

## September 30 Count Process

### Frequently Asked Questions Updated as of May 2018

This document is divided into sections for ease of reference. Click on the appropriate topic to jump directly to that section within this document.

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### Student Enrolment Counts

#### 1. When should a new student be created?

Students should only be created if they are new out of province students who have never been in Saskatchewan before or students who have never been in PreK or Kindergarten before. If a student has been in a Saskatchewan school before, you should not create a new student. If the student cannot be found, call Student and Educator Services at 306-787-6012 so they can conduct a more detailed search. It's important to keep the student's enrolment history intact.

#### 2. 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. The base school is where the student is "counted" for enrolment and funding 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. The non-base school is where the student is not "counted" for enrolment and funding purposes.

If a student attends two schools on a regular basis, the 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) 787-2793. This should be done as early as possible in the school year, prior to September 30th.

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

Please reference the Immigration Quick Reference Chart for resident and tuition questions.

#### 4. Who registers home based students?

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

#### 5. Do Prekindergarten students need to be enrolled by September 30th?

Yes, all students, including Prekindergarten students must be enrolled by September 30th.

**6. What does Ministry Designate mean for Prekindergarten Students?**

Ministry Designate identifies all students who are enrolled in a designated Prekindergarten program that receives funding through the Ministry of Education Prekindergarten Program. Prekindergarten students who are not in a designated program are referred to as Other PreK/Preschool programs and supports for 3 and 4 year old students. A list of Ministry Designated Prekindergarten programs is provided at the end of this document.

**7. How should Early Entrance students be enrolled?**

Early Entrance students should be enrolled in Prekindergarten even if they are physically in a different grade. If they are not in a ministry designated Prekindergarten class then ministry designated should be set to no.

**8. How should immersion students be enrolled?**

There are two different areas on the student enrolment record that identify a student as an immersion student.

- Program Enrolment determines the program the student is enrolled in according to The Registrar's Handbook .
- Immersion Type identifies students receiving instructional time of at least 50% in Cree, Ukrainian, or French.

**9. 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 can be reported by the school division through the NIPA application. 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.

**10. 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.

**11. How will the student 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 Services. For SDS assistance phone 306-787-6012

B) The snapshot of data used by the Education Funding branch is static as of 4:00 p.m. September 28th. Any discrepancies should be recorded on the change form and sent back to the Education Funding Branch before October 4<sup>th</sup>, 2018. All discrepancies will be finalized by October 19<sup>th</sup>.

**12. 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 entered after August 1<sup>st</sup> will fall in the 2018-2019 school year.

**13. 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.

**14. How should student enrolments on September 30<sup>th</sup> be handled?**

Enrolling students on September 30<sup>th</sup> should only happen if the student is coming from another school and is in attendance at your school on September 30<sup>th</sup>. By September 30<sup>th</sup> there should be no missing students unless another school enrolled one of your students. If that happened, it is best to contact the other school and determine where the student should be enrolled.

Enrolment as of September 30<sup>th</sup> is a hard cut off: if a student starts on October 1<sup>st</sup> they are not counted, if a student leaves on October 1<sup>st</sup> they are counted.

## Validation of Data

**1. How will the school divisions be able to validate student enrolment data?**

A set of reports to support data validation has been developed both in the SDS web application and the Discoverer reporting tool. These validation reports provide school divisions/schools with the resources/tools to identify issues with their enrolment data prior to the September 30<sup>th</sup> enrolment count. This is anticipated to reduce the time required to validate the September 30<sup>th</sup> data as the reports identify issues that will need to be addressed in the validation process. Enrolment summary reports and an in/out report have been developed for student enrolment validation. A verification signoff report and a detailed enrolment report will be sent to the Directors for final verification.

