

# Welcome!

## Integrated Audio Options for meeting:

- a. Use **speakers** or headset linked to your computer, OR
- b. Use your **telephone** (long distance call). Once in the Collaborate meeting room, *click on the upper left corner of your screen* (icon with 3 lines) and select *Use Your Phone for Audio*. A call in number and unique PIN will be displayed.
- c. *Either* the speaker or telephone option can be used, **not both**, as it will impair sound quality for all participants.

Use CHAT area for questions.

Please MUTE telephone or microphone (if used) to help with sound quality.

Presentation will be posted to SDS System Update page.

# SDS Data Collection 2018

May 15<sup>th</sup>, 2018

# Agenda

## Assessments

- Reading & Writing Submissions

## Data Value & Interpretation

- Attendance Data Submissions
- Data Reports on Blackboard

## Student & Educator Services

- Help Videos
- Intensive French Courses
- Course Code Availability
- Duplicate SK Learning IDs
- Enrolment Outcome
- Not Re-Enrolled/No Active Grade
- Mode of Instruction
- Temporary Mailing Addresses

- Transcripts
- Final Marks
- Data Submission Timelines

## Education Funding

- Sept 30<sup>th</sup> Counts
- Urban Transportation
- Students Previously Graduated

## Registrar's Update

## USIS Update

## Questions / Communication /Fall Webinars

# Assessment Unit Update

# Reading & Writing Submission Requirements for June 2018

- Reading Data
  - Grades 1-3 (Exception: Grade 1 French Immersion)
  - Can be submitted via XML, Direct Entry (SDS) or by spreadsheet using the template and secure submission through Blackboard:  
[https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content id= 138446 1&course id= 2869 1](https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content%20id=138446%201&course%20id=2869%201)
- Writing Data
  - English – Grades 4, 7, and 9
  - French Immersion and Fransaskois – Grade 4
    - (Grades 7 & 9 deferred until June 2019)
  - Can be submitted via XML, or by spreadsheet using the template and secure submission through Blackboard  
[https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content id= 138447 1&course id= 2869 1](https://www.edonline.sk.ca/webapps/blackboard/content/listContentEditable.jsp?content%20id=138447%201&course%20id=2869%201)

# Data Value and Interpretation Unit Update

# Attendance Data Submissions

- Data Submission Timelines
  - By the 7th day of the month for the previous month; that is, September attendance is due by October 7th.
- Clarification of Use of ‘Enrolment Active Date’ and ‘Enrolment Inactive Date’ fields in the Secondary file attendance data submissions
  - Please enter the **student’s start date** in the particular course for which attendance is being taken and, if the student has completed or discontinued the course, enter the **student’s end date** in the course
    - Don’t use these fields for the students’ school enrolment dates, nor the course start and end dates. Instead, it is for the particular student’s start and end date in the particular course.
  - Why? To better accommodate the generation of ‘on-track to graduate’ reports and student lists, particularly for months involving change of semesters.

# Data Reports Posted to BlackBoard (edonline.ca)

The screenshot shows the BlackBoard interface for 'Key Indicators & Reports (SDS DATA)'. The left sidebar contains navigation options such as 'Assessment/Survey Data - Good Spirit SD', 'Announcements', 'Annual Report', 'Key Indicators & Reports (SDS DATA)', 'Custom/Special Request Reports', 'CIAF', 'AFL Reports', 'TEL Reports', 'Links', 'Tools', 'Discussions', 'Blogs', and 'Help'. The main content area lists several report categories, each with a folder icon and the text 'Enabled: Statistics Tracking'. Brackets on the right side of the list group these reports into three update frequency categories:

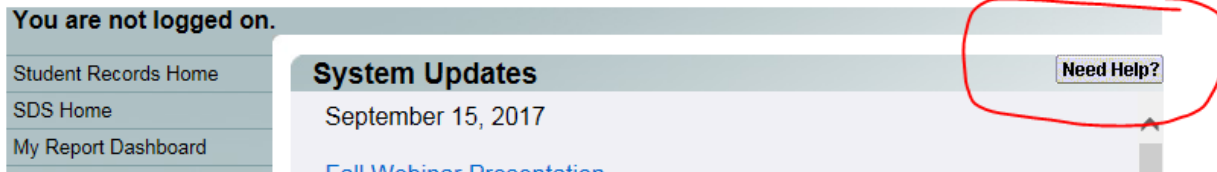
- Updated two or three times each year (including late October and late March):** This group includes 'On-track Grad Reports' and 'School Reports'.
- Updated each month:** This group includes 'Attendance Reports' and 'Students Lost Lists'.
- Updated once a year in the Fall:** This group includes 'Graduation Rate Reports' and 'Staffing Profile'.



