

## September 30 Count Process – Frequently Asked Questions

### Updated as of August 22, 2011

This document is divided into the following sections for ease of reference. Student Information System (SIS) specific questions are dealt with in subsections of the Student Enrolment Counts section. Click on the appropriate topic to jump directly to that section within this document.

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### Student Enrolment Counts

1. **What is the definition of a base school versus a non-base school?**

Base school – the school where the student receives his/her program and counseling – the physical **or virtual** location in which the majority of the student’s time is spent is the school where the student is “counted” for enrolment purposes.

Non-base school – a school that delivers a part of a student’s program, generally through an agreement with the student’s base school and/or division or education authority. That agreement may or may not include a fee for service component and students are not “counted” for enrolment purposes.

2. **When students are enrolled in a cyber school are they base or non-base in that school?**

If a student is ONLY enrolled in a cyber school, that cyber school is his/her base school. If a student is enrolled in a school program at a physical location but gets some classes via a cyber school, that student has a base enrolment at the school he/she attends physically and a non-base enrolment in the cyber school. Home schooled students who are enrolled in a cyber school are enrolled as base in their school division as home-based and non-base in the cyber school.

3. **If a student under age 22 attends classes at a regional college to complete high school credits with those courses paid for by the school division, how should that student be enrolled?**

A student attending a provincial school and receiving some programming through a regional college will be enrolled as base in the provincial school and non-base in the regional college. A student attending 100% of the time in a regional college program will be enrolled as base in the regional college and will be reported by the school division through the NIPA application. Student records staff members are working with the regional colleges to ensure that they understand the base and non-base relationships. School divisions utilizing regional college programs for secondary program delivery with regard to students below age 22 as of September 30<sup>th</sup> are encouraged to maintain close communication relationships with the colleges to support the accuracy of the enrolment process.

4. **How do we enrol students whose needs are being served by Custody schools?**

Custody schools are responsible for enrolling students who are attending school in custody.

5. **How is a student counted if he or she attends two schools, both on a semi-regular basis?**

This situation should be brought to the attention of the individual in your school division office

responsible for student counts. If that individual is unable to resolve the issue, he or she should contact the Ministry of Education at 787-1024. This should be done as early as possible in the school year, prior to September 30<sup>th</sup>.

6. **When final enrolments are established September 30<sup>th</sup>, what will later submissions on the same day by other school divisions do to existing enrolments?** The most recent enrolment date (not submission date) defines a student's enrolment. Enrolments dated earlier than the most recent enrolment remain stored in the system. The purpose of the period of time between the initial data submission due date of September 16<sup>th</sup> and the final data submission due date of September 30<sup>th</sup> is to proactively eliminate issues of dispute. If school divisions have been reviewing their reports closely during the days leading up to September 30<sup>th</sup>, the only points of disagreement should be students enrolling or withdrawing on September 30<sup>th</sup>.

7. **How can that information be reconciled on October 3<sup>rd</sup>?**

There are two parts to the reconciliation process:

A) The SDS is a live data system and if there are corrections to be made to information in the SDS, schools and school divisions are to follow their regular procedures for updating that information. This process is supported by your school division SDS security administrator and by Student Records staff who can be reached at 787-1098.

B) The snapshot of data used by the Infrastructure and Education Funding (IEF) branch is static as of midnight September 30<sup>th</sup>. Any significant outages will be looked at on a case by case basis with the IEF branch.

8. **Can mass re-enrolment still be used? And, if yes, when should this begin?**

Yes, mass re-enrolment can still be used. The school year runs from August 1<sup>st</sup> to July 31<sup>st</sup>. Enrolments after August 1<sup>st</sup> will be in the 2011-2012 school year.

9. **What is the cut-off date for students turning 22 years of age?**

A student is counted as being under 22 as long as that student is under 22 years of age on September 30<sup>th</sup> of the school year.

10. **Do Pre-Kindergarten students need to be enrolled by September 30<sup>th</sup>?**

Yes, all students, including Pre-Kindergarten students must be enrolled by September 30<sup>th</sup>.

11. **When a student transfers into a school on September 30<sup>th</sup>, where is that student counted?**

The student is counted by the school where he or she is in attendance on September 30<sup>th</sup>. If a student pre-registers in your school on or before September 30<sup>th</sup> but only begins attending on or after October 1<sup>st</sup>, that student should NOT be counted in your September 30<sup>th</sup> enrolments. The following are some examples of possible situations: (in each case "enrols as of" means the day the student begins attending at a school and "withdraws as of" means the student's last day in attendance at a school)

Example 1 – If a student is enrolled in a school on or before September 30<sup>th</sup> and is not withdrawn, the enrolment is counted in that school.

