

September 30 Count Process – Frequently Asked Questions

Updated as of January 21, 2013

This document is divided into 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 counselling – 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 takes 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 and non-base in the cyber school.

3. **What is the difference between a Saskatchewan Resident and a Non-Saskatchewan Resident?**

Saskatchewan Resident refers to a student who is a permanent resident of Saskatchewan, or whose legal guardian is a Saskatchewan Resident.

For example:

- Student lives with their non-parent relatives who are Saskatchewan residents and the non-parent relatives have legal guardianship over the student.
- Student is an immigrant/refugee to Canada, not yet a Canadian citizen, and is living in Saskatchewan with their family/legal guardian who are Saskatchewan residents.
- A student who lives with their parents and the parents are Saskatchewan residents.

Non-Saskatchewan Resident refers to a student who is not a permanent resident of Saskatchewan and whose legal guardian is not a Saskatchewan Resident.

For example:

- Student lives with a friend/family member and their parents live outside of the Province of Saskatchewan. The out-of-province parents continue to have guardianship over the student, not the family the student is living with.
- Student lives in Manitoba or Alberta and crosses the border to attend a Saskatchewan school.

4. Based on the different classifications of a student outlined below:

i) Is the student a Saskatchewan Resident or a Non-Saskatchewan Resident?

ii) Should the Tuition Fields be used or not?

- 1) Permanent residents (also known as landed immigrants, or landed residents) These students should be classified as Saskatchewan residents, and tuition fields should not be used.
- 2) Student Visa These students should be classified as non-Saskatchewan residents and the tuition fields should be filled in.
- 3) Visitor Visa These students should be classified as non-Saskatchewan residents and the tuition fields should be filled in.
- 4) Parent Work Permit These students should be classified as Saskatchewan residents, and the tuition fields should not be used.
- 5) Refugee These students should be classified as Saskatchewan residents, and the tuition fields should not be used.
- 6) Canadian Resident type 1: permanent resident of Saskatchewan These students should be classified as Saskatchewan residents, and the tuition fields should not be used.
- 7) Canadian Resident type 2: non-resident of Saskatchewan (but resident of other Canadian province or territory), with a legal guardian who is a Saskatchewan resident These students should be classified as Saskatchewan residents, and the tuition fields should not be used.
- 8) Canadian Resident type 3: non-resident of Saskatchewan (but resident of other Canadian province or territory), with a legal guardian who is a non-Saskatchewan resident These students should be classified as non-Saskatchewan residents and the tuition fields should be filled in.
- 9) Canadian Resident type 4: non-resident of Saskatchewan (but resident of other Canadian province or territory), with a legal guardian who is a non-Saskatchewan resident with a funding arrangement in place between the two provinces (e.g. Lloydminster school divisions for students who are residents of Alberta, residing within the city of Lloydminster). These students should be classified as non-Saskatchewan residents and tuition fields should not be used.

5. How would you enrol Immigrant and Refugee Students?

Immigrant and Refugee students should be recorded as Saskatchewan Residents as long as their immediate family is permanently relocating to Saskatchewan.

6. What is the difference between Home-Based Students and Home-Bound Students?

A home-based student refers to a student who is receiving instruction in a registered home-based education program. These students are also referred to as a home -schooled student.

A home-bound student refers to a student who is receiving their education from a school but is unable to physically attend a school due to health issues.

7. Who registers home-based students?

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

8. What does Shared Space and Ministry Designate mean for PreKindergarten Students?

PreKindergarten Shared Space identifies all students who share a PreKindergarten space. For example: one student attends Monday’s and Wednesday’s while a second student attends Tuesday’s and Thursday’s.

Ministry Designate identifies all students who are enrolled in a designated PreKindergarten program that receive funding through the Ministry of Education PreKindergarten Program.

9. Do PreKindergarten students need to be enrolled by September 28th?

Yes, all students, including PreKindergarten students must be enrolled by September 28th.

10. How should immersion students be enrolled?

There are two different areas on the student enrolment record that identify a student as an immersion student. The first one is the Program Enrolment which determines the program the student is enrolled in according to the Core Curriculum Credit Requirements Policy. Information on the Credit Requirements Policy can be found in the Registrar’s Handbook for School Administrators (section 2). The second area is the Immersion Type. This identifies students receiving instructional time of at least 50% in Cree, Ukrainian, or French. Both the Program Enrolment and the Immersion Type fields need to be specified for immersion students.

11. What is the Organization Affiliation field used for in the Enrolment record?

This field will be used to capture those students attending a school that is located outside the jurisdiction of their home address but still in the province of Saskatchewan. The school that is enrolling the student is responsible for adding the organization affiliation. By having this field filled in, the affiliated organization will have access to see certain data regarding this student.

For example:

- Student lives within the Prairie Valley School Division, but attends a school in a Regina School Division. The enrolment would show an affiliation of Prairie Valley School Division.
- Student lives at Standing Buffalo First Nation and attends a school within the Prairie Valley School Division. The enrolment would show an affiliation of Standing Buffalo First Nations.

12. If a student under age 22 attends classes at a regional college in order to complete high school credits and the school division pays for those classes, how should this 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 implications. School divisions utilizing regional college programs for secondary program delivery for students below age 22, as of September 30, are encouraged to maintain close communication relationships with the colleges in order to support the accuracy of the enrolment process.

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

Custody schools are responsible for enrolling students who are attending their school.

14. 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 the 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 (306) 787-1024. This should be done as early as possible in the school year, prior to September 28th.

