

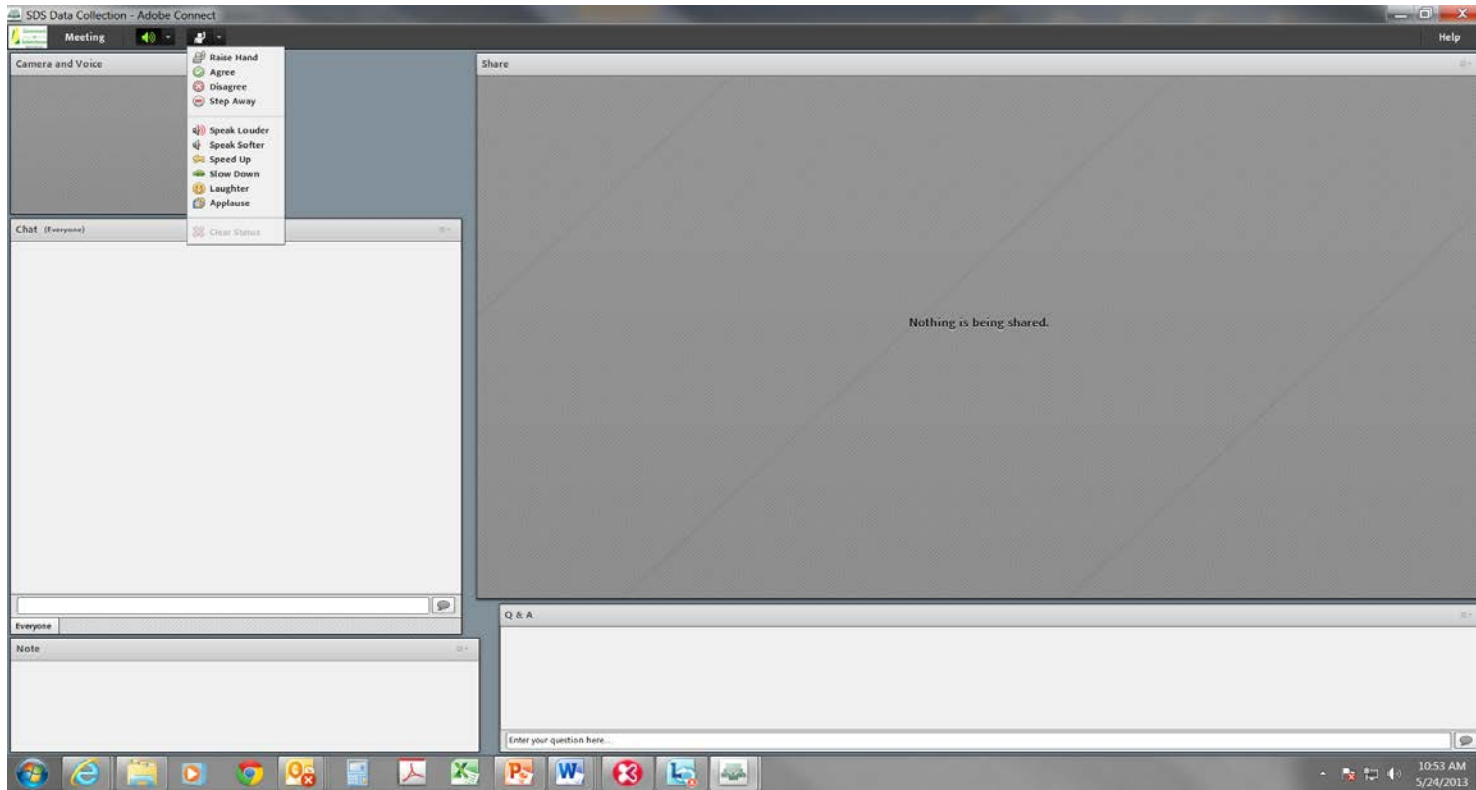
# **FALL DATA COLLECTION 2015**

SAS-ED FUNDING-EDUCATOR SERVICES-  
STUDENT SERVICES-SDS

May 5, 2015

- SDS Student Search Enhancement
- SDS Report Dashboard
- September 30<sup>th</sup> Data Requirements / Changes
- Fall 2015 Data Collection Timelines
- Discoverer Report Update
- Education Funding Unit Update – Richard Fox
- Registrar’s Update - Shelley Lowes / Michelle Burant Epp
- Assessment Unit Update - Kevin Tonita
- Educator Services Update
- Attendance Update - Rick Johnson
- Contact Us

# AGENDA



PLEASE:

MUTE YOUR PHONE

USE STATUS OPTIONS TO HELP US MANAGE THE SESSION

ENTER QUESTIONS IN THE Q&A BOX. WE WILL PAUSE AND RESPOND AT THE END OF EACH SECTION

# HOUSEKEEPING

WELCOME CHARLINE FLEURY /  
MICHELLE BURANT EPP

**STUDENT DATA SYSTEM UPDATE**

**Student Search - Student Enrolment** Need Help?

You must provide either a valid Learning ID **OR** legal name, birth date and gender to perform a search.

Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID

**OR**

Legal Last Name\*  Legal First Name\*

Birth Date\*     Gender\*

[Optional Search Criteria](#)

Use standard & optional criteria to expand search for Potential Matches.

