

# Welcome!

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# SDS Data Collection 2017

May 11<sup>th</sup>, 2017

# Agenda

- Instructional Unit Update
  - Program changes
  - SDS availability
- Student & Educator Services Update
  - Duplicate SK Learning IDs
  - Mode of Instruction Reminder
  - Special Character Advisory
  - Course Code Updates
  - Final Mark Verification
  - Security Administration
  - Guidance Counsellor Role Review
- Data Submission Timelines
- Education Funding Update
- Immigration Quick Reference
- Registrar's Update / Handbook
- Questions – Communication – Fall Webinars
- Saskatchewan.ca

# Instructional Unit Update

# Alternative Education Program Credit Policy

<b>Figure 2: Alternative Education Program Credit Policy</b>		
The following chart outlines the credit policy for secondary education in Saskatchewan.		
<b>Areas of Study</b>	<b><u>Regular Education Program</u></b> <i>(Locally Modified Advanced Course, Core, Locally Modified Basic Course)</i>	<b><u>Alternative Education Program</u></b> <i>(Various combinations of Regular, which includes Modified, and Alternative Education Courses)</i>
English Language Arts	5	5
Mathematics	2	2
Science	2	1
Social Sciences	3	1
Health Education/Physical Education	1	1
Arts Education/Practical and Applied Arts	2	1
<b>SUB-TOTAL</b>	<b>15</b>	<b>11</b>
Electives	9	13
<b>TOTAL</b>	<b>24</b>	<b>24</b>
<b>At least 5 credits must be at the Grade 12 level</b>		

# Alternative Education Programs Portal

## Alternative Education Programs

Home

My Program

My Courses

Documents

Transfer Plan

FAQ

Contact

### Welcome to Alternative Education Programs

This site is intended to support your school division's Alternative Education Program.

- Please ensure that you have read the *Policy, Guidelines and Procedures for Alternative Education Programs: Alternative Grade 10, 11 and 12, 2016* in its entirety prior to completing the [My Program](#) section in this portal.
- A recorded webinar and modules pertaining to the *Policy, Guidelines and Procedures for Alternative Education Programs: Alternative Grade 10, 11 and 12, 2016* are available within the [Documents](#) tab.
- The My Courses and Transfer Plan tabs are not available until an Alternative Education Program is approved for your school division or First Nations Educational Authority.

This portal allows you to apply for an Alternative Education Program, renew existing Alternative Education Programs and manage the Alternative Education Courses for your school division. If you have any problems, notice any issues with the site, or have questions, please contact the Instruction Unit at the Ministry of Education through the [Contact](#) tab above.

# Student Data System (SDS)

- Planned outages in SDS are scheduled several times in a year.
- SDS is NOT available to eIIP and intensive supports users on those dates.
- Outage information will be communicated as in the past.
- Outage information along with SDS availability notice is posted on the SDS home page:  
<https://www.k12.gov.sk.ca/sdsprod/> .

# SDS: Changes in the Program Enrollment Designation

The screenshot shows a web form titled "Student Program" with a "Need Help?" link. It is divided into two main sections: "Student Personal Information" and "Student Program Information".

**Student Personal Information**  
Saskatchewan Learning ID 120855142  
Student Name Example, Josephine  
Birth Date 18-May-2003

**Student Program Information**  
Program: A dropdown menu is open, showing the following options:  
Regular (English) (selected)  
Choose One  
Adult Secondary  
Alternative Adult Secondary  
Alternative Education (English)  
Fransaskois  
French Immersion / Bilingual  
Functional Integrated  
Le Programme d'éducation alternative  
Programme intégré fonctionnel  
Regular (English)  
éducation des adultes  
Special Education (highlighted with a green border)

Program Start Date: [Empty field]

Footer: [Contact Us](#) | [Security Statement](#) | [Acceptable Use Policy](#) | Saskatchewan Ministry of Education

Special Education enrolment designation category  
unavailable after the 2016-17 school year.



# SDS: Changes in the Program Enrollment Designation

- **Alternative Education Program** category:
  - Eligible students in grades 10, 11 or 12
- **Functionally Integrated Program** category:
  - Eligible students in grades 9, 10, 11 or 12
- **Regular Program** category:
  - Students not eligible for the above categories
  - All elementary students (except grade 9 students enrolled in Functionally Integrated Programs)
- SDS will return an error message for Alternative Education and Functionally Integrated program categories if the student is enrolled in an ineligible grade after April 26, 2017 and for any records referencing Special Education after July 31<sup>st</sup>, 2017.

