

SDS Fall Data Collection 2016

September 13th, 2016

Agenda

- Confidential Student Summary
- Timelines
- General Proficiency Award
- Gender Identity
- New Exit Code
- Program Codes
- Aboriginal Decent Declaration
- Student Grade Enrolments
- Education Funding Update
- Teacher Accreditation
- Mark Corrections
- Course Codes
- Help Desk Reminders
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- Security Administration
- Registrar's Update
- Questions/Contacts
- Saskatchewan.ca

Confidential Student Summary

What and Why...

- Desire to provide immediate student information to classroom teachers, prior to arrival of the cumulative record.
- Limited to a single, printable report, with information available from the provincial Student Data System
- Access limited to school administrator and administrative assistant, who would provide the report to the classroom teacher.

Confidential Student Summary

What and Why...

- Relies on information already available in the SDS – no additional input by school administrative staff is required
- CSS will be as current as the information contained in the SDS

Confidential Student Summary

What's in it?

- Demographic information
- Enrolment data
- Attendance information
- Results from the Early Years Evaluation
- Current levelled reading level
- Current Common Frame of Reference (CFR) level
- Presence of an Electronic Inclusion and Intervention Plan
- Presence of Intensive Supports



Confidential Student Summary

| Demographic Profile | |
|--------------------------|-------------------|
| Name | Kevin Tonita |
| Date of Birth | January 1, 2007 |
| Gender | Male |
| Age | 9 Years, 8 Months |
| Grade | 3 |
| Self-declared | Not Applicable |
| Languages spoken at home | English |

| Enrolment | | Program | |
|------------------|------------------------------------|-----------------------------------|--|
| Grade 3 | August 1, 2016 - Present | St. Michael School, Weyburn | |
| Grade 3 | August 1, 2015 - July 31, 2016 | St. Michael School, Weyburn | |
| Grade 2 | August 1, 2014 - July 31, 2015 | St. Michael School, Weyburn | |
| Grade 1 | August 1, 2013 - July 31, 2014 | St. Michael School, Weyburn | |
| Kindergarten | September 4, 2012 - July 31, 2013 | St. Michael School, Weyburn | |
| | August 1, 2012 - September 4, 2012 | St. Dominic Savio School, Weyburn | |
| Pre-Kindergarten | August 1, 2011 - July 31, 2012 | St. Dominic Savio School, Weyburn | |
| Pre-Kindergarten | August 28, 2010 - July 31, 2011 | St. Dominic Savio School, Weyburn | |

| Attendance | | | |
|------------------------|---------------|--------|------------------|
| Year | Possible Days | Absent | Percent Attended |
| 2016/2017 Year to Date | 22 | 3 | 86.36 |
| 2015/2016 | 40 | 0 | 100.00 |

| Levelled Reading Proficiency | | | |
|------------------------------|-------|-------------------|-------|
| Date last assessed, per year | Grade | Assessment Used | Level |
| June 3, 2016 | 3 | Fountas & Pinnell | T |
| October 1, 2015 | 3 | Fountas & Pinnell | N |
| May 28, 2015 | 2 | Fountas & Pinnell | Q |
| January 5, 2015 | 2 | Fountas & Pinnell | M |
| October 15, 2014 | 2 | Fountas & Pinnell | J |
| July 21, 2014 | 1 | Fountas & Pinnell | C |

| English as an Additional Language (EAL) Information (most recent) | | |
|---|------------------|---|
| Country of Birth | Home Language(s) | Common Framework of Reference (CFR) Level |
| CANADA | English | A1 - Level 1 (A1.1) - August 10, 2016 |

| Electronic Inclusion and Intervention Plan (2 years only) | |
|---|-----------------|
| 2016/2017 | No (Incomplete) |
| 2015/2016 | Yes |

| Intensive Supports (2 years only) | | |
|-----------------------------------|-----|------------|
| 2016/2017 | Yes | Occasional |
| 2015/2016 | No | |

Confidential Student Summary

How is it accessed?

- The Confidential Student Summary report is available from the Student Assessment Menu in the Student Data System (SDS).
- The Confidential Student Summary will be broadly communicated in the September 20 Bi-Weekly Bulletin.