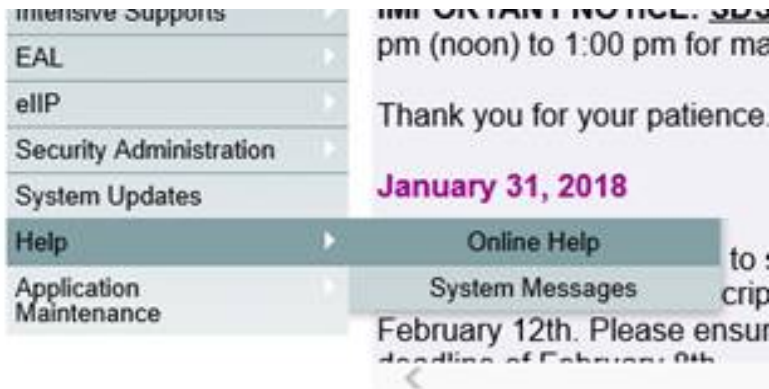
# Student and Educator Services Unit Update

# SDS Help Videos

SDS Help Videos accessed by clicking on the “Need Help” Button on the SDS



Or, selecting Online Help option under the Help menu.



# Intensive French Course Codes

## Intensive French - Course Setup and EEP

For elementary use:

- Intensive French 6 (0668)
- Post-Intensive French 7 (0768)
- Post-Intensive French 8 (0868)
- Post-Intensive French 9 (0968)

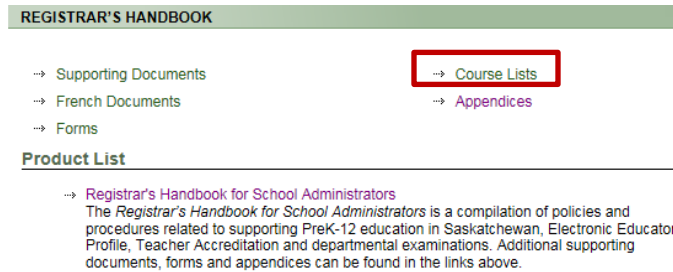
For secondary use:

- French 10A (4085)
- French 20A (6085)
- French 30A (8035)

NOT French 10, 20 30

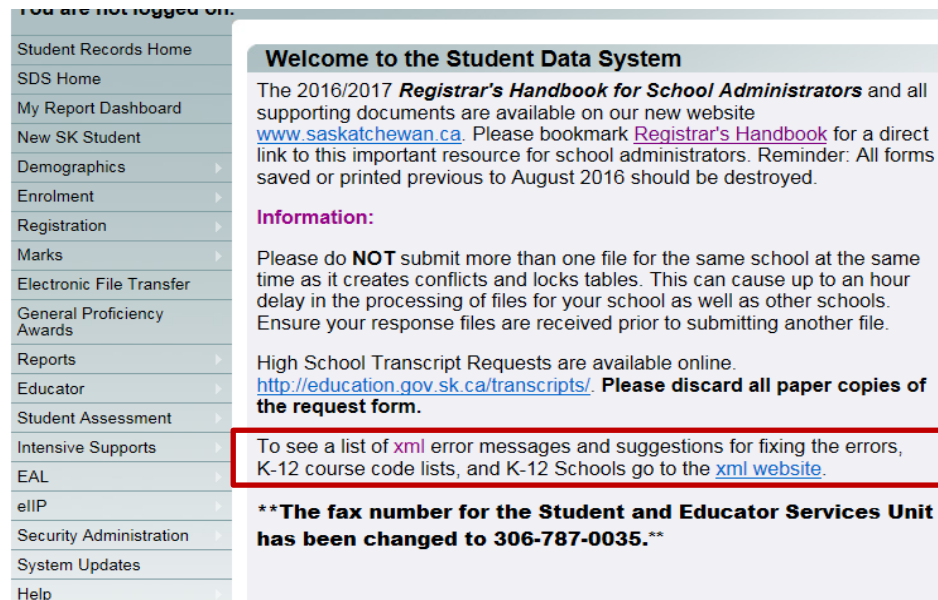
# Course Code Availability

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:



# Duplicate SK Learning IDs

- April 2017 to May 2018: 672 duplicate SK Learning IDs merged.
- Common discrepancies continue to be:
  - Incorrect birthdate
  - Legal last name not used, or legal last name misspelled
  - SK Learning Id and/or HSN not included

Reminder: 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.

# Proper use of Enrolment Outcome Codes (Withdrawal Reason)

- Enrolment Outcome (withdrawal reason) codes for students under the age of 16:
  - **DO NOT use** 'Discontinued Schooling voluntarily' for students under the age of 16
  - Use:
    - Transferred to out-of-province schooling within Canada
    - Transferred to out-of-country
    - Transferred to home-based in Saskatchewan
    - Transferred to another Saskatchewan school (Public, Separate, Historical, Independent)
    - Transferred to another First Nation Saskatchewan school
- Reason of Enrolment cancelled/no show applies only to students who were pre-registered and did not attend.
  - Withdrawal date in this circumstance should be equal to enrolment date used at time of pre-registration.
- If reason of Deceased please contact student records to ensure student record is respectfully closed on SDS.

# Students Without an Active Grade & Students Not Re-Enrolled Reports

There continues to be a number of students who are still attached to schools throughout the province that have not been re-enrolled or have not had a grade enrolment for many years. Recently, Student and Educator Services Support Desk have provided these reports to some schools and/or school divisions for follow-up. We will continue to provide these reports until all schools/school divisions have been notified.

## Students Without an Active Grade

- **Please run this report when September enrolments are complete.** Students listed on this report have not been re-enrolled or withdrawn from your school.
- **Action:** Correct grade and school year or withdraw student. Please advise Student and Educator Services if a duplicate Learning Id has been found or return a markup version of the report to: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

# Students Without an Active Grade & Students Not Re-Enrolled Reports

## Students Not Re-enrolled

- This report lists all students (ages 6-16) who were withdrawn from your school and have not re-enrolled in another school within the province, grouped by the date of withdrawal (up to 30 days, 30–60 days, 60–90 days, 90+ days). As with the Active Enrolment Report, the Not Re-enrolled Report should be run on a regular basis.
- Action: Please refer to the **Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal From the Student Data System** (Appendix F of the Registrar’s Handbook for School Administrators). Please advise Student and Educator Services if a duplicate Learning Id has been found or return a markup version of the report to: [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)
- Students may be removed from the school level report if they have transferred to a First Nation school that has requested the cumulative folder but not added an SDS enrolment. Please advise Student and Educator Services.
- Appendix F: <http://publications.gov.sk.ca/details.cfm?p=73956>



# Mode of Instruction – Course Delivery Mode

For 2017-2018 and 2018-2019 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”)
- Continue to see a few courses with incorrect delivery mode
  - Divisions contacted.
- 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.**

# Temporary Addresses on SDS

- Lists have been sent to division SDS support coordinators for students that have a temporary address on SDS with *NO* end date.
  - temporary address field not available for Discoverer reports, Ministry query will be run periodically and shared as necessary.
- Temporary address without an end date will override permanent mailing address on SDS and *potentially* affect mailing of transcript.
  - has affected some returned transcripts
- Requested action:
  - Add an end date on SDS (demographics/additional addresses)
  - Prioritize by grades 12-11-10
- A temporary address may be necessary/valid for a student – but should have an end date (i.e. end of school year July 31, 2018).