IF Student 1 at School A – Enrols as of September 3, 2011  
THEN Student 1 is counted in school A

IF Student 2 at School A – Enrols as of August 31, 2011  
Withdraws as of September 3, 2011  
AND at School B – Enrols as of September 3, 2011

THEN Student 2 is counted in school B

Example 2 – If a student is enrolled in a school on or before September 30<sup>th</sup> and is withdrawn after September 30<sup>th</sup>, the enrolment is counted in that school.

IF Student 1 at School A – Enrols as of August 31, 2011  
Withdraws as of October 3, 2011  
THEN Student 1 is counted in school A

Example 3 – If a student is enrolled in a school on or before September 30<sup>th</sup> and is withdrawn on September 30<sup>th</sup> with no additional enrolment in another school, the enrolment is counted in that school.

IF Student 1 at School A – Enrols as of August 31, 2011  
Withdraws as of September 30, 2011  
THEN Student 1 is counted in School A

Example 4 – If a student is enrolled in a school on or before September 30<sup>th</sup> and is withdrawn on September 30<sup>th</sup> with an additional enrolment in another school on September 30<sup>th</sup>, the student is counted as per the examples below:

IF Student 1 at School A – Enrols as of August 31, 2011  
Withdraws as of – September 30, 2011  
AND at School B – Enrols as of September 30, 2011  
THEN Student 1 is counted in School B

IF Student 2 at School A – Enrols as of August 31, 2011  
Withdraws as of September 30, 2011  
AND at School B – Enrols as of October 1, 2011  
THEN Student 2 is counted in School A

IF Student 3 at School A – Enrols as of August 31, 2011  
Withdraws as of September 30, 2011  
AND at School B – Enrols as of September 30, 2011  
Withdraws as of September 30, 2011  
AND at School C – Enrols as of October 1, 2011  
THEN Student 3 is counted in School B

**12. Who registers home-based students?**

The school division is responsible for registering home-based students and the school division shows as their “school” of record.

**13. What do we do if people leave fields blank on their registration forms?**

You can request the information, but if the information is not a required field in the SDS, blanks will not stop the enrolment from being accepted.

**14. Would you recommend we populate all fields (e.g., residency, etc.) even if we know the defaults and they are correct?**

If it is possible without considerable extra work, we recommend populating fields rather than assuming the default values will be applied.

**15. If there are issues with XML data transfers, can the data be submitted as an Excel file?**

The only available data transfer method is via XML. If there are issues that cannot be resolved with the help of your school division level SIS coordinator in consultation with Student Records staff, the web application is an alternative method of entering data directly into the SDS.

16. **“Permanent Physical Address” updates with submissions. “Permanent Mailing Address” does not update even though this information is updated in the SIS. This results in a warning. What is the resolution to this?**

This issue is currently under review. Updates will be posted as they become available.

17. **What is the limitation on real-time data sent to the SDS?**

The limitation imposed by Oracle is 32 kb, or about 5 new student records.

SPECIFIC TO SIRS

18. **What is the status of the SIRS issue with base/non-base enrolments experienced last year?**

As of August 12 a fix was received by one of the school divisions working with SIRS and they are currently testing it. More information will be added to this response as it becomes available and other SIRS users will be contacted directly if they are affected. To date, problems have been resolved through the web application while the vendors continue to work on their upgrades.

SPECIFIC TO POWERSCHOOL

19. **What does a school or division new to Pearson Power School need to be aware of/watch for in terms of data submission?**

First, prior to submitting enrolments, run a check of key identifiers (Student ID, First Name, Last Name and Birth Date) to ensure that there are no errors in the data at this level. Second, ensure that the 2010 new data fields are being sent as part of the XML transfer; during the past year, manual intervention was required to send those fields.

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## Electronic Educator Profiles

1. **If teachers have applied for certification and have not yet been certified, what do they do to be able to access the EEP?**  
Teachers can contact Teacher Services at 787-6105 to request a file number which will be used to gain access to the EEP.
2. **Should Student Support Services staff (e.g., speech-language pathologist, psychologist, etc.) be reported via EEP or NIPA?**  
Staff holding a teaching certificate are to report using the EEP, whereas staff without teaching certificates are reported by the school division through the NIPA application.
3. **Can you tell us more about the potential of interfacing with Human Resource systems?**  
Some school divisions have expressed interest in submitting educator information from their school division HR systems to the ministry system. This project will be explored during 2011-2012.