Fall 2016 Data Submission Timelines

| Data Submission Activity | Due Date |
|---|---|
| Deadline for the enrolment of students in the SDS | Thursday, September 15, 2016 |
| Deadline for validation of student data by school division. Snapshot taken at 4pm | Friday, September 30, 2016 @ 4:00 pm C.S.T. (SDS will be locked until Sunday, October 2, 2016 @ 8:00 am C.S.T) |
| Deadline for educators to complete the EEP | Monday, September 12, 2016 |
| Administrator/EEP verification | Monday, September 19, 2016 |
| Deadline for school divisions to enter EAL data | Thursday, September 15, 2016 |
| Ministry snapshot taken of EAL data | Friday, September 30, 2016 @ 4:00pm |
| Director sign-off of student enrolment counts | Wednesday, October 5, 2016 |
| Copy of sector staffing profile provided to directors by Educator Services | Thursday, October 6, 2016 |
| Director sign-off on staffing profile | Friday, October 21, 2016 |
| September 30th enrolment finalized | Friday, October 21, 2016 |
| Sector Staffing Profile finalized | Thursday, October 27, 2016 |
| Timeline for entering Non-Instructional Personnel and Administration data | Open Monday, September 19, 2016 to Wednesday, October 5, 2016 @ 5:00 PM. Finalized by Friday, October 21, 2016 |
| Deadline for registrations of all courses that finish on or before the end of January | Friday, October 28, 2016 |
| Deadline for school divisions to identify students requiring intensive supports | Thursday, December 15, 2016 @ 5:00pm |
| Run reports from SDS for intensive supports data (Ministry of Education) | Friday, December 16, 2016 @ 8:00am |

General Proficiency Awards

Saskatchewan

General Proficiency Awards Parameter Screen

School Year 2015/2016
Division Choose One
Award Amount \$400

Submit Cancel

[Contact Us](#) | [Security Statement](#) | [Acceptable Use Policy](#) | [Student Tracking Protocol](#) | © 2004-2011 Saskatchewan Ministry of Education

- Directors must verify and enter nominees in the GPA application on the Ministry of Education Student Data System (SDS) by **September 15, 2016** (requires school division role).
- Nomination Forms and student transcripts should be retained at the division level and not forwarded to the ministry. The ministry issues cheques directly to students in October.

Gender Identity

- Effective August 1, 2016 gender choices on SDS are Male, Female or Unspecified
- The changing of gender and identity is a sensitive situation for students, parents and schools.
- The process for name and birthdate changes is located in Section 4.1.5 and 4.1.6 of the [*Registrar's Handbook for School Administrators*](#).
- The process for name changes for adoption and gender are outlined in [*The Student Cumulative Record Guidelines*](#). Since gender identity is the way people perceive themselves, which may or may not align with their biological sex; this SDS field may be changed without legal documentation.
- There will be several merging options for the Ministry to consider on the SDS dependent on documentation and request for confidentiality. Please contact the Ministry to deal with individual circumstances on a case by case basis at: student.records@gov.sk.ca
- The goal is to respect and protect the student and family while avoiding duplicate LIDs and/or number of missing students.

New Exit Code

54 -Discontinued schooling, with a reason of “non-attendance”

- Code 54 is implemented for schools to use when students are withdrawn due to non-compliance with a school/division Attendance Policy (none of the other codes reflect that adequately).
- Student will appear on Not Re-enrolled report if they are 16 years of age or less and they are not enrolled in another school when withdrawn with this code.

Program Codes

Valid Programs:

- 10 Regular Program (English)
- 11 Fransaskois Program – Francophone bilingue
- 12 French Immersion/Bilingual Program
- 05 Alternative Education Program (English) **** Gr. 10-12 only**
- 06 Alternative Education Program (French) **** Gr. 10-12 only**
- 07 Functional Integrated Program (English) **** Gr. 9-12 only**
- 17 Functional Integrated Program (French) **** Gr. 9-12 only**
- 09 Adult Secondary Program (English)
- 16 Adult Secondary Program (French) - Éducation des adults
- 18 Alternative Adult Secondary Program (English)
- 15 Special Education Program ****for students up to grade 9**

Voluntary Declaration Information

Aboriginal Decent

- Aboriginal People
 - Aboriginal people are those who identify themselves to be First Nations (Registered/Treaty/Status Indian, Non-Status Indian), Métis, or Inuit/Inuk
 - This refers only to Canadian aboriginal people
 - i.e. Canadian Citizen
- Once Aboriginal Decent is set to any of the 4 recognized values the field can only be changed back to “Not applicable/No response” by Ministry staff.