# Student and Educator Services Update

# Duplicate SK Learning IDs

- August 2015 to April 2016 over 700 duplicate SK Learning IDs merged.
- April 2016 to May 1, 2017: 876 duplicate SK Learning IDs merged.
- Common discrepancies:
  - Incorrect birthdate
  - Legal last name not used, or legal last name misspelled
  - SK Learning Id and/or HSN not included

When is a NEW SK Learning Id valid?

- Students who are new to the province and have never been in a Saskatchewan school before, or
- Students who have never been in PreK or Kindergarten before.
- Contact [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) to assist with more detailed search.

# Mode of Instruction – Course Delivery Mode

- For 2017-2018 classes delivered through online/distance learning:
  - ensure that the **Mode of Instruction/Course Delivery Mode** field is correctly populated as “Distance Learning” (not “In Classroom”)
  - Discoverer Reports used to verify this information:
    - *Course Attempt by School and School Year* and
    - *Course Offering by School Year*
    - Listed under **SDS – SD Course Attempt and Course Offering by School**.

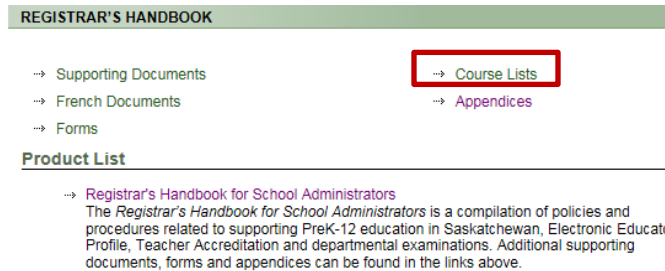
# Class / Homeroom / Student Names

When creating a Class or Homeroom Name, or entering a Student Name:

- Refrain from using any symbol represented/keyed using upper case number on keyboard.
  - Specifically !@#\$%^&\*()\_+
  - Upper case on keys 1 through 0 and -=
  - Example: Homeroom name of “Grade 4&5”
    - “Grade 4-5” acceptable
- For batch XML files will result in ‘Invalid XML’
- For real time XML files will result in ‘Bad Request’
- Entire file rejected, difficult to pinpoint.

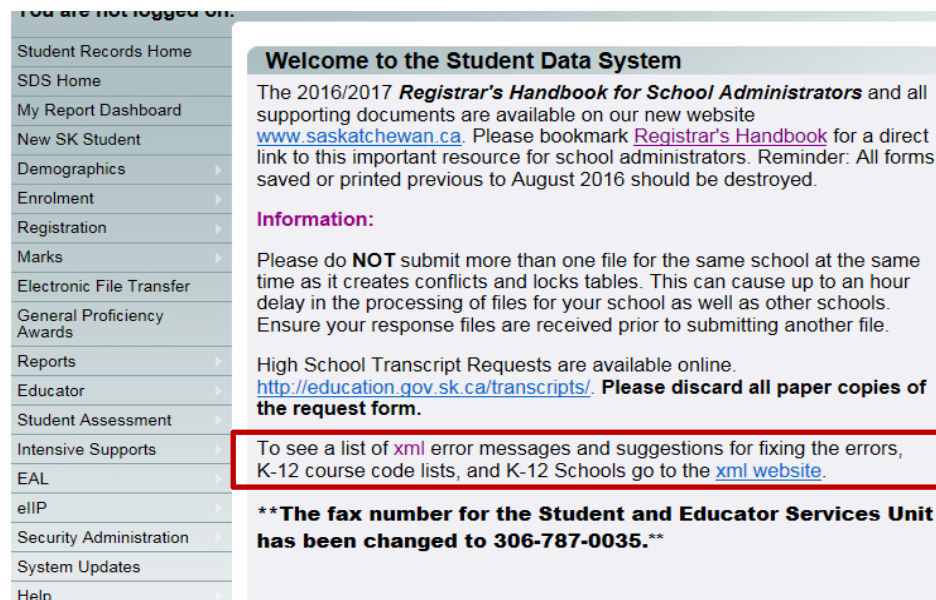
# Course Codes

Course code “Pink Sheet” and Pre-requisite list (PDF) available on Registrar’s Handbook page – Course Lists



Electronic Course Code lists available at: <https://www.k12.gov.sk.ca/sds/xml/>

Link to XML website also available on SDS Home Page:



# Final Mark Verification – Due July 6, 2017

- **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

# 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
- 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 and inform Ministry as soon as possible when division level staffing changes occurs that affect an SDS account.
  - System User List report on SDS
  - Verify roles are appropriately assigned (Guidance Counsellor)



