

SDS Data Collection 2016

May 10th, 2016

Agenda

- SDS Grade Enrolments
- Duplicate SK Learning IDs
- Demographic Definition Clarification
- Teacher Accreditation
- Mark Corrections / Verification
- Drivers Education Marks
- Course Code Changes
- French Immersion Course Codes
- Teacher Timetables/Concurrent Classes
- Timelines
- Education Funding
- Immigration Quick Reference
- Security Administration
- Credit Transfers
- General Proficiency Awards
- Registrar's Update / Handbook
- Questions – Communication – Fall Webinars
- Saskatchewan.ca

SDS Grade Enrolments

- For 2014/2015 school year approx. 1360 students who received marks had no current **grade** enrolment.

School History						
School	Municipality	Base	Home Bound	Cumulative Folder	Start Date	End Date
[REDACTED]		Y	N	N	29-Aug-2006	
[REDACTED]		Y	N	N	30-Sep-2005	29-Aug-2006
[REDACTED]		Y	N	N	01-Sep-2001	30-Sep-2005

Grade Level	
Grade	School Year
Grade 12	2012/2013

- Notes: 161 Adult campus students; 81 Provincial school students; 185 students over age 22.
- Verification: Students Without an Active Grade Report should be blank!
 - Identifies students who have duplicate ids, or missed withdrawal.
- (MW)All Students Base Enrolment file
- (SIRS/SL)Enrolment Changes file
- (PWRS) SK School Enrolments file

Duplicate SK Learning IDs

- August 2015 to present over 700 duplicate SK Learning IDs have been merged.
- Common discrepancies:
 - Incorrect birthdate
 - Legal last name not used, or legal last name misspelled
 - SK Learning Id not included
- Best Practices:
 - Any student transferring within Saskatchewan should have an existing SK Learning Id. Add SK Learning Id to local student record prior to sending to SDS.
 - Only first time students are “new”, enter correct code for students who are only “new-to-school”
 - From out of province, country, exchange student.

Demographic Definition Clarification

- Country of Birth
 - The Country where the student was born
- Country of Origin
 - The last (most recent) country that the student lived in
- Aboriginal People
 - Aboriginal people are those who identify themselves to be First Nations (Registered/Treaty/Status Indian, Non-Status Indian), Métis, or Inuit/Inuk
 - This refers only to Canadian aboriginal people
- Gender – accommodating gender identification changes
 - At this time, contact Ministry on a case by case basis.

Teacher Accreditation Active Accreditation Report

2015/2016 Active Accreditations

This report has the following conditions:

- Displays all educators who are not deceased as of run date.
- Displays all active course accreditations as of run date.
- Displays all schools/organizations an educator is teaching at/has a relationship with in the current school year
- Displays the current Region and/or current School Division the school the schools/organizations report to
- Displays a Y/N indicator based on whether the educator is practicing the course accreditation at any point in the current school year and the course accreditation is accepted by the same School Division/Region that the educator is currently teaching at/has relationship with in current year.

Date: 22-APR-2016

Time: 10:22 AM

Page: 1 of 1

School:	Educator	Certificate Nbr	Course Name	Course Nbr	Accreditation Start Date	Accreditation End Date	Recon gnized	Perm itted	Regist ered
Region: Central Saskatchewan									
Division: [REDACTED]									
[REDACTED] Composite School	[REDACTED]	[REDACTED]	Math: Foundations 30	8425	01-AUG-2012	31-JUL-2020	Y	Y	Y
			Math: Foundations 30 (IB)	8432	01-AUG-2012	31-JUL-2015	N	N	
			Math: Pre-calculus 30	8426	01-AUG-2012	31-JUL-2020	Y	Y	Y
			Math: Pre-calculus 30 (IB)	8433	01-AUG-2012	31-JUL-2015	N	N	

- Self serve report – responsibility of school/division to monitor accreditation prior to each mark reporting term.
- Accreditation determines if teacher can administer 100% school mark, or if a Departmental Exam is required for designated level 30 courses.