**Student Search - Student Enrolment** Need Help?

You must provide either a valid Learning ID **OR** legal name, birth date and gender to perform a search.

Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

Learning ID

**OR**

Legal Last Name\*  Legal First Name\*

Birth Date\*     Gender\*

**Optional Search Criteria**

Alias Last Name  Alias First Name

Alias Last Name  Alias First Name

HSN  Middle Name

# SDS – STUDENT SEARCH ENHANCEMENT

## ENHANCED SEARCH RULES:

THE SCENARIOS BELOW RESULT IN THE POTENTIAL STUDENTS BEING RETURNED IN A SEARCH RESULTS GRID

- Matches exactly on HSN but not on DOB
- Matches exactly on HSN and DOB, but on neither first nor last name
- Matches exactly on DOB and both names, but has a different HSN than the one supplied in the search criteria
- Matches exactly on surname, DOB, gender, and middle name but not first name – THIS IS NEW
- Matches exactly on first name, DOB, gender, and first component of a compound surname – THIS IS NEW
- Matches exactly on first name, DOB, gender, and second component of a compound surname – THIS IS NEW
- Matches exactly on surname, first name, gender, year of birth, and day and month of DOB are reversed – THIS IS NEW
- Matches exactly on surname, first name, gender, day and month of birth, year is current year - THIS IS NEW

# SDS – STUDENT SEARCH ENHANCEMENT

**Student Search - Student Enrolment** [Need Help?](#)

You must provide either a valid Learning ID **OR** legal name, birth date and gender to perform a search.

Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

The system cannot determine whether an individual in the database is the one you are looking for, please enter additional information or contact Student Records (Potential match).

Learning ID

**OR**

Legal Last Name\*       Legal First Name\*

Birth Date\*          Gender\*

[Optional Search Criteria](#)

---

**Students matching search criteria**

Name	Birth Date	Gender	Last School Attended
<a href="#">Example,Search Student</a>	01-Jun-2005	F	Aberdeen Composite School

IF XML – then the following message returned:

<SL\_ErrorCode>60141</SL\_ErrorCode>

<SL\_ErrorMsg>There are one or more individuals that are close but not exact matches. Log in to the SDS web application and perform a search to determine the correct individual.</SL\_ErrorMsg>

# SDS – STUDENT SEARCH ENHANCEMENT

Reports requested in the same manner. Request will be processed in batch.

**Student Enrolment Summary** Need Help?

Report Name Active Summary Enrolment

School Year

Region

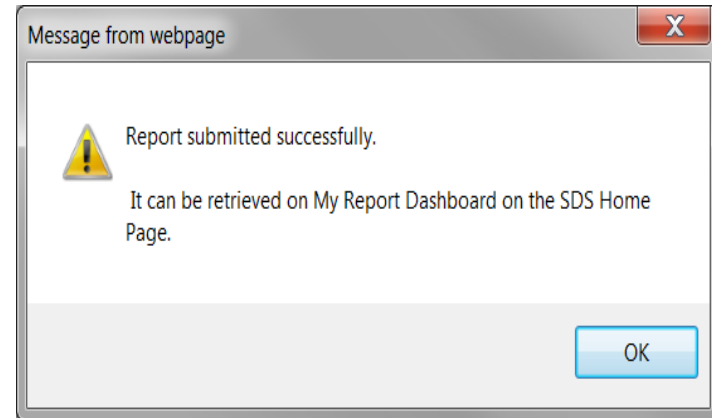
Division

School

Grade From  To

Print only Home-Based students

Membership Type  Base Students  
 Non Base Students  
 All Students



**SDS – MY REPORT DASHBOARD**



Reports in My Report Dashboard will be retained for 2 years unless deleted by user.

**You are not logged on.**

- Student Records Home
- SDS Home
- My Report Dashboard**
- New SK Student
- Demographics ▶
- Enrolment ▶
- Registration ▶
- Marks ▶
- Electronic File Transfer
- General Proficiency Awards
- Reports ▶
- Educator ▶
- PAA Module Recording ▶
- Student Assessment ▶
- Intensive Supports ▶
- EAL ▶
- eIIP
- Security Administration ▶

controller?uriTarget=dashboardReports.js

My Report Dashboard					Refresh
Job Name	Status	Started	Finished		Delete All
<a href="#">RPT_ACTIVE_SUMMARY_ENROLMENT.rdf</a>	✓	2015-04-28 15:38:35.0	2015-04-28 15:38:47.0	<input type="checkbox"/>	Delete
<a href="#">RPT_ACTIVE_SUMMARY_ENROLMENT.rdf</a>	✓	2015-04-28 15:37:42.0	2015-04-28 15:38:14.0	<input type="checkbox"/>	

Ok

# SDS – MY REPORT DASHBOARD

**Saskatchewan**

**General Proficiency Awards Nomination Display Screen**

School Division Regina RCSSD 81      School Year 2014/2015      Award Amount \$400

Learning ID	Student Name	Address	Birth Date	School
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Remove

Division Total 1

**Note:** Please ensure that the address appearing in the Mailing Address section of this screen matches the Current Permanent Mailing Address on the Nomination Form. If there are any discrepancies, contact the School Administrator to update the address on the Student Data System.