**Discoverer reports do not affect SDS performance, they run from a separate reporting area updated daily at 5pm, any changes made to SDS will not be reflected in Discoverer until after the 5pm update. Discoverer enrolment data validation reports are:**

SDS-SD Preliminary Data Check Enrolment – Address Check

- This report will assist in verifying data that will be used by Education Funding for urban transportation.
  - Only students enrolled in schools flagged as Urban are considered.
  - Home Based students, high school students, and associate school students are excluded from the urban transportation formula.
  - The physical municipal address is looked at first. If blank then the mailing address is looked at.
  - Box numbers and rural addresses are excluded. A street address in the physical address line and a box number in the mailing address line are fine.
  - Students living in a different municipality than their school are considered rural.
  - The remaining students are measured for the distance to their school using an algorithm. The address format does not have to match Canada Post address standards but clean data will ensure fewer errors in the measurement.
  - Student addresses as of September 30 will be used. Any address changes after that time will not be used in the formula.

#### SDS – SD Preliminary Data Check Enrolment - Detail Report for School Divisions

- This report has 4 worksheets
  - The first worksheet, “Student Enrolment Summary”, shows the counts of students by school for various categories, such as gender, resident type, tuition source and immersion type.
  - The second worksheet, “Student Enrolment Detail – Including Inactive”, is a detailed version of the first worksheet which helps identify a student record that needs to be corrected. This worksheet includes inactive student enrolments as well as active student enrolments.
  - The third worksheet, “EAL Students Summary Report”, shows the proficiency level of EAL students by school.
  - The fourth worksheet, “EAL Students Detail Report”, shows the proficiency level of EAL students by student number and school.

#### SDS – SD Preliminary Data Check Enrolment - Home Base

- This report has one worksheet, “Home Based Students”, which lists all home-based students along with details such as grade and type of residency. A “Check” column looks for potential issues such as home-based students who are non-Saskatchewan residents or enrolled in Prekindergarten.

#### SDS – SD Preliminary Data Check Enrolment – Immersion

- This report has 5 worksheets
  - The first worksheet, “French Summary”, shows counts of French immersion students and what school they attend. Check for French Immersion students enrolled in schools which are not flagged as immersion schools and Non-Immersion students in single track French Immersion schools.
  - The second worksheet, “French Detail”, is a detailed version of the summary.
  - The third worksheet, “Ukrainian Summary”, shows counts of Ukrainian Immersion students and what school they attend.
  - The fourth worksheet, “Cree Summary”, shows counts of Cree Immersion students and what school they attend.
  - The fifth worksheet, “Immersion Schools”, shows enrolment counts for all Immersion schools. Check for Immersion schools with low immersion enrolment and Non-Immersion students in Single track schools.

#### SDS – SD Preliminary Data Check Enrolment – Non-Resident Students

- This report contains three worksheets:
  - The “Summary non-Res” worksheet lists all Non-Resident students and their resident type.
  - The “Residents from out of prov” worksheet lists Saskatchewan residents who do not have an address in Saskatchewan
  - The “Summary non-Res2” worksheet lists Saskatchewan residents who have a tuition source. This sheet should be blank.

#### SDS – SD Preliminary Data Check Enrolment – PreK and Kindergarten

- This report contains two worksheets
  - The “Kindergarten” worksheet lists all Kindergarten students, the column “Potential K Issue” identifies students who may have an incorrect birth date or grade or are home-bound.

- The “Prekindergarten” worksheet lists all Prekindergarten students. The “Potential PreK Issue” column identifies students who may have an incorrect birth date or grade or are home-bound. Check for PreK students shown as home-based students.

**SDS reports use the same resources as the SDS web application, please be judicious in their use and use Discoverer reports whenever possible. SDS enrolment data validation reports are:**

Reports / Enrolment Reports / School Division Enrolment Verification

- The School Division Enrolment Verification report only includes base students in the totals, includes totals for tuition students, immersion students, +22 students and EAL students. At the bottom there are totals for home based, PreK-12, K-12 and Prek-12 including home based.

Reports / Enrolment Reports / School Enrolment Verification

- The School Enrolment Verification report includes base students in the totals, includes totals for tuition students, immersion students, +22 students and EAL students. At the bottom there are totals for PreK-12 and K-12.

Reports / Enrolment Reports / Student Detail Enrolment Verification

- The Student Detail Verification report includes details on grade, tuition, +22, immersion and gender. At the bottom of the report is a legend showing what the column abbreviations mean. This report can be run for specific grades, tuition types, immersion types, +22 students and gender or a combination of criteria to find specific students in question from the school or school division reports.