Teacher Accreditation Warning Messages

- 51319 Warning: Ensure teacher accreditation or program approval are in place.
 - Returned when Department exam eligible CLASS is added with a non-accredited teacher.
 - Only blended marks will be accepted, unless accreditation becomes active.
 - New message text: No accredited teacher or no program approval is in place . Accreditation can be verified by running an Accreditation Report on SDS. 100% School Mark registration is not valid for classes with non-accredited teachers. Contact Student Records to verify Program approval status.

Teacher Accreditation Warning Messages

- 56325 Warning: No accredited teacher or no program approval. School marks will not be accepted.
 - Returned when a Student Class Registration indicating 100% school mark, for a department exam eligible course with a non-accredited teacher, is added.
 - Marks will not be accepted unless Exam Type is changed or teacher accreditation becomes active.
 - New message text: No accredited teacher or no program approval. MARKS WILL NOT BE ACCEPTED. Accreditation can be verified by running an Accreditation Report on SDS. 100% School Mark registration is not valid for classes with non-accredited teachers. Contact Student Records to verify Program approval status.
- * Program approval does not apply to Provincial schools.

Mark Corrections

- August 2015 to March 2016- **4084 corrections**
- Goal is to reduce that number:
 - Ensure courses are set up and marks are submitted accurately by running Mark Reporting Form report and the Student Registration report
 - School can change marks up to 30 days after course end date
 - School can create a class registration up to 30 days after year end
 - **If class registration exists, marks can be “added” (not changed) within 120 days after the end of the school year**
 - No need to change enrolment

Mark Verification

- Mark Submission process must include verification of final marks on SDS:
 - Be sure to check XML response/error file
 - Follow up and correct errors
- Mark Reporting Form (report)
 - Lists marks by class/teacher for classes ending in selected month.
- Student Registration Report
 - Lists marks by student for where student has one or more classes ending in the selected month

Drivers Education Marks

- Approx 47% of marks have been received for 2015/2016 (based on yearly average)
- Regulation stipulates that percentage marks for Driver's Education are to be submitted to SDS
- Some Divisions have a specific Driver's Ed submission.
- If not, to send through SIS:
 - Set up Class / Student Registrations
 - Course code number 4605 – Driver Education 10
 - Supervising teacher (principal) educator certificate number
 - Submit Class / Registrations / Marks to SDS
 - No later than November 2016 (120 day rule)

Course Code Changes

- Level 30 Sciences:
 - 2015-2016 both 'old' and 'new' codes remain valid
 - The departmental exam corresponding to the course code registered on SDS will be shipped for May/June sessions.
 - 2016-2017 only NEW codes are valid
 - Biology 30 – 8255 / Chemistry 30 – 8256 / Physics 30 – 8257
- Course codes end dated July 31, 2016:
 - Art 30A **3511**
 - Christian Ethics 11, 21, and 31 **1350, 2350, 3350**
 - Economics 21, 31 **2141 3139**
 - German 10A, 20A, 30A **1436, 2436, 3436**
 - Home Economics 11 **1637**
 - Music 11, 21, 31 **1519, 2519, 3519**
 - Music 10A, 20A, 30A **1521, 2521, 3521**

K to 2 French Immersion Subject Codes

- New course code added for each grade:

Course Number	Course Name	Grade	Active Date	Inactive Date
0144	Programme d'études interdisciplinaire 1	Grade 1	01-AUG-2016	
0244	Programme d'études interdisciplinaire 2	Grade 2	01-AUG-2016	
0044	Programme d'études interdisciplinaire K	Kindergarten	01-AUG-2016	

- Used for Educator Profile xml (classroom composition)
- Updated course code list is available on XML resource page (csv):
 - <https://www.k12.gov.sk.ca/sds/xml/>

Teacher Timetables/Concurrent Classes

- High school educator's timetables must allow for multiple courses to be scheduled simultaneously.
(i.e., 10, 11 and/or 18 level in the same block)
- Supports the understanding that in a high school class an educator may be instructing regular, modified and alternative students concurrently.
- Allows for increased accuracy of enrollment and mark submission in the SDS.
- Send Class/Registration updates to SDS prior to Marks (see Timelines)