Student Grade Enrolments

- SDS will automatically enroll a student (as base if no base enrolment exists, or non-base if a base school is on record) for the duration of a class if a registration is received and the student is not already enrolled in the school.
- It was recently discovered that if a student did not have an active grade enrolment for the year of the class, the enrolment was not created but the class registration went through. This created data discrepancies.
- A new rule has been implemented: SDS will **reject** a registration if the student does not have an active grade enrolment for the school year of the class.
- Run Student's Without and Active Grade Report.

Education funding: September 30th Counts

There are no changes to the Director's verification report from 2015-16.

It will include counts of the following items for calculation of School Division's funding amounts:

- Total number of K-12 students
- Number of Prekindergarten (PreK students) including:
 - Total PreK students
 - Ministry designated 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, 2016
- 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

Education funding: Validating September 30th - Key Fields

The following Discoverer Reports are available to help validate data

- SDS – SD Preliminary Data Check Enrolment – Detail Report for School divisions
- SDS – SD Preliminary Data Check Enrolment – Home Base
- SDS – SD Preliminary Data Check Enrolment – Immersion SDS
- SD Preliminary Data Check Enrolment – Non Resident Students
- SDS – SD Preliminary Data Check Enrolment – Prek and Kindergarten

Immigration Quick Reference Chart Changes

- **Definitions**
- **Primary residence** is the dwelling where a person lives most of the time, typically a house, condo or apartment. A person can only have one *primary* residence at any given time, though they may share the residence with other people. A primary residence is considered to be a legal residence for the purpose of income tax.
- **Foreign Exchange** students are foreign students who are participating in a one-way exchange. They come through an exchange program to attend a school in Saskatchewan.
- **Reciprocal Exchange** students are students who are participating in a two-way exchange with a student from Saskatchewan. Both students should spend equal amounts of time in each other's schools. For example, a student from France attends a school in Saskatoon for 1 semester. A Saskatoon student from the same school would also spend a semester in France attending the exchange student's school. This exchange can happen with the paired students attending school together or by switching places. A foreign student attending a school in Saskatoon does not become reciprocal if a Saskatoon student is attending a school in their country; they need to be paired in a program. ...