Reports / Enrolment Reports / Prekindergarten Student

- The Prekindergarten report shows which students are ministry designated and which ones are not. Totals at the bottom of the report show total number of students, total number of designated and total number of non-designated.

**2. 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 will want to think about privacy and confidentiality in granting wide access to the data in a web-based environment.

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

The Verification Report will need to be signed by the Director and emailed back to the Education Funding Branch before 5:00pm on October 4<sup>th</sup>, 2018.

**4. How do school divisions validate students who have previously graduated?**

Starting in 2018-19, students who previously graduated from Grade 12 will be funded at a different rate. The list and count of students will be provided with the verification report which will be sent to the Director.

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2017-18 Targeted Prekindergarten Programs				
School Division and total # of programs	School #	School	Community	Programs
<b>Chinook</b>				
5 programs	1550201	Central School	Swift Current	2
4 schools	1511343	école Centennial School	Swift Current	1
4 classrooms	710911	Shaunavon Public	Shaunavon	1
	1710821	Sidney Street	Maple Creek	1
<b>Christ the Teacher</b>				
5 programs	3660101	St. Alphonsus	Yorkton	2
3 schools	2660101	St. Henry's Jr.	Melville	1
3 classrooms	3660201	St. Mary's	Yorkton	2
<b>Creighton</b>				
2 programs: 1 school	6722013	Creighton	Creighton	2
<b>Good Spirit</b>				
11 programs	3710211	Canora Jr Elementary	Canora	1
6 schools	3650301	Columbia	Yorkton	2
7 classrooms	2650201	Davison	Melville	2
	3650801	Dr. Brass	Yorkton	2
	2510731	Langenburg Central	Langenburg	1
	3510221	Victoria	Kamsack	3
<b>Holy Family</b>				
3 programs	1160203	St. Michael	Weyburn	1
3 schools/classrooms	260101	Sacred Heart	Estevan	1
	260301	St. Mary	Estevan	1
<b>Holy Trinity</b>				
5 programs	2260101	Sacred Heart	Moose Jaw	2
3 schools/classrooms	2260201	St. Agnes	Moose Jaw	2
	2260701	All Saints	Swift Current	1
<b>Horizon</b>				
7 programs	4722011	Humboldt Public Sch	Humboldt	2
5 schools/classrooms	2910411	Punnichy Elementary	Punnichy	1
	4611411	Wadena	Wadena	2
	4810913	Wakaw	Wakaw	1
	3810611	Wynyard Elementary	Wynyard	1
<b>Ile a la Crosse</b>				
3 programs:	6720111	Rossignol Schools*	Ile a la Crosse	3
2 Classrooms				
<b>Light of Christ RC</b>				
7 programs	5860301	Holy Family	N. Battleford	2
4 schools/classrooms	5860201	Notre Dame	N. Battleford	2
	6424011	Rivier Elementary	Spiritwood	1
	5860501	St. Mary	N. Battleford	2