Spring 2016 Data Submission Timelines

Data Submission Activity	Due Date
<p>Regularly submit additions, withdrawals, and changes throughout the year (according to Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the SDS [Appendix F; Registrar's Handbook]) via XML transfer, SDS web application, or paper forms.</p> <p>A summary of the enrolment and withdrawal guidelines is:</p>	<p>Enroll students on SDS within 3 school days of enrolling in the school;</p> <p>Withdraw students with a <i>known</i> reason from the SDS within 10 consecutive school days of withdrawal;</p> <p>Withdraw students with an <i>unknown</i> reason from the SDS within 20 consecutive school days of non-attendance.</p>
<p>Registrations for all courses that finish on or before the end of June are due.</p> <p>To capture scheduling changes or additional registrations, registration files can be sent the first Friday of the month your marks are submitted. (Do not send registrations the week marks are due – this causes a system delay for schools attempting to meet the mark deadline).</p>	<p>Friday, April 1, 2016</p>
<p>June final marks are due.</p>	<p>Thursday, July 7, 2016</p>
<p>Transcripts are issued to Post Secondary</p> <p>Transcripts are printed for issue to students</p> <p>Student profiles (unofficial transcripts) are available online the day transcripts are finished printing (check the website). The blended/departmental marks are also available for schools to request and import into their Student Information System (SIS) the day transcripts are finished printing.</p>	<p>Saturday, July 9, 2016</p> <p>Monday, July 11, 2016</p>

Fall 2016 Data Submission Timelines

Data Submission Activity	Due Date
Deadline for the enrolment of students in the SDS	Thursday, September 15, 2016
Deadline for educators to complete the EEP	Monday, September 12, 2016
Administrator/EEP verification	Monday, September 19, 2016
Deadline for validation of student data by school division. Snapshot taken at 4pm	Friday, September 30, 2016 @ 4:00 pm C.S.T. (SDS will be locked until Sunday, October 2, 2016 @ 8:00 am C.S.T)
Deadline for school divisions to enter EAL data	Thursday, September 15, 2016
Ministry snapshot taken of EAL data	Friday, September 30, 2016 @ 4:00pm
Director sign-off of student enrolment counts	Wednesday, October 5, 2016
Copy of sector staffing profile provided to directors by Educator Services	Thursday, October 6, 2016
Director sign-off on staffing profile	Friday, October 21, 2016
September 30th enrolment finalized	Friday, October 21, 2016
Sector Staffing Profile finalized	Thursday, October 27, 2016
Timeline for entering Non-Instructional Personnel and Administration data	Open Monday, September 19, 2016 to Wednesday, October 5, 2016 @ 5:00 PM. Finalized by Friday, October 21, 2016
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 15, 2016 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 16, 2016 @ 8:00am

September 30th Data Collection

No changes to SDS for 2016-2017 school year

Education funding: September 30th Counts

There are no changes to the Director's verification report from 2015-16.

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, 2016
- 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: Validating September 30th - Key Fields

The updated immigration chart and Q and A document will be posted on the SDS System Updates webpage.

The following Discoverer Reports 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” ...

Education funding:

Validating September 30th - Key Fields

- 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”

Immigration Quick Reference Chart Changes

YES -	TEMPORARY RESIDENT	A student who is accompanying a parent with a work permit.	Visitor permit; Study permit; Temporary Resident Visa; Mention of minor on parent work permit	N/A
		A student who is accompanying a parent who has a study permit and is registered in a recognized full-time degree or diploma program in Saskatchewan.	Visitor permit; Study permit for the parent; Temporary Resident Visa; Mention of minor on parent study permit; Letter of Acceptance; Tuition Fee Receipt	N/A

H. Tracy is in Saskatchewan on a study permit attending a post-secondary school full-time to earn a diploma or degree. Tracy would like to enrol her children in school.