**Note:** Please alert the Ministry at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) if any students have not authorized the Ministry of Education to release their information to the media.

**Note:** Ensure all students are entered by the second Friday of September as the "Add" and "Remove" buttons will be disabled after that day.

Ok Add Report

## GPA Division Nominee Summary

- Was in place 2013-2014
  - Replaces paper process
  - Requires SDS role of School division activities.
  - After verifying eligibility, division enters students nominated to receive the GPA award
  - Nomination forms retained at the division
- Due Date for entry on the SDS: September 11, 2015

# SDS – GENERAL PROFICIENCY AWARD ONLINE DIVISION SUMMARY

**Credit Transfer Screen** Need Help?

**Student Personal Information**

Saskatchewan Learning ID [REDACTED]  
 Last Name [REDACTED]  
 First Name [REDACTED]  
 Middle Name [REDACTED]  
 Birth Date [REDACTED]

Select Province the Student is coming from: ALBERTA

**Required Documents**

Required Documents for the Province Selected must be emailed to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca)  
 Alberta Transcript of Achievement, Alberta Statement of Courses and Marks

**Notes**

This is a list of required documents from Alberta. Please submit required documents to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca), or mail it to 128-1621 Albert St, Regina SK.

**Credit Transfer**

Course End Date	External Course Code	Course Name	SK Course Code	SK Course Name	Appd	
01-Jan-2014	3164	Abnormal Psychology	3330	Psychology 30	<input checked="" type="checkbox"/>	Remove
01-Jan-2014	5165	Agricultural Equipmer	7012	Apprenticeship B	<input checked="" type="checkbox"/>	Remove
01-Jan-2014	1888				<input type="checkbox"/>	Remove
dd-Mon-YYYY					<input type="checkbox"/>	Add

## Credit Transfer Screen

- Used for students entering your school with credits from other Canadian provinces
- Schools will be able to enter courses from other Canadian province(s) to determine Saskatchewan equivalent for course selection
- Must be enrolled in your school
- Guidance Counsellor/Principal role
- Scanned copy of transcripts **MUST** be sent to Ministry for review and Standing Granted (SG)
- Tentatively available in June 2015

# SDS – NEW CREDIT TRANSFER SCREENS

For the 2015-16 school year there are no NEW data fields for SDS.

Adjusted Enrolment and Exit Code tables.

**SDS – NO NEW CHANGES**

<i><b>Enrolment Type Codes</b></i>	
01	Transfer from another Saskatchewan school (No longer used)
03	Transfer from out-of-province schooling within Canada
04	Transfer from another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)
05	Transfer from a First Nation school in Saskatchewan
10	Transfer from out-of-country schooling
13	Transfer from home-based in Saskatchewan
15	Continuation of enrollment at the same school (this student already has an active enrollment record at this school in The Ministry of Education's database)
16	Readmission (student has already completed grade 12, or student voluntarily discontinued or was expelled from his/her previous school)
18	New (no previous schooling anywhere)
50	Exchange student
99	Not base school

# **SDS – ENROLMENT TYPE CODES**

**EFFECTIVE AUGUST 2015**

<i>Enrolment Outcome and Discontinuation Reason Codes</i>	
01	Transferred to another Saskatchewan school (No longer used)
03	Transferred to out-of-province schooling within Canada
10	Transferred to out-of-country schooling
12	Completed Functional Integrated Program
13	Transferred to home-based in Saskatchewan
15	Completed schooling
17	Deceased
18	Discontinued schooling, with a reason of "health reasons"
19	Expelled
21	Discontinued schooling, with no reason
24	Discontinued schooling, with a reason of "other education"
25	Discontinued schooling, with a reason of "non-based"
50	Discontinued schooling, with a reason of "employment"
52	Discontinued schooling, with a reason of "dissatisfied with school"
53	Discontinued schooling, with a reason of "other reason"
60	Enrollment cancelled/no show
61	Discontinued schooling, with a reason of "monitored"
63	Transferred to another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)
64	Transferred to another First Nation Saskatchewan school

# SDS – ENROLMENT OUTCOME CODES

EFFECTIVE AUGUST 2015

<b>Data Submission Activities</b>	<b>Due Date</b>
Deadline for the enrolment of students in the SDS	Thursday, September 17, 2015
Deadline for educators to complete the EEP	Monday, September 14, 2015
Administrator/EEP verification	Monday, September 21, 2015
Deadline for validation of student data by school division. Snapshot taken at 4pm	Wednesday, September 30, 2015 @ 4:00 pm C.S.T. (SDS will be locked until further notice: check the SDS Home Page)
Deadline for school divisions to enter EAL data	Thursday, September 17, 2015
Ministry snapshot taken of EAL data	Wednesday, September 30, 2015 @ 4:00pm
Director sign-off of student enrolment counts	Wednesday, October 7, 2015
Copy of sector staffing profile provided to directors by Educator Services	Friday, October 9, 2015
Director sign-off on staffing profile	Friday, October 23, 2015
September 30th enrolment finalized	Friday, October 23, 2015
Sector Staffing Profile finalized	Thursday, October 29, 2015
Timeline for entering Non-Instructional Personnel and Administration data	Monday, September 21, 2015 to Friday, October 9, 2015 @ 5:00 PM Finalized by Friday, October 23 <sup>rd</sup> , 2015
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 17, 2015 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 18, 2015 @ 8:00am

## **SDS – DATA SUBMISSION TIMELINE**

Run SDS reports to reconcile student enrolments between local student information system and SDS:

Active Summary Enrolment

Students Without an Active Grade:

- Students on this report were not successfully enrolled or withdrawn in a previous step.  
Action: Correct grade and school year, withdraw student or notify the Ministry of Education if the student has two Learning ID numbers.

