

Welcome! SDS Fall Data Collection 2018

Integrated Audio Options for meeting:

- a. Use **speakers** or headset linked to your computer, OR
- b. Use your **telephone** (long distance call). Once in the Collaborate meeting room, *click on the upper left corner of your screen* (icon with 3 lines) and select *Use Your Phone for Audio*. A call in number and unique PIN will be displayed.
- c. *Either* the speaker or telephone option can be used, **not both**, as it will impair sound quality for all participants.

Type your name and division in CHAT area

Use CHAT area for questions.

Please MUTE telephone or microphone (if used) to help with sound quality.

Presentation will be posted to SDS System Update page.

SDS Fall Data Collection 2018

September 6th, 2018

Agenda

Data Submission Timelines

What's New?

- Departmental Exams
- Course Lists
- Dual Credits
- Forms/Signatures
- MySchoolSask/MonÉcoleSask

Education Funding

- Sept 30th Counts
- Urban Transportation
- NIPA
- Reports

Student & Educator Services

- Help Videos
- Aboriginal Descent Declaration
- Temporary Mailing Addresses
- Reports
- Course Reminders
- Security
- Complimentary Transcripts

Questions / Contacts

Fall 2018 Data Submission Timelines

| Data Submission Activity | Due Date |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Deadline for educators to complete the EEP | Wednesday, September 12, 2018 |
| Deadline for the enrolment of students in the SDS | Friday, September 14, 2018 |
| Deadline for school divisions to enter EAL data | Friday, September 14, 2018 |
| Administrator/EEP verification | Wednesday, September 19, 2018 |
| School Divisions capture rural transportation data | Friday, September 28, 2018 |
| Deadline for validation of student data by school division. Snapshot taken at 4pm | Friday, September 28, 2018 @ 4:00 pm C.S.T. (SDS locked until Sunday, September 30, 2018 @ 8:00 am C.S.T) |
| Ministry snapshot taken of EAL data | Friday, September 28, 2018 @ 4:00pm |
| Director sign-off of student enrolment counts | Thursday, October 4, 2018 |
| Copy of sector staffing profile provided to directors | Thursday, October 4, 2018 |
| Director sign-off on staffing profile | Friday, October 19, 2018 |
| September 30th enrolment finalized | Friday, October 19, 2018 |
| Sector Staffing Profile finalized | Thursday, October 25, 2018 |
| Registrations for courses that finish on or before end of January (support a snapshot of teacher assignments) | Friday, October 26, 2018 |
| Timeline for entering Non-Instructional Personnel and Administration data | Open Monday, September 24, 2018 to Thursday, October 4, 2018 @ 5:00 PM. Finalized by Friday, October 19, 2018 |
| Deadline for school divisions to identify students requiring intensive supports | Thursday, December 13, 2018 @ 5:00pm |
| Run reports from SDS for intensive supports data (Ministry of Education) | Friday, December 14, 2018 @ 8:00am |

What's new?

- Registrar's Handbook Updated since Aug. 1
 - Departmental Exam sessions
 - Course Codes List name changes
 - Instructional PE is now PE
 - Course number remains the same
 - Updated Special Project Credit and Apprenticeship Credit policies effective August 1, 2018
 - New dual credits (BWB)
 - Form 8 & electronic signatures
- MySchoolSask/MonÉcoleSask

Registrar's Handbook

Go to: Saskatchewan.ca and search "Registrar's Handbook"
Bookmark it!

The screenshot shows the Saskatchewan Publications Centre website. At the top right, the date is Wednesday, September 5, 2018, with links for Directory and Contact Us. The main header features the Publications Saskatchewan logo and a navigation menu for Services For: Residents, Visitors, and Business. Below the header is a breadcrumb trail: Home / Publications Centre / Education / 2018-19 Registrar's Handbook for School Administrators. The main content area is titled "2018-19 REGISTRAR'S HANDBOOK FOR SCHOOL ADMINISTRATORS - PUBLICATIONS CENTRE" and includes a sub-header "2018-19 Registrar's Handbook for School Administrators". A description box states: "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 below." Below the description is a list of links: Supporting Documents, Appendices, Forms, French Documents, and Course Lists. A "Free Download" button is located at the bottom of the description box. On the left side, there are several navigation menus: "PRODUCT TYPE" with links for Forms, Legislation, Ministry / Agency List, News Releases, and Orders In Council; "BYLAWS" with links for Associations and Municipalities; "PUBLICATIONS SEARCH"; and "RESOURCES".