Since Tracy has a valid study permit and is registered in a recognized full-time degree or diploma program in Saskatchewan, her children qualify for Saskatchewan funding. Short-term programs like English as an additional language do not count as full-time degree or diploma programs. (see Regulation 24)

Immigration Quick Reference Chart Changes

- **Definitions**
- **Primary residence** is the dwelling where a person lives most of the time, typically a house, condo or apartment. A person can only have one *primary* residence at any given time, though they may share the residence with other people. A primary residence is considered to be a legal residence for the purpose of income tax.
- **Foreign Exchange** students are foreign students who are participating in a one-way exchange. They come through an exchange program to attend a school in Saskatchewan.
- **Reciprocal Exchange** students are students who are participating in a two-way exchange with a student from Saskatchewan. Both students should spend equal amounts of time in each other's schools. For example, a student from France attends a school in Saskatoon for 1 semester. A Saskatoon student from the same school would also spend a semester in France attending the exchange student's school. This exchange can happen with the paired students attending school together or by switching places. A foreign student attending a school in Saskatoon does not become reciprocal if a Saskatoon student is attending a school in their country; they need to be paired in a program. ...

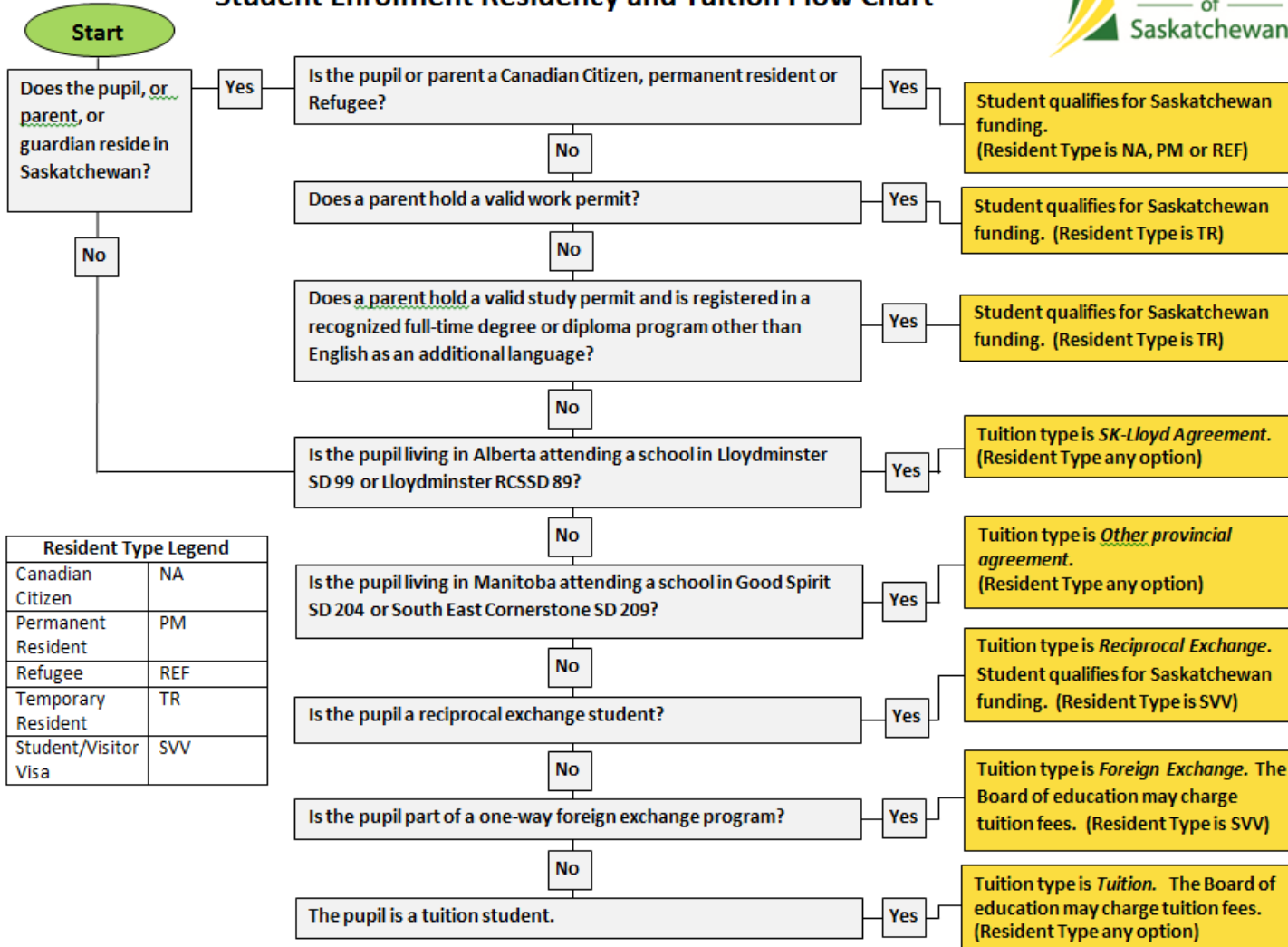
Immigration Quick Reference Chart Changes