School Division Enrolment Verification (if working at Division level)

School Enrolment Verification

School Enrolment Detail Verification: if required to pinpoint specific students














Enrolment Activity Report: as required to isolate entry/withdrawal between specific dates

Pre Kindergarten Students

**SDS REPORTS**



## Workbooks significantly reduced. Out of date, unused reports have been removed.

▶  SDS - SD Enrolment Report	This workbook provides the user with an enrolment report for the school division. The report can either be run for the current day or for the whole school year. A detailed report can also be run listing Learning ID's.	REPUSER Wednesday, April 01, 2015 3:28:31 PM CDT
▶  SDS - SD Persistence Rates	This workbook provides the user with a Persistence to Complete report showing how many years it takes students to complete after starting Grade 10.	REPUSER Wednesday, September 12, 2012 2:50:36 PM
▶  SDS - SD Preliminary Data Check Enrolment - Detail Report for School Divisions	This workbook provides student details for the purpose of validating data. When exported to excel it can be used to count students in schools, immersion type, grade level, tuition, EAL, etc.	REPUSER Monday, May 04, 2015 3:34:07 PM CDT
▶  SDS - SD Preliminary Data Check Enrolment - Home Base	This workbook provides student details for all home based students and identifies potential data issues with home based students. It will flag students who are 22 years old or older, in PreK, or are non-residents.	REPUSER Monday, May 04, 2015 2:33:19 PM CDT
▶  SDS - SD Preliminary Data Check Enrolment - Immersion	This workbook provides details and identifies potential data issues with immersion students such as English students in a single track immersion school or immersion students in schools which do not offer immersion	REPUSER Monday, May 04, 2015 3:03:21 PM CDT
▶  SDS - SD Preliminary Data Check Enrolment - Non-Resident Students	This workbook provides details and identifies potential data issues with non-res students. It provides three lists; all non-res students, SK residents who have out of province addresses, and SK res students with a tuition source.	REPUSER Monday, May 04, 2015 4:12:16 PM CDT
▶  SDS - SD Preliminary Data Check Enrolment - PreK and Kindergarten	This workbook provides details of all PreK and Kindergarten students and identifies potential data issues such as students whose ages do not appear to be grade appropriate or are listed as homebound students.	REPUSER Monday, May 04, 2015 3:27:17 PM CDT
▶  SDS - SD Previous School Report	This workbook provides the user with the previous school students attended and how many students came from that school.	REPUSER Thursday, February 09, 2012 11:57:24 AM C
▶  SDS - SD School Division Graduates	This workbook provides the user with the number of graduates by Age and Gender in the 24 credit program, Adult 12 program, or all for each School in the School Division. A detailed report can also be run to obtain details on each graduate.	REPUSER Tuesday, October 21, 2014 3:32:33 PM CDT
▶  SDS - SD Secondary Level Stats - Table 1	This workbook provides the user with reports on the number of Completions and Enrolments by Grade and Course End Month for a School Division.	REPUSER Wednesday, February 01, 2012 8:47:18 AM C
▶  SDS - SD Secondary Level Stats - Table 6	August Marks Only. This workbook provides reports on the number of students with Accredited, Composite, and 100% Departmental Marks for each Course as well as the Average Accredited, Composite, and 100% Departmental Mark for each Course.	REPUSER Wednesday, February 01, 2012 11:26:29 AM
▶  SDS - SD Transitions(3)	This workbook provides the user with a transitions report showing the original cohort of students in a specific grade and school and how they transitioned in the following year (grade & school).	REPUSER Monday, June 09, 2014 2:25:19 PM CDT
▶  TS - Educator FTE Counts by Position and Assignment	School Divisions use this report to verify Educator's Electronic Educator Profile data.	REPUSER Wednesday, October 22, 2014 2:01:17 PM C

fresh

# DISCOVERER REPORTS

# SDS Testing

Refer to the XML resource website: <https://www.k12.gov.sk.ca/sds/xml/> for information on the URL for the current test region.

Test is populated with production data

All privacy and security policies apply

User id and password from production will grant access

Accounts created for Vendors upon request and with approval by School Division.

**SDS TEST ENVIRONMENT**

No pre-scheduled workshops for fall 2015

SDS workshops and training sessions may be requested by school divisions, all school types to respond to their specific needs/SIS/local procedures.

Spring and fall webinars will be held to share SDS progress with SIS Coordinators and Security Administrators. Watch for email notifications.

Contact Charline Fleury at (306) 477-4414 or [charline.fleury@gov.sk.ca](mailto:charline.fleury@gov.sk.ca) to book an SDS workshop or training session.