<b>Living Sky</b>				
15 programs	5810211	Battleford Central	Battleford	1
10 schools/classrooms	5010213	Cando	Cando	1
	5850401	Connaught	N. Battleford	2
	5910111	Cut Knife Elementary	Cut Knife	1
	5850501	Lawerence	N. Battleford	2
	6410313	Leoville Central	Leoville	1
	4410413	Macklin	Macklin	1
	5850601	McKitrick	N. Battleford	2
	5810221	St. Vital	Battleford	2
	5910711	Unity	Unity	2
<b>Lloydminster RC</b>				
2 programs: 1 classroom	6060501	Mother Teresa Early Childhood Education	Lloydminster	2
<b>Lloydminster Pub</b>				
3 programs: 2 classrooms	6050901	Jack Kemp	Lloydminster	3
<b>North East</b>				
9 programs	6110811	Central Park Elementary School	Nipawin	4
4 schools	5210643	Hudson Bay Community School	Hudson Bay	1
6 classrooms	5410311	Reynolds	Melfort	3
	5310821	Tisdale Elementary	Tisdale	1
<b>Northern Lights</b>				
		<i>*Pre-K in Aboriginal Head Start</i>		
14 programs	6710513	Charlebois*	Cumberland House	1
11 schools/12 classrooms	6711351	Gordon Denny	Air Ronge	2
	6712113	Hector Thiboutot*	Sandy Bay	1
(2 schools - Jans Bay & Cole Bay - share	6713311	Jans Bay/Lakeview	Jans Bay/Cole Bay	1
1 program /	6711233	Ducharme Elementary	La Loche	2
2 classrooms)	6711923	Minahik Waskahigan*	Pine House Lake	1
	6711321	Pre Cam*	La Ronge	3
	6711013	St. Pascal*	Green Lake	1
	6710213	Twin Lakes*	Buffalo Narrows	1
	6710113	Valley View*	Beauval	1
<b>Northwest</b>				
13 programs	6010211	JH Moore	Lashburn	1
7 schools	6610631	Jubilee	Meadow Lake	4
9 classrooms	6610691	Lakeview	Meadow Lake	4
	6610813	Pierceland Central	Pierceland	1
	6010411	Ratushniak Elementary	Maidstone	1
	6510913	Turtleford	Turtleford	1
	6510613	St. Walburg	St. Walburg	1
<b>Prairie South</b>				
8 Programs	510231	Assiniboia Seventh Avenue	Assiniboia	1
6 schools/classrooms	2250301	Empire	Moose Jaw	1
	2250601	King George	Moose Jaw	2
	2250801	Prince Arthur	Moose Jaw	1
	2251101	Westmount	Moose Jaw	2
	2251201	William Grayson	Moose Jaw	1

<b>Prairie Spirit</b>				
13 programs	4110213	Allan	Allan	1
10 schools/classrooms	4110413	Clavet	Clavet	1
	4110611	Dundurn	Dundurn	1
	4910121	Hague Elementary	Hague	1
	5710313	Leask	Leask	1
	4210213	Lord Asquith	Asquith	1
	4910511	Rosthern	Rosthern	1
	4910623	Stobart Elementary	Duck Lake	2
	4910451	Lake Vista Public	Martinsville	2
	4910461	Traditions Elementary	Warman	2
<b>Prairie Valley</b>				
10 programs	2710123	Balcarres School	Balcarres	1
10 schools/10 classrooms	1910111	Ft. Qu'Appelle Elementary	Ft Qu'Appelle	2
	2710211	Grenfell Elementary	Grenfell	1
	1910211	Indian Head	Indian Head	1
2 schools - Kelliher & Lipton - share 1 program	2810413	Kelliher/Lipton (2 clrms)	Kelliher/Lipton	1
	1810313	Kipling	Kipling	1
	2110911	Lumsden Elementary	Lumsden	1
	2111013	Pilot Butte	Pilot Butte	1
	1810513	Whitewood	Whitewood	1
<b>Prince Albert RC</b>				
11 programs	5660101	St. Anne	Prince Albert	2
5 schools/7 classrooms	5661403	St. Francis	Prince Albert	1
	5660203	St. John	Prince Albert	3
	5660503	St. Michael	Prince Albert	2
	5660701	W.F.A. Turgeon	Prince Albert	3
<b>Regina RCSSD</b>				
22 programs	2160101	Deshaye	Regina	2
14 schools/15classrooms	2160201	Holy Rosary	Regina	1
	2160301	Sacred Heart	Regina	3
	2160601	St. Augustine	Regina	2
	2160701	St. Catherine	Regina	1
	2160801	St. Francis	Regina	2
	2162601	St. Gregory	Regina	1
	2163001	St. Jerome	Regina	1
	2162501	St. Joan of Arc	Regina	2
	2161401	St. Mary	Regina	2
	2161601	St. Michael	Regina	1
	2161901	St. Peter	Regina	1
	2162901	St. Theresa	Regina	2
	2162801	St. Timothy	Regina	1