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## Validation of Data (both EEP and SDS)

### 1. What data fields are captured in the September 30<sup>th</sup> data collection snapshot?

Infrastructure and Education Funding branch captures the following data from SDS:

Base Students attending

- K-12 Provincially Funded Schools
- Historical High Schools

Student Enrolment record

- Grade of Student
- Immersion Type (Cree, Ukrainian, French)
- Division/School student is enrolled at
- Student enrolment and withdraw dates
- Home Bound
- Tuition Status
  - o Length of Exchange
  - o Tuition Fees Collected
  - o Exchange Type

Student Demographic record

- Residency (SK verses Non SK)
- Birth date
- Country of Origin
- Mailing Address
- Physical Address
- Gender

### 2. How will I be able to validate student enrolment data and educator data?

A set of reports to support data validation has been developed both in the SDS web application and using the Discoverer reporting tool. Enrolment summary reports and an in/out report have been developed for student enrolment validation. For educator data, there is a principal's report for school-level validation and a director's report for division-level validation. A web training session on the use of the reporting tools in conjunction with school division SIS data will be offered September 13<sup>th</sup> and 14<sup>th</sup>.

### 3. Will the reports be available on the SDS web application or just through Discoverer?

Most of the reports will be available in both applications. However, we ask that users be judicious in their use of the web application reporting tools and use Discoverer whenever possible during peak times, as generating the reports takes additional system resources away from the data submission functions. The data refresh to the warehouse that Discoverer uses occurs after 5:00 p.m. nightly; thus, any changes or additions submitted prior to 5:00 p.m. will be visible in the Discoverer reports the following day. If you require up-to-the-minute reports to verify changes to data immediately, you will need to use the reports in the web application.

### 4. When will the reports be available to the end users?

The reporting tools will be made available to users in early September. Making reports available prior to that is not practical as there would be no current data to populate the reports until schools and divisions have started submitting fall data to the SDS.

**5. Who is able to have access to Discoverer and is there a limit to the number of individuals in a school division who can have Discoverer access?**

School divisions are welcome to have multiple users with access to Discoverer. Please be aware that Discoverer access is only available at the school division level. Individual school user access is not available. There is no limit to the number of Discoverer users, however school divisions may want to think about privacy and confidentiality in granting wide access to the data in a web-based environment.

**6. Will the access levels currently in place allow the SDS users who need them access to the new report tools?**

The reports will be accessible to the appropriate level of existing user as follows: school administrative assistants will have access to school level reports; school administrators will have access to the EEP validation tools for their school; and, school division level users will have access to school division level reports. There may be additional school division level users who require access rights to the SDS dependent upon who the director of education designates as having responsibility for verifying data. Those individuals should contact their division security administrator for a user account at the appropriate level.

**7. Will the reports from the new reporting tools be available in an electronic format?**

The reports will be available both in PDF format and as tab delimited Excel files (from the web application) or in various file formats from Discoverer.

**8. Who will be responsible for the Senior level sign-off and when will that occur?**

Directors of Education have been asked to identify the person(s) who will be accountable and provide that information to the Assistant Registrar of Student Records. The sign-off will occur immediately following the September 30<sup>th</sup> cut-off and will be supported by a package of information provided to school divisions jointly from the Information Management and Supports and Infrastructure and Education Funding branches. School Divisions (Directors/CFO) will also be required to sign-off the student and teacher data submitted into the Ministry is accurate and complete within the NIPA application.

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## **Training and Communication of Important Information**

**1. How will the information around the September data collection be shared to the school divisions during the fall?**

Each school division is asked to update their SDS support representative with Charline; and, in the case of multiple contacts, designate and identify who is to receive the reports, etc. during the September 19-30 time frame. At the Senior Administration level, we have also contacted directors of education. Each director has provided names and contact information for the individuals in the school division who will be accountable for the accuracy of the fall student and personnel counts. Email contact lists have been made using this information to provide an efficient method of sharing information with school divisions.

**2. When will training be available on using the reports and validation tools?**

Web sessions will be held on Wednesday, September 14 from 1:00 p.m.-2:00 p.m. and 2:30 p.m.-3:30 p.m., and on Thursday, September 15, from 9:00 a.m.-10:00 a.m. and 10:30 a.m.-11:30 a.m. These sessions will include a PowerPoint presentation and supporting documents that will also be available to participants and others following the sessions.

**3. Will a copy of the PowerPoint presentation for the web sessions held in June be made available?**

A copy of the presentation has been sent to all participants. No plans have been made at this time for wider distribution of the presentation.

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## Personnel/Intensive Supports data

**1. How Student Support Services personnel data be collected in 2011-12?**

The Student Support Services personnel data collection is discontinued. New this year, all personnel data will be collected through the EEP and NIPA. Personnel holding a teaching certificate are to report, individually, using EEP, whereas personnel without teaching certificates are reported collectively by the school division using the NIPA application.

**2. How will the data regarding students identified as requiring intensive supports be collected in 2011-12?**

The identification of students requiring intensive supports is an on-going, living process with data historically extracted from the SDS on December 20<sup>th</sup> of each year. This process will continue for 2011-12. New this year, this data will also be accepted via XML transfer as part of the SDS quarterly release in November 2011. As such, school divisions are not obligated to utilize the SDS web application if an XML transfer exists.

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