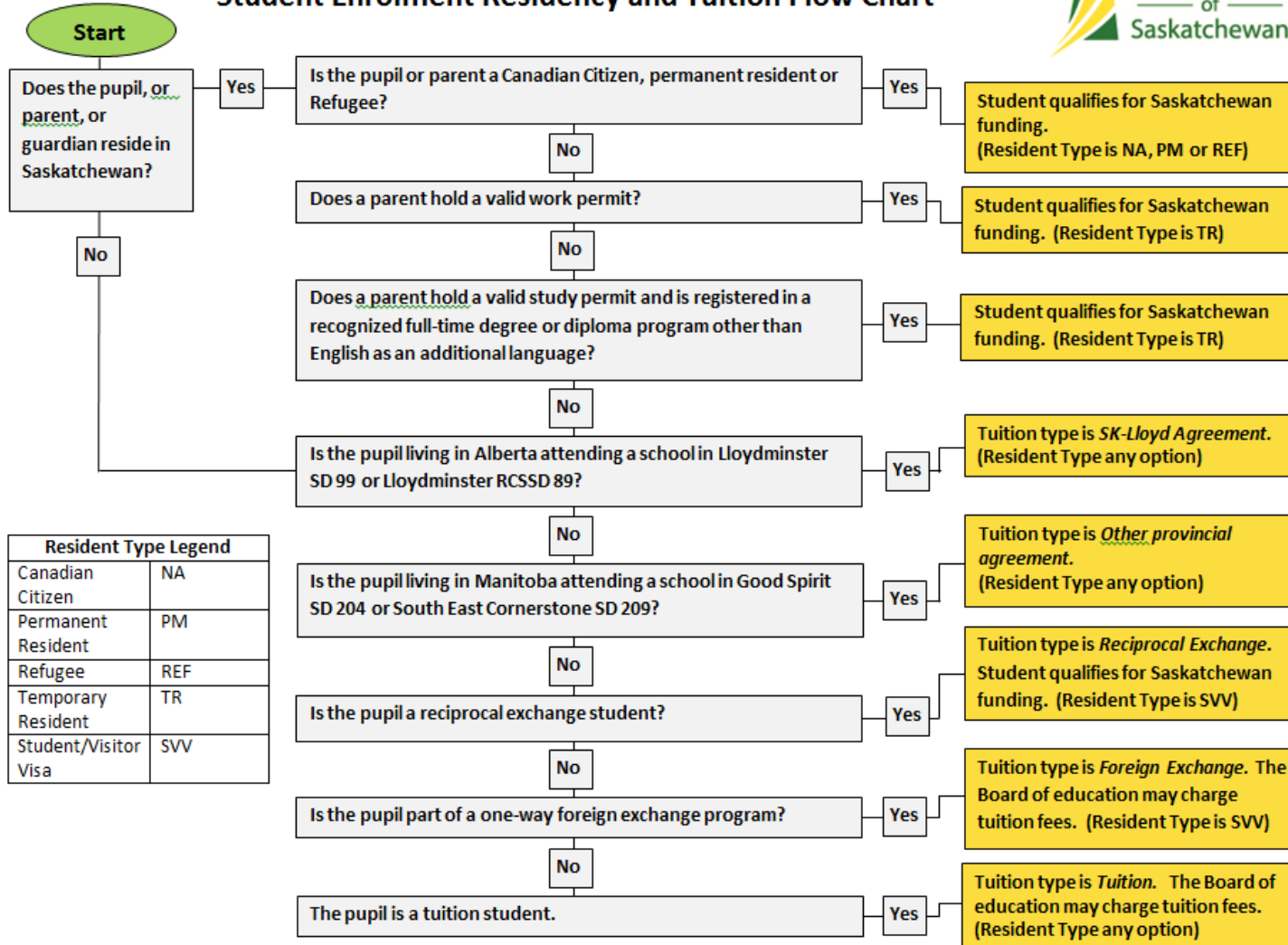
Immigration Quick Reference Chart Changes

- **Tuition** students have a primary residence outside the province and attend a school in Saskatchewan without an exchange program. Towns on provincial borders are not exceptions: the students living outside Saskatchewan borders are tuition students.
- **SK-Lloyd Agreement** is used by the Lloydminster SD 99 and Lloydminster RCSSD 89 to identify students who are funded by the Ministry of Education in Alberta.
- **Other Provincial Agreement** is used by South East Cornerstone SD 209 and Good Spirit SD 204 for Manitoba students attending their school divisions.

Immigration Quick Reference Flow Chart



Student Enrolment Residency and Tuition Flow Chart



| Resident Type Legend | |
|----------------------|-----|
| Canadian Citizen | NA |
| Permanent Resident | PM |
| Refugee | REF |
| Temporary Resident | TR |
| Student/Visitor Visa | SVV |

Teacher Accreditation Active Accreditation Report

2015/2016 Active Accreditations

This report has the following conditions:

- Displays all educators who are not deceased as of run date.
- Displays all active course accreditations as of run date.
- Displays all schools/organizations an educator is teaching at/has a relationship with in the current school year
- Displays the current Region and/or current School Division the school the schools/organizations report to
- Displays a Y/N indicator based on whether the educator is practicing the course accreditation at any point in the current school year and the course accreditation is accepted by the same School Division/Region that the educator is currently teaching at/has relationship with in current year.

Date: 22-APR-2016

Time: 10:22 AM

Page: 1 of 1

| School: | Educator | Certificate Nbr | Course Name | Course Nbr | Accreditation Start Date | Accreditation End Date | Recon gnized | Perm itted | Regist ered |
|-------------------------------------|------------|-----------------|----------------------------|------------|--------------------------|------------------------|--------------|------------|-------------|
| Region: Central Saskatchewan | | | | | | | | | |
| Division: [REDACTED] | | | | | | | | | |
| [REDACTED] Composite School | [REDACTED] | [REDACTED] | Math: Foundations 30 | 8425 | 01-AUG-2012 | 31-JUL-2020 | Y | Y | Y |
| | | | Math: Foundations 30 (IB) | 8432 | 01-AUG-2012 | 31-JUL-2015 | N | N | |
| | | | Math: Pre-calculus 30 | 8426 | 01-AUG-2012 | 31-JUL-2020 | Y | Y | Y |
| | | | Math: Pre-calculus 30 (IB) | 8433 | 01-AUG-2012 | 31-JUL-2015 | N | N | |

- Self serve report – responsibility of school/division to monitor accreditation prior to each mark reporting term.
- Accreditation determines if teacher can administer 100% school mark, or if a Departmental Exam is required for designated level 30 courses.

