdate/learning id mismatch

**SUPPORT**

Assessments – Kevin Tonita

[kevin.tonita@gov.sk.ca](mailto:kevin.tonita@gov.sk.ca)

Education Funding – Richard Fox

[richard.fox@gov.sk.ca](mailto:richard.fox@gov.sk.ca)

EEP Support – Heidi Wong

[heidi.wong@gov.sk.ca](mailto:heidi.wong@gov.sk.ca)

SDS Support Team – Student Records

[student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

SIS Support – Charline Fleury

[charline.fleury@gov.sk.ca](mailto:charline.fleury@gov.sk.ca)

Intensive Supports – Darren Kalaman

[darren.kalaman@gov.sk.ca](mailto:darren.kalaman@gov.sk.ca)

EAL – Nadia Prokopchuk

[nadia.prokopchuk@gov.sk.ca](mailto:nadia.prokopchuk@gov.sk.ca)

**CONTACTS - THANK YOU**