# Guidance Counsellor Role

## Student Profile Access

- If a student is **not** currently enrolled at the school, the student's profile may be accessed for the purpose of determining appropriate course enrolments only.
- Authorization from the student to access this report is required using Form 3. Please ensure that the most recent Form 3 is used. All forms are update annually in August.
- The authorization form must be kept on file for a minimum of 5 years in a secure but accessible location.
- The Individual Student Profile cannot be printed for anyone over 22 unless they are enrolled.
- Please ensure that the appropriate individuals have been granted the counselling role on the SDS. This role is to be used for counselling purposes for course enrolment in high school only. Activity for this role is audited

# Spring 2017 Data Submission Timelines

Data Submission Activity	Due Date
<p>Regularly submit additions, withdrawals, and changes throughout the year (according to <a href="#">Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the SDS [Appendix F; Registrar's Handbook]</a>) via XML transfer, SDS web application, or paper forms.</p> <p>A summary of the enrolment and withdrawal guidelines is:</p>	<p><b>Enroll</b> students on SDS within 3 school days of enrolling in the school;</p> <p><b>Withdraw</b> students with a <i>known</i> reason from the SDS within 10 consecutive school days of withdrawal;</p> <p><b>Withdraw</b> 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 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, March 27, 2017</p>
<p>June final marks are due.</p>	<p>Thursday, July 6, 2017</p>
<p>Transcripts are issued to Post Secondary</p> <p>Complimentary transcripts <b>printed</b> 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>Tuesday, July 11, 2017</p> <p>Wednesday, July 12, 2017</p>

# Fall 2017 Data Submission Timelines

Data Submission Activity	Due Date
Deadline for educators to complete the EEP	Wednesday, September 13, 2017
Deadline for the enrolment of students in the SDS	Friday, September 15, 2017
Deadline for school divisions to enter EAL data	Friday, September 15, 2017
Administrator/EEP verification	Wednesday, September 20, 2017
School Divisions capture rural transportation data	Friday, September 29, 2017
Deadline for validation of student data by school division. Snapshot taken at 4pm	Friday, September 29, 2017 @ 4:00 pm C.S.T. (SDS will be locked until Sunday, October 1, 2017 @ 8:00 am C.S.T)
Ministry snapshot taken of EAL data	Friday, September 29, 2017 @ 4:00pm
Director sign-off of student enrolment counts	Thursday, October 5, 2017
Copy of sector staffing profile provided to directors	Thursday, October 5, 2017
Director sign-off on staffing profile	Friday, October 20, 2017
September 30th enrolment finalized	Friday, October 20, 2017
Sector Staffing Profile finalized	Thursday, October 26, 2017
Timeline for entering Non-Instructional Personnel and Administration data	Open Monday, September 25, 2017 to Thursday, October 5, 2017 @ 5:00 PM. Finalized by Friday, October 20, 2017
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 14, 2017 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 15, 2017 @ 8:00am

# Education Funding Update

# Education funding: September 30<sup>th</sup> Counts

The data collection Q and A document has been updated and is posted on the SDS updates website.

There are a few changes to the Director's verification report from 2016-17:

Sign off for non-resident student count, resident type and gender have been removed.

The report 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:
  - 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, 2017
- 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: Urban Transportation Data Collection

- The urban transportation formula uses student street addresses.
- Urban Students who don't have a physical street address are not counted.
- The physical address is looked at first and if it's blank then the mailing address is used.
- Students who do not live in the same city as their school are not counted. Saskatoon and Saskatoon are not the same city.
- Education Funding will not correct student addresses after September 29<sup>th</sup>.

# Education funding: Validating September 30<sup>th</sup> - Key Fields

- 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”
  - 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: NIPA

- 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.
- In the governance section we are asking for total number of board members instead of number of board chairs and board members.
- The bus renewal section has been removed.
- A new section for transportation safety reporting guidelines has been added.
- Submission deadline: Thursday October 5, 2017 at 5 pm.



# Immigration Quick Reference Chart Changes

- The immigration chart document has been updated and is posted on the SDS updates website.