15. When final enrolments are submitted on September 28th, 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 17th and the final data submission due date of September 28th is to proactively eliminate issues of dispute. If school divisions have been reviewing their reports closely during the days leading up to September 28th, the only points of disagreement should be students enrolling or withdrawing on September 28th.

16. Why are enrolment and teacher counts as of September 30th but the snapshot for Education Funding Branch purposes is taken September 28th?

Funding is based on the students enrolled in the designated school on September 30th, and since September 30th 2012 falls on a Sunday it was determined that September 28th, 2012 at 8:00 p.m. would be the best representation of the September 30th date. The amount of weekday system down time will also be reduced by using these dates.

17. How will the student and teacher data be reconciled on October 1st?

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 Support and by Student Records staff, who can be reached at (306) 787-1098.

B) The snapshot of data used by the Education Funding (ED) branch is static as of 8:00 p.m. September 28th. Any discrepancies will be looked at on a case by case basis by the ED branch. Any discrepancies should be recorded on the Verification Report and sent back to the Education Funding Branch before October 5th, 2012.

18. 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 1st to July 31st. Enrolments entered after August 1st will fall in the 2012-2013 school year.

19. 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 30th of the school year.

20. **When a student transfers to a school on September 28th, where is that student counted?**

The student is counted by the school where he or she is in attendance on September 28th. If a student pre-registers in your school on or before September 30th but only begins attending on or after October 1st, that student should NOT be counted in your September 30th 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 – a student is enrolled in a school on or before September 30th and is not withdrawn, the enrolment is counted in that school.

IF Student 1 at School A – Enrols as of September 3, 2012
THEN Student 1 is counted in school A

IF Student 2 at School A – Enrols as of August 31, 2012
Withdraws as of September 3, 2012
AND at School B – Enrols as of September 3, 2012
THEN Student 2 is counted in school B

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

IF Student 1 at School A – Enrols as of August 31, 2012
Withdraws as of October 3, 2012
THEN Student 1 is counted in school A

Example 3 – a student is enrolled in a school on or before September 30th and is withdrawn on September 30th 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, 2012
Withdraws as of September 30, 2012
THEN Student 1 is counted in School A

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

IF Student 1 at School A – Enrols as of August 31, 2012
Withdraws as of – September 30, 2012
AND at School B – Enrols as of September 30, 2012
THEN Student 1 is counted in School B

IF Student 2 at School A – Enrols as of August 31, 2012
Withdraws as of September 30, 2012
AND at School B – Enrols as of October 1, 2012
THEN Student 2 is counted in School A

IF Student 3 at School A – Enrols as of August 31, 2012
Withdraws as of September 30, 2012
AND at School B – Enrols as of September 30, 2012
Withdraws as of September 30, 2012
AND at School C – Enrols as of October 1, 2012
THEN Student 3 is counted in School B

21. **What do we do if parents/guardians leave fields blank on student enrolment forms?**
You can request the information, but if the information is not a required field in the SDS, blank fields will not stop the enrolment from being accepted.
22. **Would you recommend that we populate all fields (e.g., residency, etc.) even if we know the default field values 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.
23. **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.
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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 access the EEP?**
Teachers can contact Educator Services at (306) 787-6105 to request a file number that can 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 directly to the ministry system. This enhancement continues to be explored.

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Validation of Data (both EEP and SDS)

1. What data fields are captured in the September 30th data collection snapshot?

The Education Funding Branch captures the following data from SDS:

Base Students attending

- K-12 Provincially Funded Schools
- Historical High Schools
- Qualified Independent Schools

Student Enrolment record

- Grade of student
- Immersion Type (Cree, Ukrainian, French)
- PreKindergarten Detailed Fields (Shared Space and Ministry Designate)
- 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 versus 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 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.

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 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 on SDS are available. The Discoverer reports will be available in early September.

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 security currently in place allow the SDS users access to the new report tools?

The reports will be accessible to the appropriate users 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 users who require access 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 security level.

7. Will the reports from the 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. What documentation will the ministry provide to school divisions to assist them in completing the verification of the data?

The Ministry of Education will be providing the CFO and Director with a data checklist spreadsheet. This spreadsheet will indicate the different data fields/counts that should be verified, as well as which Discoverer reports can be run to aid in the verification. This checklist is for the school division to use and does not need to be sent back to the Ministry of Education.

9. 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 30th cut-off. School Divisions will have the ability to run their own reports and an email with a Verification report will be provided to school divisions jointly from the Information Management and Support and Education Funding branches. The Verification Report will need to be signed by the Director and emailed back to the Education Funding Branch before 5:00pm on October 5th, 2012.

For Historical High Schools and Qualified Independent Schools the email with the Verification Report and the checklist will be sent to the Director. The reports with the supporting data will be sent to them from the Independent Schools and Home-Based Unit.

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Training and Communication of Important Information

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

Two sessions will be held, the first one will be in Saskatoon on Tuesday, September 18 from 9:00 a.m. until Noon and the second one in Regina on Thursday, September 20, from 9:00 a.m. until Noon.

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Personnel/Intensive Supports data

1. How will Student Support Services personnel data be collected in 2012-13?

The Student Support Services personnel data collection is discontinued. 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 and are to be entered into the Instructional Supports section of the NIPA application

2. How will the data regarding students identified as requiring intensive supports be collected in 2012-13?

The identification of students requiring intensive supports is an on-going, living process with data historically extracted from the SDS on December 20th of each year. This process will continue for 2012-13.

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