**SDS TRAINING & COMMUNICATION**

WELCOME RICHARD FOX

**EDUCATION FUNDING**

There are no changes to the Director's verification report from 2014-15.

It 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:
  - Total PreK students
  - 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, 2015
- Number of PreK-12 students by gender
- Total number of PreK-12 non-Saskatchewan resident students
- Resident type breakdown PreK-12
- 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: SEPTEMBER 30<sup>TH</sup> COUNTS**

**An updated immigration chart and Q and A document will be available in August**

**The following Discoverer Reports mentioned earlier 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”

**EDUCATION FUNDING: SEPTEMBER 30<sup>TH</sup> - KEY FIELDS**

## **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.
- An important change for 2015/16 is for students attending regional colleges or other specialized schools we will require student numbers to be emailed to verify the students enrolment. This is where the school division is paying tuition to send the student to another school.
  - Divisions may request that Regional College (or specialized school) populate the Organization Affiliation field so that Divisions can report on those students.
- Submission deadline: Friday October 9, 2015 at 5 pm.

WELCOME SHELLEY LOWES  
& MICHELLE BURANT EPP

**REGISTRAR'S UPDATE**



## Sciences

- Level 20 & 30, including IB world,

## Physics 30 Prerequisite

- Effective August 2015, the only prerequisite for the new Physics 30 (8257) will be Physical Science 20 (6247). There will not be a mathematics prerequisite.

## Student Profiles / Unofficial Transcripts from SDS

- Permissible (and sound practice) to distribute student profiles printed at the school to students for verification / course selection purposes
- DO NOT add school logo, seal and send to a university for preliminary entrance; this is considered fraudulent use.

## Form 3 Authorization for Guidance Counsellors to Access Student Information NEW

- Includes space for reason for no consent and access

## Self Declaration Values

- A student's self-declaration aboriginal status value may be **changed** (web or XML) to any value *other than* Not Applicable/Did Not Respond by school.
- In order to change the value from Treaty/Non-Status/Metis or Inuit to Not Applicable/Did not Respond, please contact Student Records at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) or (306)787-1091

**REGISTRAR'S UPDATE**

The screenshot shows a web browser window with the URL 'Convert' and 'Select' in the address bar. The page title is 'Grade 12 Departmentals'. The navigation menu on the left includes 'Assessment Unit' with sub-links: Home, PreK-3 Assessments, Grade 4-12 Assessments, Grade 12 Departmentals, National & International Assessments, Student First, Links, and Contact Us. The main content area is titled 'Grade 12 Departmentals' and contains five links, each with a document icon:

- Administration of Departmental Examinations**  
Departmental examinations are administered by the Ministry of Education for Grade 12 students instructed by non-accredited teachers. These examinations are written in January, June, and August of each year. Sessions are also available in March, May, and December. Students MUST be registered for exams at least 8 days prior to the first day of the session. Click here for more information.
- Departmental Prototype and Online Prototype Examinations**  
These prototype examinations may be copied for teacher and student use. Click here to see the prototype examinations.
- Departmental Examinations: Teacher Guide**  
The Ministry of Education has developed the *Departmental Examinations: Teacher Guide* to assist teachers in preparing students who will be writing departmental examinations.
- Examens prototypes de 12e année**
- Grade 12 Departmental Examinations Timetables**

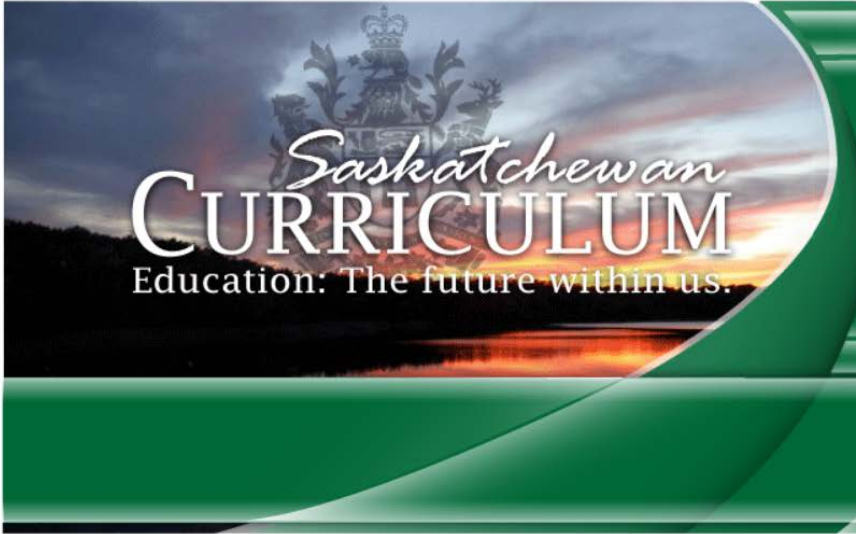
- All information including prototypes available online via Blackboard
- Prototypes for all subjects self-serve & immediate feedback

# DEPARTMENTAL EXAMINATIONS

**CURRICULUM**  
Education: The future within us.

Subject  
Grade

PreK & K   Grade 1   Grade 2   Grade 3   Grade 4   Grade 5   Grade 6   Grade 7   Grade 8   Grade 9   Levels 10, 20, 30



*Welcome!*  
The Ministry of Education is revising curricula. These documents will be clear, consistent, and concise. Please note that not all curricula have been renewed and may appear slightly different until they are completed.

