

# SDS Fall Data Collection 2017

September 7<sup>th</sup>, 2017

# Agenda

- Confidential Student Summary
- Timelines
- Program Enrolment Codes
- General Proficiency Award
- Gender Identity
- Program Codes
- Aboriginal Decent Declaration
- Education Funding Update
- Teacher Accreditation
- Course Code lists
- Alternative Education
- Mode of Instruction
- Mark Corrections
- Help Desk Reminders
- SDS Online Help
- Guidance Counsellor Authorization Form
- Security Administration
- Registrar's Update
- Questions/Contacts

# 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
- Accessible under *Student Assessments* on SDS



### 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 August 1, 2012 - September 4, 2012	St. Michael School, Weyburn 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 29, 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	

# Fall 2017 Data Submission Timelines

Data Submission Activity	Due Date
Deadline for educators to complete the EEP	Wednesday, September 13, 2017
Deadline for the enrolment of students in the SDS	Friday, September 15, 2017
Deadline for school divisions to enter EAL data	Friday, September 15, 2017
Administrator/EEP verification	Wednesday, September 20, 2017
School Divisions capture rural transportation data	Friday, September 29, 2017
Deadline for validation of student data by school division. Snapshot taken at 4pm	Friday, September 29, 2017 @ 4:00 pm C.S.T. (SDS will be locked until Sunday, October 1, 2016 @ 8:00 am C.S.T)
Ministry snapshot taken of EAL data	Friday, September 29, 2017 @ 4:00pm
Director sign-off of student enrolment counts	Thursday, October 5, 2017
Copy of sector staffing profile provided to directors	Thursday, October 5, 2017
Director sign-off on staffing profile	Friday, October 20, 2017
September 30th enrolment finalized	Friday, October 20, 2017
Sector Staffing Profile finalized	Thursday, October 26, 2017
Timeline for entering Non-Instructional Personnel and Administration data	Open Monday, September 25, 2017 to Thursday, October 5, 2017 @ 5:00 PM. Finalized by Friday, October 20, 2017
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 14, 2017 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 15, 2017 @ 8:00am

# SDS: Changes in the Program Enrollment Designation

- **Alternative Education Program** category:
  - Eligible students in grades 10, 11 or 12
- **Functionally Integrated Program** category:
  - Eligible students in grades 9, 10, 11 or 12
- **Regular Program** category:
  - Students not eligible for the above categories
  - All elementary students (except grade 9 students enrolled in Functionally Integrated Programs)
- **SDS will return an error message for Alternative Education and Functionally Integrated program categories** if the student is enrolled in an ineligible grade after April 26, 2017 and for any records referencing Special Education after July 31<sup>st</sup>, 2017.

# General Proficiency Awards



The screenshot shows a web application interface for the General Proficiency Awards. At the top, there is a banner with the word "Saskatchewan" and a scenic image. Below the banner is a header "General Proficiency Awards Parameter Screen". The main content area contains the following fields:

- School Year: 2015/2016
- Division: Choose One (dropdown menu)
- Award Amount: \$400

At the bottom of the form are two buttons: "Submit" and "Cancel". Below the form is a footer with links: [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 14, 2017** (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 the SDS will be Male, Female or Unspecified. For persons under the age of 18 years, a legal name change is possible with appropriate documentation. Since gender identity is the way people perceive themselves, which may or may not align with their biological sex, the SDS gender field may be changed without legal documentation.
- *Section 4.1.5 of Registrar's Handbook*: Change of Name Birthdate or Gender (current students)
  - When changing student information due to gender identification, refer to *Appendix O: Transgender Name Change on Student Data System Process* for additional information.
  - School administration may refer to *Appendix P: Questions for Considerations Regarding Transgender Students*.
  - The goal is to respect and protect the student and family while avoiding duplicate Learning Identification Numbers (LID) and/or number of missing students.

# 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.



# Education funding: September 30<sup>th</sup> Counts

The data collection Q and A document has been updated and is posted on the SDS updates website.

There are a few changes to the Director's verification report for 2017-18:

Sign off for non-resident student count, resident type and gender have been removed.