- **Tuition** students have a primary residence outside the province and attend a school in Saskatchewan without an exchange program. Towns on provincial borders are not exceptions: the students living outside Saskatchewan borders are tuition students.
- **SK-Lloyd Agreement** is used by the Lloydminster SD 99 and Lloydminster RCSSD 89 to identify students who are funded by the Ministry of Education in Alberta.
- **Other Provincial Agreement** is used by South East Cornerstone SD 209 and Good Spirit SD 204 for Manitoba students attending their school divisions.

Immigration Quick Reference Flow Chart



Student Enrolment Residency and Tuition Flow Chart



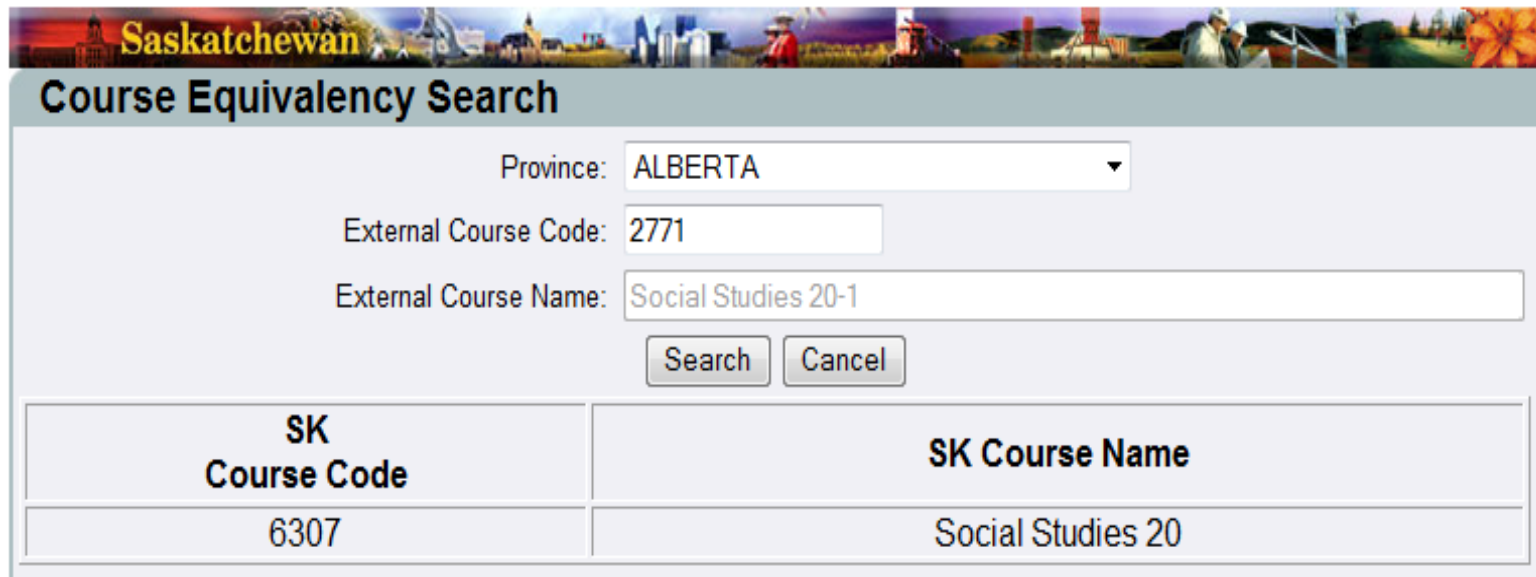
Resident Type Legend	
Canadian Citizen	NA
Permanent Resident	PM
Refugee	REF
Temporary Resident	TR
Student/Visitor Visa	SVV