**Quick Links**

Curriculum FAQs	Ministry of Education Website	Blackboard
Renewed Curricula: Understanding Outcomes	Curriculum Policy and Foundation Documents	Online Magazines, Journals and Newspapers
Cross-curricular Competencies	Treaty Education	R.O.V.E.R.
Broad Areas of Learning	XML Download	<b>bibliographies</b>
ELA Title Search (Gr. 6-12)	Secondary Mathematics FAQ	Locally Developed Courses
Grade 12 Departmental Prototype Examinations	Secondary Science FAQ	Treaty Education Outcomes & Indicators

- Online application for new, adopting and adapting
- Contact director of curriculum

## LOCALLY DEVELOPED COURSES

## Sask Polytechnic Courses approved to date:

- Medical Terminology 181 = Medical Terminology 30L
- Drafting & AutoCAD 390 & 391 = Drafting and Computer-Aided Design 20 & 30
- Communications 291 = Life Transitions 20 or 30 (pending)
- ECE 106 Role of Play = Psychology 30
- ECE 142 Health, Safety and Nutrition = Health, Safety and Nutrition 30L
- COMM 127 Industry Communications – pending
- COMM 291- Interpersonal Communications – pending
- COMM 172 Introduction to Microsoft Word and Excel = Information Process 10/20 & 30
- Electrical Applied Certificate = Electrical 10, 20 A30 and B30 with conditions as per SKPolytechnic
- *Additional updates will be on website June 1, 2015*

**DUAL CREDITS: POST-SECONDARY**

- **Basic Military Qualifications 30 L**
  - Canadian Armed Forces
- **Music 10/20/30 RC**
  - Royal Conservatory of Music

**DUAL CREDITS – OTHER ENTITIES**

### **Credit Recovery courses – level 10 & 20**

- 60 hours of instructional time which includes an extensive guided home study component.
- Eligible students **MUST HAVE** a mark record for the course with the Ministry of Education for credit recovery; Please contact the Ministry of Education – Student Services for this information if required at 306-787-6012.
- Completed Summer School marks will be entered as a mark correction by the student’s base school.
- Summer students are **NOT** to be enrolled into the school’s Student Information System, as base or non-based for credit recovery.

### **Full Course Offerings – level 10, 20 & 30**

- Students are enrolled as **NON-BASE** students in the summer school’s Student Information System if students are taking full course credits.
- Eligible students include adults completing the Adult 12 program and all grade 9-12 students who meet course prerequisites.
- Summer School administration submits all 10, 20 & 30 marks to the Ministry of Education.
- Courses offered start in July and end in August only.
- 100 hours of instructional time required which includes an extensive guided home study component acknowledging that the blend of homework and class time may be different than the regular program.
- Due to limitations of the Student Data System (SDS), summer school course offerings cannot be entered into the SDS as having a July start date and an August end date, even if in reality the course does span into both months.
  - Courses with an end date in July will appear on transcripts as completed in the 2014-15 school year.
  - Courses with an end date in August will appear on transcripts as completed in the 2015-16 school year.
  - Please contact the Ministry of Education – Student Services Help Desk for assistance with start/end dates for Summer School at 306-787-6012.

**REGISTRAR’S UPDATE – SUMMER SCHOOL**

## Enrolment and Attendance Letters for Immigration

- Used to support student and work visa permit extensions and permanent residency applications.
- Schools and school divisions are the keepers of official attendance records as per *The Education Act, 1995*.
- **Code 61 – Discontinued Schooling** - monitoring is for students with whom you have contact but who are not attending (truant) including non-medical vacations beyond approved timeframe.
- The Saskatchewan Immigration Services Branch & The federal government (CRA and CIC)
  - enrolment without adequate attendance is not evidence of residency.
  - an extended period of absenteeism may further impact the terms and conditions of a study permit extension.
  - For future letters issued for families who require verification of school enrolment, include:
    - the period during which the student was registered,
    - the school(s) the student was attending and
    - any extended periods of absenteeism.
    - do not include reasons for the absenteeism (LAFOIP & FOIP)
  - If there are concerns regarding the student's absenteeism, the provincial and federal government will follow up directly with the student and family.

**REGISTRAR'S UPDATE –STUDENT ATTENDANCE**

## Driver's Education

- Students should register for Driver Education 10 (4605) at the same time, as they preregister for other Secondary Level courses for next school year.
- Every board of education shall ensure that an official record is retained of pupil participation in the driver education program.
- Every board of education shall report to the minister at least once per year, online, a record of every pupil who participates in the driver education program.
- Percentage marks are to be submitted to the department under the course name and code: Driver Education 10 #4605.
- Driver Education is a non-credit course.
- All records substantiating student participation in the program are to be kept on file by the local board of education for seven years.

(Refer to the Driver's Education Policy (2000) Page 21)

**REGISTRAR'S UPDATE – DRIVER'S EDUCATION**



Learning ID (if known)									

Schools submitting secondary level marks information via XML or through the SDS website may make corrections electronically (up to 30 days after the course end date). After 30 days, submit corrections using this form. Schools submitting secondary level marks information in paper format should use this form to submit corrections.