The report 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:
  - 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, 2017
- 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 30<sup>th</sup> – Discoverer Reports to Validate Data

The following Discoverer Reports are available to help validate data:

- SDS – SD Preliminary Data Check Enrolment – Detail Report for School divisions – “This workbook provides student details for the purpose of validating data”
- SDS – SD Preliminary Data Check Enrolment – Home Base – “This workbook provides details and identifies potential data issues with Home Based students”
- SDS – SD Preliminary Data Check Enrolment – Immersion – “This workbook provides details and identifies potential data issues with immersion students”
- SDS – SD Preliminary Data Check Enrolment – Non Resident Students – “This workbook provides details and identifies potential data issues with non-resident students”
- SDS – SD Preliminary Data Check Enrolment – Prek and Kindergarten – “This workbook provides details of all PreK and Kindergarten students and identifies potential data issues”
- **(new)** SDS – SD Preliminary Data Check Enrolment – Address check
  - Student address check
    - Refer to email sent to SDS Support Coordinators June 14, 2016 for additional detail on addresses and verification: “New Discoverer report for SDS Physical Address verification”

# Education funding: NIPA

- NIPA - Non-Instructional Personnel and Administration
- Information captured through NIPA includes data related to school division governance, software licensing, school division owned buses, educational assistants, instructional support staff, and student data not captured through the Student Data System.
- In the governance section we are asking for total number of board members instead of number of board chairs and board members.
- The bus renewal section has been removed.
- A new section for transportation safety reporting guidelines has been added.
- Submission deadline: Thursday October 5, 2017 at 5 pm.

# Immigration Quick Reference Chart Changes

- The immigration chart document has been updated and is posted on SDS under System Updates.

## Added the Saskatchewan resident definition from the regulations:

- **Saskatchewan resident** means a person who resides permanently in Saskatchewan, but does not include a person who, in the minister's opinion, has no significant tie to Saskatchewan other than the fact that he or she attends school in Saskatchewan.

# 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

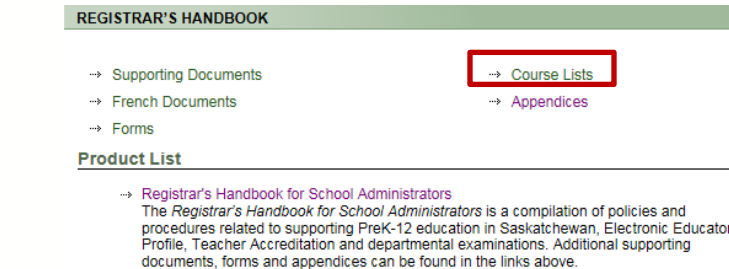
Page: 1 of 1

School:	Educator	Certificate Nbr	Course Name	Course Nbr	Accreditation Start Date	Accreditation End Date	Recon gnized	Perm itted	Regist ered
<b>Region:</b> Central Saskatchewan									
<b>Division:</b> [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.
- SDS will return warnings (class setup)/errors (mark submission) if courses eligible for departmental exams are added as 100% school with a non-accredited teacher.

# Course Codes

Course code lists (PDF) available on Registrar's Handbook page



Electronic Course Code lists available at: <https://www.k12.gov.sk.ca/sds/xml/>  
(Lin to XML website also available on SDS Home Page)

- Comma delimited list:
  - Course name & number
  - Active & inactive date
  - Course type & grade
- Sort list by active or inactive date to see new/retired courses.

You are not logged in.

- Student Records Home
- SDS Home
- My Report Dashboard
- New SK Student
- Demographics
- Enrolment
- Registration
- Marks
- Electronic File Transfer
- General Proficiency Awards
- Reports
- Educator
- Student Assessment
- Intensive Supports
- EAL
- eIIP
- Security Administration
- System Updates
- Help

**Welcome to the Student Data System**

The 2016/2017 *Registrar's Handbook for School Administrators* and all supporting documents are available on our new website [www.saskatchewan.ca](http://www.saskatchewan.ca). Please bookmark *Registrar's Handbook* for a direct link to this important resource for school administrators. Reminder: All forms saved or printed previous to August 2016 should be destroyed.