# Transcripts

- Complimentary Transcript of Secondary Level Achievement for Level 30 Courses will no longer be distributed to students upon the completion of level 30 courses and/or departmental examinations.
- Students wanting a copy of their high school transcript or Adult 12 transcript can order High School and Adult 12 transcripts online. Alternatively, school administration and guidance counsellors may provide a copy of the Unofficial Student Profile from the Student Data System to the student. Note that the Unofficial Student Profile contains all course attempts whereas the Transcript of Secondary Level Achievement contains only the highest course attempt. The Unofficial Student Profile is NOT an official document and are NOT to be stamped/certified with an official school/school division seal.

# Final Mark Verification – Due July 5, 2018

Final Mark Submission process **must include verification of final marks on SDS:**

- Be sure to check XML response/error file
- Follow up and correct errors

## Verification Reports on SDS:

- 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

# Spring 2018 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 30, 2018</p>
<p>June final marks are due.</p>	<p>Thursday, July 5, 2018</p>
<p>Transcripts are issued to Post Secondary</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 10, 2018</p>

# Fall 2018 Data Submission Timelines

Data Submission Activity	Due Date
Deadline for educators to complete the EEP	Wednesday, September 12, 2018
Deadline for the enrolment of students in the SDS	Friday, September 14, 2018
Deadline for school divisions to enter EAL data	Friday, September 14, 2018
Administrator/EEP verification	Wednesday, September 19, 2018
School Divisions capture rural transportation data	Friday, September 28, 2018
Deadline for validation of student data by school division. Snapshot taken at 4pm	Friday, September 28, 2018 @ 4:00 pm C.S.T. (SDS will be locked until Sunday, September 30, 2018 @ 8:00 am C.S.T)
Ministry snapshot taken of EAL data	Friday, September 28, 2018 @ 4:00pm
Director sign-off of student enrolment counts	Thursday, October 4, 2018
Copy of sector staffing profile provided to directors	Thursday, October 4, 2018
Director sign-off on staffing profile	Friday, October 19, 2018
September 30th enrolment finalized	Friday, October 19, 2018
Sector Staffing Profile finalized	Thursday, October 25, 2018
Timeline for entering Non-Instructional Personnel and Administration data	Open Monday, September 24, 2018 to Thursday, October 4, 2018 @ 5:00 PM. Finalized by Friday, October 19, 2018
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 13, 2018 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 14, 2018 @ 8:00am

# Education Funding Update

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

The data collection Q & A document and immigration chart have been updated and are posted on the SDS updates website.

On the Director's verification report we are adding a count of small schools of necessity. A list will be provided with preliminary enrolment counts.

In NIPA we will no longer require the number of school community councils.



# Education funding: Urban Transportation Data Collection

- The urban transportation formula uses student street addresses.
- 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 considered rural students.
- Education Funding will not correct student addresses in the funding data snapshot.
- Consider using Canada Post's address verification service.

# Students Who Previously Graduated

- Starting in 2017-18 we started counting students who achieved grade 12 standing as 0.25 full time equivalent.
- These students on average only take 2 classes either to upgrade or to take additional classes.
- On the directors verification report previous grad counts are available at the student and school level. They are included in the K-12 column and will be used when calculating full time equivalent.

# Registrar's Update



# Registrar's Update

- New courses being developed in financial literacy and coding
- Credit Recovery Policy changes were implemented in the fall of 2017 with future follow-up
- Summer School Policy revised – changes to impact 2018 summer school
- Special Project Credit Policy changes implemented in the fall of 2017 and are under review with ministry and sector
- Distance Learning and Apprenticeship policies review underway
- General Proficiency Awards (GPA) are no longer available – please remove any reference to them on websites, literature, etc. More information regarding scholarships, bursaries and grants are available on [www.saskatchewan.ca](http://www.saskatchewan.ca)

# 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.

**BYLAWS**

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**PUBLICATIONS SEARCH**

Google

# USIS Update

- SDS remains the system of record
  - Business as usual.
- Wave 1 – rollout to nine school divisions
  - SIRS/SchoolLogic legacy system users.
  - Implementation services underway.
- Wave 2 – remaining 17 school divisions.
  - Implementation services beginning in fall 2018.

# 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)
- [usis@gov.sk.ca](mailto:usis@gov.sk.ca)

# 2018 Fall Webinars

- Scheduled for
  - Thursday, September 6, 2018, 10:00 am
  - Reminders
  - Known Issues

**THANK YOU!**