<b>Student Information</b> Please Print		
Last Name _____		
First Name _____	Middle Name _____	Birthdate Day   Month   Year
<b>School Information</b>		Ministry Assigned Number
School _____		
<b>Course Information</b>		
Course Number _____	_____	
Course Name _____	_____	
Teacher Certification Number _____	_____	
Teacher Name _____	_____	
Final school mark _____	_____	
Course Start Date: <u>  </u> <u>  </u> - <u>  </u> <u>  </u> <u>  </u> <u>  </u> - <u>  </u> <u>  </u> <u>  </u> <u>  </u>	Course End Date: <u>  </u> <u>  </u> - <u>  </u> <u>  </u> <u>  </u> <u>  </u> - <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<b>This is a:</b>	<input type="checkbox"/> Correction to an Existing Mark	<input type="checkbox"/> Remove Existing Mark
(see following	<input type="checkbox"/> Correction to an Existing Course	<input type="checkbox"/> Credit Recovery (school based)
page for	<input type="checkbox"/> New Mark Addition	<input type="checkbox"/> Credit Recovery (summer school)
definitions)	<input type="checkbox"/> Course Challenge	<input type="checkbox"/> Other
<b>Reason for the Correction:</b> _____		
_____		
_____		
_____		
Teacher's signature: _____	Date: _____	
Principal's signature: _____	Date: _____	

Please scan and e-mail this page to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

**Secondary Level Mark Corrections**

**Correction to an Existing Mark** – select this option to correct an existing mark that was submitted in error (e.g., typo, number reversals) on the SDS. More than 30 days have elapsed since the course end date, and the school no longer has access to update the mark.

**Correction to an Existing Course** – select this option to correct an existing course on the SDS (e.g., student was given credit for Visual Art 30, but they actually took Visual Art 20). More than 30 days have elapsed since the course end date, and the school no longer has access to update the course.

**New Mark Addition** – select this option when a student has completed a course, but a mark was not previously entered on the SDS. More than 30 days have elapsed since the course end date, the student is not registered in the class on the SDS, and the school no longer has access to add the mark.

**Course Challenge** – the school wishes to submit a mark as per the Course Challenge Process: Policy and Procedures which can be found in the Registrar's Handbook. A copy of the school/school division's course challenge policy and a completed Intent to Challenge Course form must be attached to the Mark Correction form. The mark must be submitted to the Ministry of Education for entry onto the SDS.

**Remove Existing Mark** - select this option to remove a mark from the SDS that was incorrectly or inappropriately submitted. More than 30 days have elapsed since the course end date, and the school no longer has access to remove the mark.

**Credit Recovery (school based)** – student has improved their mark in a course by doing additional work to meet the outcomes (e.g., hand in missed assignments, complete a project). The mark will replace the existing mark on the SDS. Course recovery must be completed within the same school year that the original course was taken.

**Credit Recovery (summer school)** – student has completed a course at a school, AND has completed at least 60 hours of instructional time through a summer school registered with the Ministry in order to improve their mark. The mark will replace an existing mark on the SDS, and is to be submitted by the base school.

**Reason for the Correction:** All Mark Correction forms must include a written explanation of the circumstances behind the correction and the reason that the addition/correction was not made by the school within 30 days after the course end date.

**\*School Supplemental** – Supplemental examinations for Grade 12 subjects (for which there are departmental exams) may be written for 100% of the student's mark. Students taught a Grade 12 subject by an accredited teacher shall have the opportunity to write a teacher-prepared comprehensive supplemental examination to raise his/her mark. (please see the Registrar's Handbook for more information). Marks obtained through school supplemental examinations should be entered by the school as a new mark record, not a change to an existing mark. If the exam is given as a re-write, rather than as a supplemental examination, the mark would be submitted as a mark correction.

**\*\*Summer school** courses that are full 100 hour courses, not credit recovery (no prior registration in the course is required) should have marks submitted by the summer school, through the normal mark submission process.

# SECONDARY LEVEL MARK CORRECTIONS (FORM 8)

## Registrar Handbook

- Available online only
- Updates and Changes available August 1, 2015 at <http://www.education.gov.sk.ca/Registrar's-Handbook>
  - Includes forms and appendices

**REGISTRAR'S HANDBOOK**

WELCOME KEVIN TONITA

**SAS – EYE, HMTMS, HMTAM AND  
1 TO 3 READING**

Assessment	Audience	Administration Window
EYE-DA Readiness Screen	PreKindergarten 4 years of age	October 19 to November 27, 2015
EYE-TA Readiness Screen	Kindergarten 5/6 years of age	Initial - October 19 to November 27, 2015 Post - April 18 to May 31, 2016
Help Me Tell My Story	PreKindergarten/ Kindergarten	December 1 to January 30 Note: Alternate windows for HMTMS and HMTAM surveys can be arranged by contacting the Assessment Unit <a href="mailto:assessment@gov.sk.ca">assessment@gov.sk.ca</a> The window is based on the opportunity to train teachers and other personnel in the usage of these interactive and culturally responsive family engagement supports
Help Me Talk About Math	Grade one	February - March Note: Alternate windows for HMTMS and HMTAM surveys can be arranged by contacting the Assessment Unit <a href="mailto:assessment@gov.sk.ca">assessment@gov.sk.ca</a> The window is based on the opportunity to train teachers and other personnel in the usage of these interactive and culturally responsive family engagement supports
Levelled Reading Data Collection	Grades 1-3	September - June