<b>Regina</b>				
41 programs	2150201	Albert	Regina	3
24 schools/25classrooms	2150301	Arcola	Regina	2
	2159102	Campus Regina Public	Regina	1
	2150901	Connaught	Regina	2
	2151001	Coronation Park	Regina	2
	2151401	Dr. George Ferguson	Regina	2
	2156301	Dr. Hanna	Regina	2
	2151501	Douglas Park	Regina	2
	2154301	Elsie Mironuck	Regina	2
	2151901	Glen Elm	Regina	2
	2152001	Grant Road	Regina	2
	2152401	Imperial	Regina	1
	2156101	Judge Bryant	Regina	2
	2152601	Kitchener	Regina	2
	2153401	Marion McVeety	Regina	1
	2153001	McDermid	Regina	1
	2157701	McLurg	Regina	2
	2152801	M J Coldwell	Regina	1
	2154201	Rosemont	Regina	2
	2156603	Plainsview	Regina	1
	2154501	Thomson	Regina	2
	2154901	Walker	Regina	1
	2159205	Seven Stones	Regina	2
	2157601	WH Ford	Regina	1
<b>Sask Rivers</b>				
24 programs	6310223	Canwood	Canwood	1
13 schools	5650401	John Diefenbaker	Prince Albert	2
15 classrooms	5650501	King George	Prince Albert	2
	5510343	Kinistino	Kinistino	1
	5650901	Princess Margaret	Prince Albert	1
	5651103	Queen Mary	Prince Albert	4
	5651503	Riverside	Prince Albert	4
	4810813	St. Louis	St Louis	1
	6310721	Shellbrook Elementary	Shellbrook	1
	6310121	T.D. Michel	Big River	1
	5651201	Vincent Massey	Prince Albert	2
	5651901	Westview	Prince Albert	2
	5651601	W.J. Berezowski	Prince Albert	2

<b>Saskatoon Public</b>				
41 programs	4150701	Caroline Robins	Saskatoon	4
15 schools	4150801	Caswell	Saskatoon	3
22 classrooms	4155201	Confederation Park	Saskatoon	4
	4155501	Fairhaven	Saskatoon	4
	4151701	Howard Coad	Saskatoon	2
	4152201	King George	Saskatoon	2
	4155401	Lester B Pearson	Saskatoon	2
	4152501	Mayfair	Saskatoon	2
	4152901	Pleasant Hill	Saskatoon	2
	4153101	Princess Alexandra	Saskatoon	2
	4153401	Sutherland	Saskatoon	4
	4153701	Vincent Massey	Saskatoon	2
	4153901	Westmount	Saskatoon	3
	9593721	Whitecap Dakota Elementary	Whitecap FN	1
	4154101	W.P. Bate	Saskatoon	4
<b>South East Cornerstone</b>				
9 programs	1010213	Arcola	Arcola	1
7 schools/classrooms	1010411	Carlyle	Carlyle	1
	110433	Carnduff Education Complex	Carnduff	1
	1150301	Haig	Weyburn	2
	910411	MacLeod	Moosomin	1
	110730	Oxbow Prairie Horizon	Oxbow	1
	250701	Westview	Estevan	2
<b>St. Paul's RCSSD</b>				
28 programs	4160101	Bishop Klein	Saskatoon	4
11 schools	4162601	Bishop Roborecki	Saskatoon	3
16 classrooms	4162901	Father Vachon	Saskatoon	2
	4724021	St. Dominic	Humboldt	1
	4160801	St. Edward	Saskatoon	1
	4160901	St. Frances	Saskatoon	3
	4161301	St. John's	Saskatoon	2
	4161101	St. Maria Goretti	Saskatoon	2
	4163101	St. Mark	Saskatoon	4
	4161501	St. Mary	Saskatoon	4
	4161701	St. Michael	Saskatoon	2
<b>Sun West</b>				
5 programs	5010133	Biggar	Biggar	1
4 schools/classrooms	3211011	Outlook Elementary	Outlook	1
	4310921	Walter Aseltine	Rosetown	1
	3410531	Westberry	Kindersley	2
<b>Total</b>				<b>316</b>