**Information:**

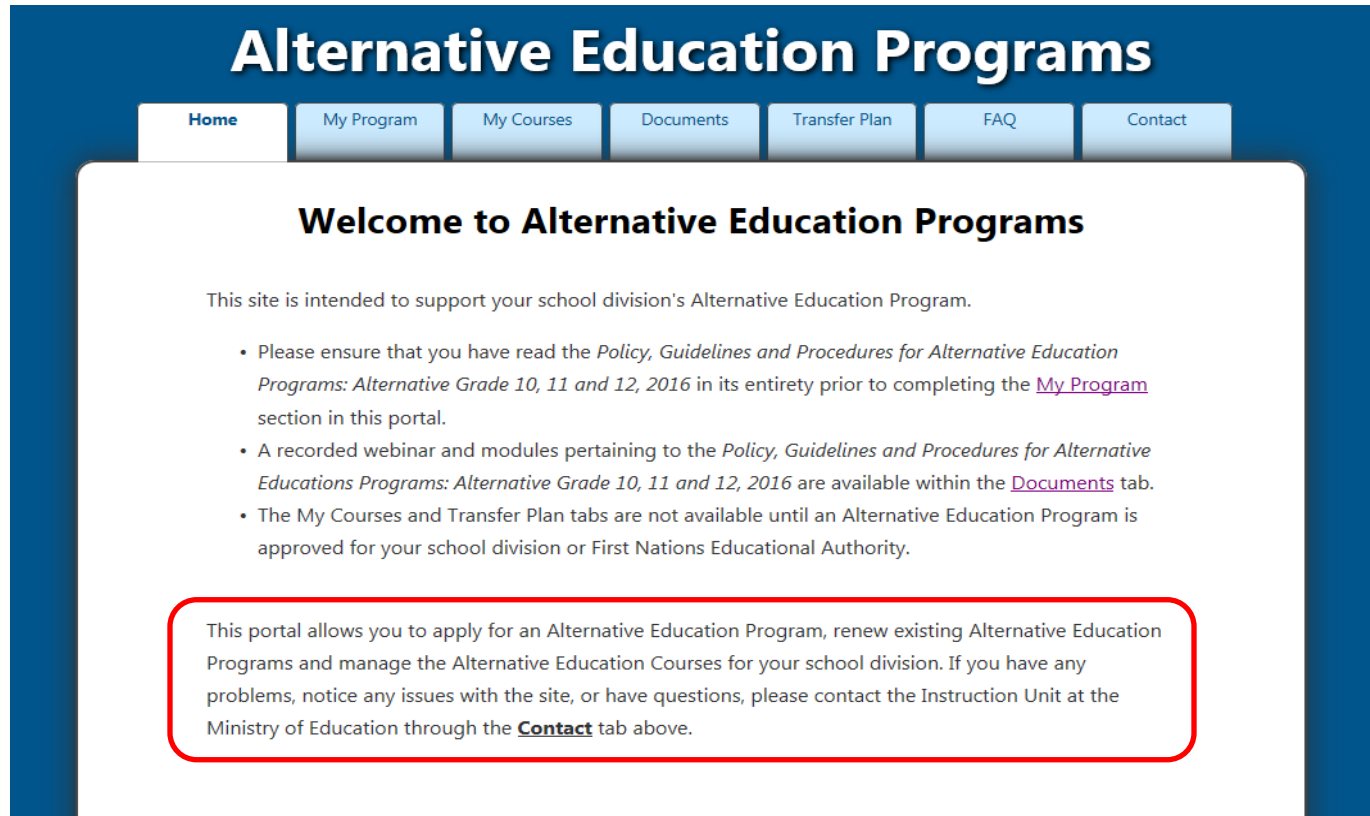
Please do **NOT** submit more than one file for the same school at the same time as it creates conflicts and locks tables. This can cause up to an hour delay in the processing of files for your school as well as other schools. Ensure your response files are received prior to submitting another file.

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

To see a list of **xml** error messages and suggestions for fixing the errors, K-12 course code lists, and K-12 Schools go to the [xml website](#).

**\*\*The fax number for the Student and Educator Services Unit has been changed to 306-787-0035.\*\***

# Alternative Education Programs Portal & Course Management



The screenshot shows the homepage of the Alternative Education Programs Portal. At the top, there is a blue header with the title "Alternative Education Programs" in white. Below the header is a navigation bar with seven tabs: "Home", "My Program", "My Courses", "Documents", "Transfer Plan", "FAQ", and "Contact". The "Home" tab is currently selected. The main content area is white and features a heading "Welcome to Alternative Education Programs". Below the heading is a paragraph stating the site's purpose. A bulleted list provides instructions and information. A red-bordered box highlights a paragraph about applying for and managing programs, and contacting the Instruction Unit.