# 2015-16 ASSESSMENT TIMELINE & DATA COLLECTION TIMELINE

## EYE & HMTMS/HMTAM in SDS

### Both require:

- homeroom teachers and homeroom IDs for all participating students (PreK–grade 1)
- homeroom ID split when teacher has two cohorts (AM/PM, odd/even, French/English, MW/TT, etc.)
- consistent homerooms – use the Discoverer report (*EYE & HMTMS & HMTAM Data Verification*) to verify your homerooms.
- correct teacher email addresses in the EEPs

**EYE & HMTMS/HMTAM IN SDS**

# 2015-2016 Levelled Reading Data

- XML specifications were published
- Not all Vendors have screens / collection points in place with corresponding XML transfer
- Clarification for end of year data submissions is forthcoming.
- Support document available at <http://education.gov.sk.ca/SAS/assessment>



# **ELECTRONIC EDUCATOR PROFILE (EEP)**

- Fall 2014, 2 school divisions submitted 3000+ educator profiles in approximately 30 minutes
- Student Services will be supporting the EEP fall 2015
- Pilot expansion to include 2-6 school division
- Next meeting online May 14, 2015 11:00 AM
- Home Room Educator
  - Educators are required to fill out their educator profile in order for their name to appear in the Home Room Educator drop-down on SDS. When enrolling a student in grades K-9 choose the appropriate Home Room teacher from the drop-down.

## **ELECTRONIC EDUCATOR PROFILE (EEP)**



WELCOME RICK JOHNSON

**DATA VALUE AND INTERPRETATION -  
ATTENDANCE UPDATE**

- Monthly timelines for attendance file uploads to BlackBoard
- Data cleaning and data analysis monthly timelines
- School division attendance reports uploaded to BlackBoard
- Use of attendance data received from school divisions
- Opportunities to address issues, provide clarification

**ATTENDANCE UPDATE**

- Use of the ‘Course Code’ field in monthly data submissions (Sec files)
  - When data collection first started, there was some initial confusion about what was to be entered in this field (ministry course number – typically 4-digit code)
  - Examples include: 4017 (English Language Arts A 10), 6211 (Biology 20), and 8425 (Math: Foundations 30)
  - There were instances where attendance might be taken in classrooms where courses were not well-defined with a ministry course number (perhaps a study hall, locally-developed course, other situation), and direction was provided to make up a code in these instances
  - A few school divisions use course codes that have zero matches with the ministry course code, one division has about 70 percent match, about eight divisions have virtually 100 percent match, and the rest are between 85 and 97 percent match

## **School Division's Security Responsibility:**

Adoption of Acceptable Use Policy (Director/Chief Financial Officer acknowledges at time of September 30<sup>th</sup> signoff)

Communication of privacy policies to all users in division

Perform Quarterly review of accounts (remote security administrator)

- Run System User List report
- Disable or Inactivate accounts as required

**Security Authorization forms are updated annually August 1, 2015**

Update to date Security Authorization forms available at:

<http://www.education.gov.sk.ca/registrarshandbook/>

**SECURITY ADMINISTRATION**

Validation reports are self-serve for all School Divisions.

School Division SDS support representatives are the first point of contact for all school and division staff regarding issues relating to SDS. SDS representatives escalate to Ministry level.

SDS Homepage – System Updates: Question and Answer document provides up to date answers to common questions. SDS support representative are encouraged to reference this document prior to escalating to the Ministry.

School Division SDS support reps reporting SDS web application availability issues or requiring File Transfer / XML support should email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

System outages posted at [www.education.gov.sk.ca/sds](http://www.education.gov.sk.ca/sds)

School level staff should contact the Ministry of Education Student Records staff directly at (306)787-1091; or by email at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) for assistance with:

- Inconclusive match – Duplicate Learning Ids
- Name/birthdate/learning id mismatch

**SUPPORT**

Assessments – Kevin Tonita

[kevin.tonita@gov.sk.ca](mailto:kevin.tonita@gov.sk.ca)

Education Funding – Richard Fox

[richard.fox@gov.sk.ca](mailto:richard.fox@gov.sk.ca)

EEP Support – Heidi Wong

[heidi.wong@gov.sk.ca](mailto:heidi.wong@gov.sk.ca)

SDS Support Team – Student Records

[student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

SIS Support – Charline Fleury

[charline.fleury@gov.sk.ca](mailto:charline.fleury@gov.sk.ca)

Intensive Supports – Michelle Mougeot

[michelle.mougeot@gov.sk.ca](mailto:michelle.mougeot@gov.sk.ca)

EAL – Nadia Prokopchuk

[nadia.prokopchuk@gov.sk.ca](mailto:nadia.prokopchuk@gov.sk.ca)

**CONTACTS - THANK YOU**