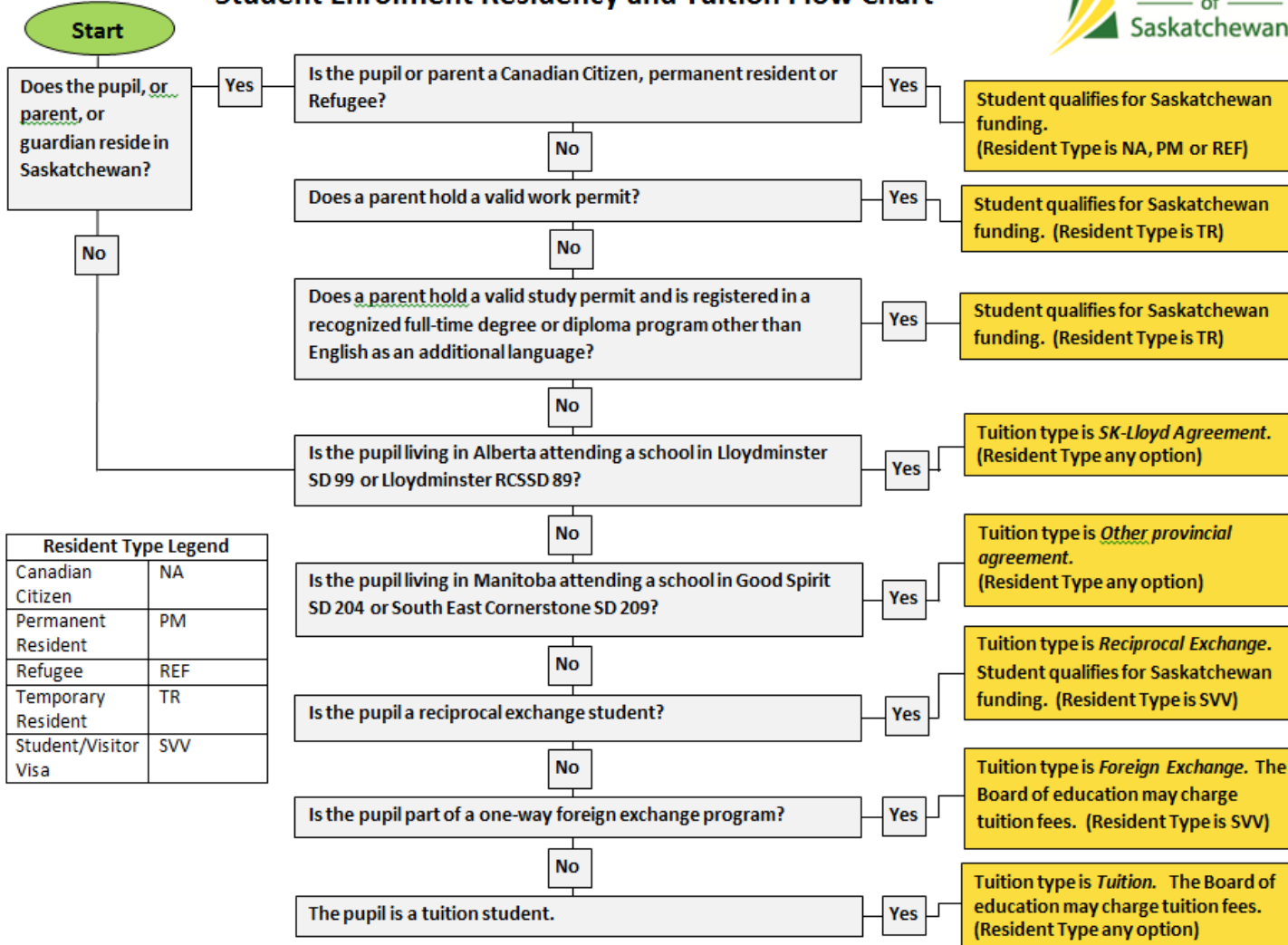
## Added the Saskatchewan resident definition from the regulations:

- **Saskatchewan resident** means a person who resides permanently in Saskatchewan, but does not include a person who, in the minister's opinion, has no significant tie to Saskatchewan other than the fact that he or she attends school in Saskatchewan.

# 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

# Registrar's Update

# Registrar's Handbook

[www.Saskatchewan.ca](http://www.Saskatchewan.ca) - Government > Education and Childcare Facility Administration > Services for School Administrators > Registrar's Handbook for School Administrators

Tuesday, May 2, 2017  
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- [Registrar's Handbook for School Administrators](#)

The *Registrar's Handbook for School Administrators* is a compilation of policies and procedures related to supporting PreK-12 education in Saskatchewan, Electronic Educator Profile, Teacher Accreditation and departmental examinations. Additional supporting documents, forms and appendices can be found in the links above.

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Google

# Registrar's Update

## Policy

- Changes to Credit Recovery Policy and Summer School policy (August)
- Distance Learning policy review underway

## USIS

- PLT agreed to go ahead with the RFP
- Student Achieve - contact vendor – make a plan

## Help Videos

- SES is creating a series of Help Videos
- Suggestions for ideas can be forwarded to Kerry Bill

## Calendar Reminder Files

# Questions - Communication

Email appropriate area for most efficient response:

- [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)
- [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca)
- [eddiscoverersupport@gov.sk.ca](mailto:eddiscoverersupport@gov.sk.ca)

# 2017 Fall Webinars

- Scheduled for Thursday, September 7, 2017
  - 1 session for all SDS Contacts
  - Reminders
  - Known Issues

**THANK YOU!**