## Alternative Education Programs

[Home](#) [My Program](#) [My Courses](#) [Documents](#) [Transfer Plan](#) [FAQ](#) [Contact](#)

### Welcome to Alternative Education Programs

This site is intended to support your school division's Alternative Education Program.

- Please ensure that you have read the *Policy, Guidelines and Procedures for Alternative Education Programs: Alternative Grade 10, 11 and 12, 2016* in its entirety prior to completing the [My Program](#) section in this portal.
- A recorded webinar and modules pertaining to the *Policy, Guidelines and Procedures for Alternative Educations Programs: Alternative Grade 10, 11 and 12, 2016* are available within the [Documents](#) tab.
- The My Courses and Transfer Plan tabs are not available until an Alternative Education Program is approved for your school division or First Nations Educational Authority.

This portal allows you to apply for an Alternative Education Program, renew existing Alternative Education Programs and manage the Alternative Education Courses for your school division. If you have any problems, notice any issues with the site, or have questions, please contact the Instruction Unit at the Ministry of Education through the [Contact](#) tab above.

- Run Locally Developed report from SDS for list of approved Alternative Education courses. All previous approvals ended July 31, 2017.
- If courses are missing contact Student Support Services in your Division.

# Mode of Instruction – Course Delivery Mode

- For 2017-2018 classes delivered through online/distance learning:
  - ensure that the **Mode of Instruction/Course Delivery Mode** field is correctly populated as “Distance Learning” (not “In Classroom”)
  - Discoverer Reports used to verify this information:
    - *Course Attempt by School and School Year* and
    - *Course Offering by School Year*
    - Listed under **SDS – SD Course Attempt and Course Offering by School**.



# 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.

# 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 2<sup>nd</sup> Social Science most common missing credit requirement

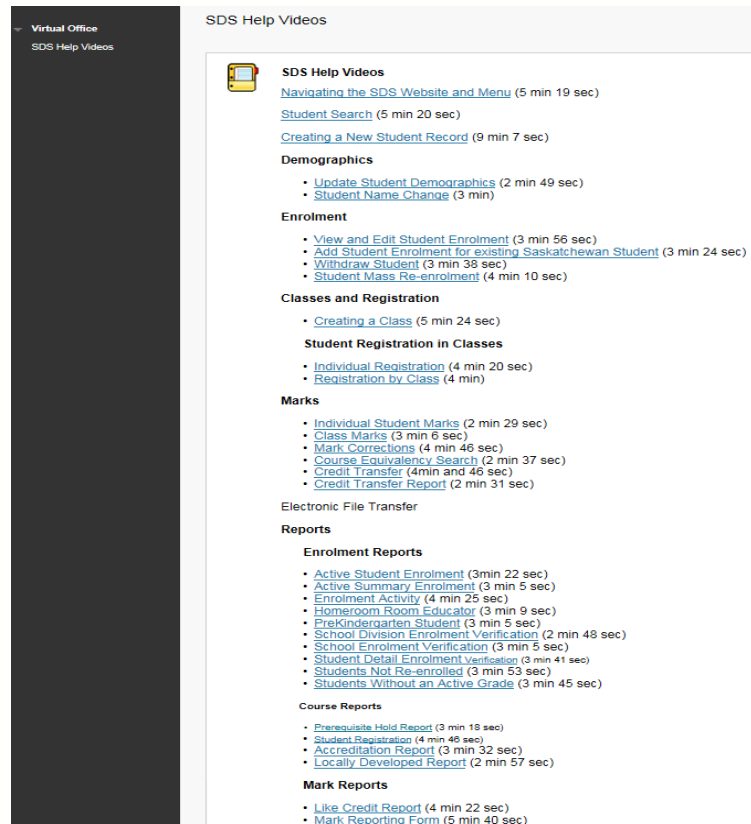
# SDS Online Help

- SDS online help has been updated!



# SDS Online Help

- Users will be re-directed to a Blackboard page which contains many very short help videos on all areas of the SDS.



The screenshot shows a web interface titled "Virtual Office" with a sub-header "SDS Help Videos". The main content area is titled "SDS Help Videos" and contains a list of video links categorized by topic. Each link includes a duration in minutes and seconds.