Teacher Accreditation Warning Messages

51319 Warning: No accredited teacher or no program approval is in place . Accreditation can be verified by running an Accreditation Report on SDS. 100% School Mark registration is not valid for classes with non-accredited teachers. Contact Student Records to verify Program approval status.

- Returned when Department exam eligible CLASS is added with a non-accredited teacher. Only blended marks will be accepted, unless accreditation becomes active.

56325 Warning: No accredited teacher or no program approval. MARKS WILL NOT BE ACCEPTED. Accreditation can be verified by running an Accreditation Report on SDS. 100% School Mark registration is not valid for classes with non-accredited teachers. Contact Student Records to verify Program approval status.

- Returned when a Student Class Registration indicating 100% school mark, for a department exam eligible course with a non-accredited teacher, is added. Marks will not be accepted unless Exam Type is changed or teacher accreditation becomes active.

Mark Corrections

- School can change marks up to 30 days after course end date
- School can create a class registration up to 30 days after year end
- **If class registration exists, marks can be “added” (not changed) within 120 days after the end of the school year**
- After 30/120 days submit Secondary Level Mark Correction with explanation and signatures.

Course Code Reminder

Level 30 Sciences

- **2016-2017 only NEW codes are valid:**
 - Biology 30 – 8255 / Chemistry 30 – 8256 / Physics 30 – 8257

Course codes expired as of July 31, 2016:

- Science 11, ELA A31, ELA B31, Math 11, Math 21
- School divisions and education authorities have two options should they wish to offer modified programming in these subject areas: create their own course or adopt an approved course. Please note that both options require school divisions and education authorities to obtain approval from the Ministry of Education. Please contact the curriculum department at 307-787-6843

Help Desk Reminders

- Importance of running reports!
 - Helps reduce duplicate ids and identify enrolment issues
 - Enrolments,
 - Not Re-enrolled
 - Students without an Active Grade
 - Imperative to verify courses/marks
 - Student Registration Report
 - Mark Collection Form
 - A number of students missing graduation requirements identified over summer
 - PAA and 2nd Social Science most common missing credit requirement

Authorization for Guidance Counsellors to Access Student Information

- Explicit consent/student signature must be obtained prior to running a student profile for a student not enrolled at school (being counselled on program selection)
- **New** REMOVED from form (-please destroy old forms)
 - ~~Signed on behalf of student or parent with authorization received by telephone~~
 - ~~OR~~
 - ~~Consent not obtained. Reason:~~
- Keep form on file for a minimum 5 years.

Security Administration

- All users must have their own SDS account.
 - If an account is being “shared” it will be disabled
- The user whose name is attached to an account is held responsible for all activity associated with that account
- No generic accounts allowed: i.e. OfficeStaff
- Security Authorization forms must be completed and kept on file (6 years)
- **Disable/Inactivate accounts as soon as possible when school level staffing changes occur that affect an SDS account.**
- **Inform Ministry as soon as possible when division level staffing changes occurs that affect an SDS account.**
- Run System User List
 - SDS >Reports >Security Reports >System User List
 - Alphabetical by Organization lists users by school
 - Review regularly to ensure accounts are disabled/inactivated as required

Registrar's Update

Bi-weekly Bulletin updates:

Posted to Blackboard

<https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content id= 85200 1&course id= 2789 1&content id= 85201 1>

** this link was also included in email sent Sept. 7, Subject: EEP Due Date Reminder

Questions - Communication

Email appropriate area for most efficient response:

- student.records@gov.sk.ca
- credit.transfer@gov.sk.ca
- eddiscoverersupport@gov.sk.ca
- Please send all FAXES to 787-0035
 - Old forms may still have discontinued # 787-1003

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Navigation tips:

> Government

> Education and Child Care Facility Administration

> Saskatchewan School Curriculum

> Services for School Administrators

> Registrar's Handbook

> Student Tracking

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User feedback is encouraged

THANK YOU!