Security Administration

- All users must have their own SDS account.
 - If an account is being “shared” it will be disabled
- The user whose name is attached to an account is held responsible for all activity associated with that account
- No generic accounts allowed: i.e. OfficeStaff
- Security Authorization forms must be completed and kept on file (6 years)
- Disable/Inactivate accounts as soon as possible when school level staffing changes occur that affect an SDS account.
- Inform Ministry as soon as possible when division level staffing changes occurs that affect an SDS account.
- Run System User List
 - SDS >Reports >Security Reports >System User List
 - Alphabetical by Organization lists users by school
 - Review regularly to ensure accounts are disabled/inactivated as required

Credit Transfer Course Equivalency Search

- Principals and Guidance Counsellors can use the Equivalency Search (found under Marks on the SDS) to determine Saskatchewan course equivalencies for courses taken in another province/territory prior to enrolling the student.



SK Course Code	SK Course Name
6307	Social Studies 20

General Proficiency Awards

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 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

- 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 15, 2016



Registrar's Update

- ESSP Priority Action – USIS
 - By spring 2017, a business case to explore a unified information system for Saskatchewan will be complete.
- Policy review for Adult 12 and Regular 12 programs
 - pending approval
- Registrar Handbook for School Administrators
 - *Publications* hold the updated documents
- Alternative Education:
 - *Policy, Guidelines, and Procedures for Alternative Education Programs: Alternative Grade 10, 11, and 12, 2006* is undergoing revision
 - Potential impact on Program and/or course codes – will be communicated when known.

Registrar's Handbook

www.Saskatchewan.ca - Government > Education and Childcare Facility Administration > Services for School Administrators > Registrar's Handbook for School Administrators

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CONTACT INFORMATION

Education
2220 College Avenue
Regina, SK
S4P4V9, Canada

Web Site:
www.saskatchewan.ca/government/t-structure/ministries/education

REGISTRAR'S HANDBOOK

- [Appendices](#)
- [Supporting Policy Documents](#)
- [Forms](#)

Product List

- [Registrar's Handbook for School Administrators](#)
The Registrar's Handbook for School Administrators provides information on Provincial Examinations and Student Services programs. It includes directives issued under the authority of The Education Regulations, 1986, pursuant to The Education Act, 1995, Section 176 (1) and (2). It is not intended to provide information on Educator Services.
- [Credit Transfer Guide](#)
Credit Transfer Guide Saskatchewan Secondary Education
- [Discoverer Viewer User Manual](#)
This manual provides information for users of the Discoverer Viewer application for SDS.
- [Dual Credit Course List](#)
Schools interested in the dual credit program must contact the post secondary institute for additional information as per the Dual Credit Program policy.
- [Registrar's Handbook for School Administrators 2015-16](#)
Registrar's Handbook for School Administrators 2015-16
- [Secondary Level Course List \(Pink Sheet\)](#)
Schools offering courses at the secondary level have approval to deliver all courses listed on this sheet.
- [Secondary Level Prerequisite List \(Pink Sheet\)](#)
Prerequisite Requirements for Regular Programs /Cours préalables pour les programmes réguliers School Year/Année scolaire 2015-16
- [Security Administration Guide SDS and NIPA](#)
The Security Authorization for SDS and NIPA (General Form) (Form 4) includes authorization, organization assignment, and role definitions for individuals requiring access to SDS, TSS, NIPA, SSS, EAL and Assessments.

Registrar's Update - Dual Credit Courses

- 9500 course code series
- All dual credit courses will automatically appear on the Dual Credit Report.
- There is no application required to use these course codes.

Registrar's Update - Educator Profile

- data submission is not all or nothing, work towards 100% XML submission for the fall of 2016;
- it's important data sources are "clean";
- we've been working with some divisions to ensure EAD data is clean so when the XML file is constructed and submitted, it doesn't trigger a number of errors.
- COMMUNICATE with educators if submitting by XML
 - Data disclosure statement
- Inform French Immersion K-2 educators of new course codes

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User feedback is encouraged

Questions - Communication

Email appropriate area for most efficient response:

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

2016 Fall Webinars

- Scheduled for Tuesday, September 13, 2016
 - 1 session per SIS group
 - Reminders
 - Known Issues

THANK YOU!