Wednesday, September 5, 2018
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2018-19 REGISTRAR'S HANDBOOK FOR SCHOOL ADMINISTRATORS - PUBLICATIONS CENTRE

2018-19 Registrar's Handbook for School Administrators

Description:

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 below.

- [Supporting Documents](#)
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Departmental Exam Changes

- January alternate examinations will be extended over the course of ONE week versus one day to accommodate inclement weather, etc.
- Early November and April examination sessions are now established to accommodate block schedules.
- There are now 8 examination sessions offered throughout the school year. Additional alternate examination sessions will not be established.
- Refer to Registrar's Handbook for dates
- Contact assessment@gov.sk.ca

Course Lists – Updated Policy Documents

Registrar's Handbook

2018-19 Registrar's Handbook for School Administrators

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- [Course Lists](#)

Dual Credits – New Course

September 4, 2018 Bi-Weekly Bulletin

New Dual Credit Course Offerings

Effective August 1, 2018 the following courses will be recognized as dual credit courses with the Ministry of Education:

| Organization | Post-Secondary Course Code | Post-Secondary/Entity Course Name | Ministry of Education Dual Credit Course Name | Ministry of Education Course Code |
|------------------------------------------------------|------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Saskatchewan Indian Institute of Technologies (SIIT) | Construction Worker Preparation 100, 110, 120, 130 and 140 | Construction Worker Preparation program | Construction and Carpentry 10 (CWPP 100, 110 and 120) Construction and Carpentry 20 (CWPP 130) Construction and Carpentry 30 (CWPP 140) | 4980 6980 8980 |

Contact: Student and Educator Services, 306-787-6012, student.records@gov.sk.ca.

Attachment:

[Dual Credit Course List Aug 2018](#)

Current list maintained on Registrar's Handbook page:

- Course Lists
 - *Dual Credit Course List*

Electronic Signatures

- Student and Educator Services are updating our forms to include the option of signing them electronically (starting with Form 8).
- All forms can still be signed physically with pen.
- We have provided the option to sign electronically to facilitate the approval process utilizing the Adobe electronic signature function. The electronic signature is tied to the user's Digital ID (usually pre-configured when using a network). If you don't have a Digital ID Configured, you can [set one up manually in Adobe](#).
- Forms can be filled in by whomever however, the person with the authority to sign the form must be logged in to their computer to digitally sign and authenticate the approval [forward form]. Others may not sign on their behalf.
- Forms link from Registrar's Handbook page has most up-to-date versions.

MySchoolSask / MonÉcoleSask (formerly USIS)

- Work on the program continues.
- More information will be available shortly through the program leads in your division.

Education Funding Update

September 30th Counts

- Data collection Q & A document has been updated and posted on SDS under System Updates.
- On the Director's Verification Report adding count of Small Schools of Necessity. A list, calculated by Education Funding based on size and distance, will be provided with preliminary enrolment count.
- NIPA will no longer require the number of school community councils (SCC). *Starting in 2018-19 will use the count of funded schools.*
- Director's Verification Report will include counts of the following items for calculation of School Division funding amounts:
 - Total number of K-12 students
 - previously graduated students counted as 0.25 FTE implemented 2017-2018
 - 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, 2018.
 - 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.
 - Number of Small Schools of Necessity.

Urban Transportation Data Collection

- Implemented 2017-2018
- The urban transportation formula uses student street addresses.
- The physical address is looked at first and if it's blank then the mailing address is used.
- Students who do not live in the same city as their school are considered rural students.
- Format and spelling matter: "Regina,SK", "Regina Beach", "Reginaa" will not match the school's address "Regina"
- Education Funding will not correct student addresses in the funding data snapshot. September 28th snapshot is final.
- Use Discoverer report *SDS - SD Preliminary Data Check Enrolment - Address check* to verify.

NIPA

- NIPA - Non-Instructional Personnel and Administration
- Information captured through NIPA includes data related to school division governance, software licensing, educational assistants, instructional support staff, and student data not captured through the Student Data System.
- For the 2018-19 school year, there are two changes to NIPA.
 - The number of community school councils field has been removed.
 - For the Students Educated in Regional Colleges field, school divisions will now provide both the program the students are enrolled in and the Saskatchewan 9-digit student numbers used in the SDS for your students attending regional colleges.
- Submission deadline: Thursday, October 4, 2018 at 5 pm.