**SDS Help Videos**

- [Navigating the SDS Website and Menu](#) (5 min 19 sec)
- [Student Search](#) (5 min 20 sec)
- [Creating a New Student Record](#) (9 min 7 sec)

**Demographics**

- [Update Student Demographics](#) (2 min 49 sec)
- [Student Name Change](#) (3 min)

**Enrolment**

- [View and Edit Student Enrolment](#) (3 min 56 sec)
- [Add Student Enrolment for existing Saskatchewan Student](#) (3 min 24 sec)
- [Withdraw Student](#) (3 min 38 sec)
- [Student Mass Re-enrolment](#) (4 min 10 sec)

**Classes and Registration**

- [Creating a Class](#) (5 min 24 sec)

**Student Registration in Classes**

- [Individual Registration](#) (4 min 20 sec)
- [Registration by Class](#) (4 min)

**Marks**

- [Individual Student Marks](#) (2 min 29 sec)
- [Class Marks](#) (3 min 6 sec)
- [Mark Corrections](#) (4 min 46 sec)
- [Course Equivalency Search](#) (2 min 37 sec)
- [Credit Transfer](#) (4 min and 46 sec)
- [Credit Transfer Report](#) (2 min 31 sec)

**Electronic File Transfer**

**Reports**

**Enrolment Reports**

- [Active Student Enrolment](#) (3 min 22 sec)
- [Active Summary Enrolment](#) (3 min 5 sec)
- [Enrolment Activity](#) (4 min 25 sec)
- [Homeroom Room Educator](#) (3 min 9 sec)
- [PreKindergarten Student](#) (3 min 5 sec)
- [School Division Enrolment Verification](#) (2 min 48 sec)
- [School Enrolment Verification](#) (3 min 5 sec)
- [Student Detail Enrolment Verification](#) (3 min 41 sec)
- [Students Not Re-enrolled](#) (3 min 53 sec)
- [Students Without an Active Grade](#) (3 min 45 sec)

**Course Reports**

- [Prerequisite Hold Report](#) (3 min 19 sec)
- [Student Registration](#) (4 min 46 sec)
- [Accreditation Report](#) (3 min 32 sec)
- [Locally Developed Report](#) (2 min 57 sec)

**Mark Reports**

- [Like Credit Report](#) (4 min 22 sec)
- [Mark Reporting Form](#) (5 min 40 sec)

# 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)
- Keep form on file for a minimum 5 years.
- Security Administrators must be aware of the breadth of this role and ensure that it is being assigned appropriately. It is not intended for users working at the division level as students typically are not available onsite to complete an authorization form.



# 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 after the user has left the organization)
- **Disable/Inactivate accounts as soon as possible when school level staffing changes occur that affect an SDS account.**
- ***Division accounts are managed by the Ministry.* Inform the Ministry as soon as possible when division level staffing changes occurs that affect an SDS account.**
- Please review the updated Security Administration Guide.
- 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 Handbook

[www.Saskatchewan.ca](http://www.Saskatchewan.ca) - Government > Education and Childcare Facility Administration > Services for School Administrators > Registrar's Handbook for School Administrators

Tuesday, May 2, 2017  
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- [French Documents](#)
- [Forms](#)
- [Course Lists](#)
- [Appendices](#)

**Product List**

- [Registrar's Handbook for School Administrators](#)

The *Registrar's Handbook for School Administrators* is a compilation of policies and procedures related to supporting PreK-12 education in Saskatchewan, Electronic Educator Profile, Teacher Accreditation and departmental examinations. Additional supporting documents, forms and appendices can be found in the links above.

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**PUBLICATIONS SEARCH**

Google

# 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](https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content_id=85200_1&course_id=2789_1&content_id=85201_1)

## USIS

- Sector and ministry business requirements identified
- RFP in the fall



# Questions - Communication

- Email appropriate area for most efficient response to questions or concerns:
- SDS: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)
- Credit Transfers: [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca)
- Discoverer Reports: [eddiscoverersupport@gov.sk.ca](mailto:eddiscoverersupport@gov.sk.ca)
- NIPA: [nipa.help@gov.sk.ca](mailto:nipa.help@gov.sk.ca)
- Enrolments questions related to funding  
[model.educationfunding@gov.sk.ca](mailto:model.educationfunding@gov.sk.ca)
- Please send all FAXES to 787-0035
  - Old forms may still have discontinued # 787-1003

# THANK YOU!