Discoverer Reports to Validate September 30th Data

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
- SDS – SD Preliminary Data Check Enrolment – Address check

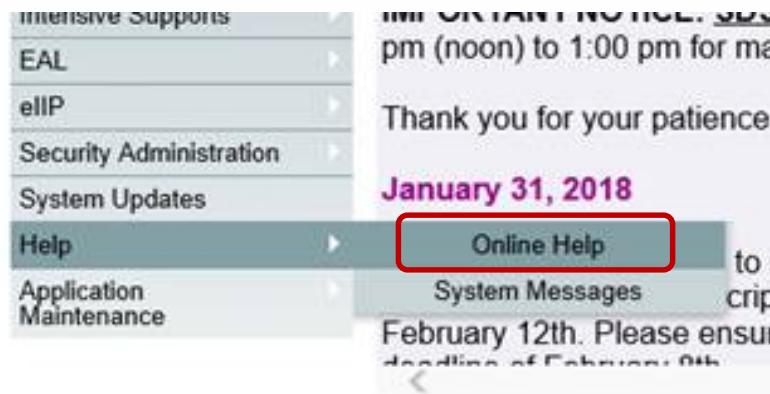
Student and Educator Services Unit Update / Reminders

SDS Help Videos

SDS Help Videos accessed by clicking on the “Need Help” Button on the SDS



Or, selecting Online Help option under the Help menu.



Voluntary Declaration Information

- 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 Descent is set to any of the 4 recognized values the field can only be changed back to “Not applicable/No response” by Ministry staff.

Temporary Addresses on SDS

- Lists have been previously sent to division SDS support coordinators for students that have a temporary address on SDS with *NO* end date.
 - temporary address field is not available for Discoverer reports, Ministry query will be run periodically and shared as necessary.
- **Requested action:**
 - **Add an end date on SDS (demographics/additional addresses)**
 - **Prioritize by grades 12-11-10**
- A temporary address may be necessary/valid for a student – but should have an end date (i.e. end of school year July 31, 2019).
- Temporary address *will* affect mailed transcripts – temporary address overrides mailing address.

Run Reports!

- Enrolment reports to support September 30th validation on SDS and Discoverer.

Reduce duplicate ids and identify enrolment issues:

- Students Not Re-enrolled
- Students without an Active Grade

Verify course setup and student placement:

- Student Registration Report
- Graduation Completion Requirements Report
 - A number of students missing graduation requirements identified over summer (PAA and 2nd Social Science most common)
- Teacher Active Accreditation Report
- Locally Developed (for approvals)

Course Reminders

Course Codes

- Course code lists (PDF) available on Registrar's Handbook page
- Electronic list available at <https://www.k12.gov.sk.ca/sds/xml/>
 - **Recent changes should be posted by week of September 17, 2018.**

Online/distance learning classes:

- ensure that the Mode of Instruction/Course Delivery Mode field is set to "Distance Learning"
- Discoverer: *Course Attempt by School and School Year & Course Offering by School Year*

Security Administration

Please review the updated Security Administration Guide.

(<http://publications.gov.sk.ca/details.cfm?p=73967>)

- All users must have their own SDS account (NO sharing/NO generic accounts)
- The user whose name is attached to an account is held responsible for all activity associated with that account
- Disable/Inactivate accounts *immediately* when school level staffing changes occur that affect an SDS account to *protect the privacy of students*
- *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 to *protect the privacy of students*
- Run the *System User List* on the SDS under Security Reports regularly to ensure accounts have been disable/inactivated as required

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.

Complimentary Transcripts

- Complimentary Transcript of Secondary Level Achievement for Level 30 Courses will *no longer be distributed to students upon the completion of level 30 courses and/or departmental examinations.*
- Students wanting a copy of their high school transcript or Adult 12 transcript can order High School and Adult 12 transcripts online. Alternatively, school administration and guidance counsellors may provide a copy of the Unofficial Student Profile from the Student Data System to the student. Note that the Unofficial Student Profile contains all course attempts whereas the Transcript of Secondary Level Achievement contains only the highest course attempt. The Unofficial Student Profile is NOT an official document and are NOT to be stamped/certified with an official school/school division seal.

Questions - Communication

Email appropriate area for most efficient response:

- student.records@gov.sk.ca
- credit.transfer@gov.sk.ca
- eddiscoverersupport@gov.sk.ca
- myschoolsask@gov.sk.ca
- assessment@gov.sk.ca