

# September 30 Count Process – Frequently Asked Questions

## Updated as of July 2015

This document is divided into sections for ease of reference. Student Information System (SIS)-specific questions are dealt with in subsections of the Student Enrolment Counts section. Click on the appropriate topic to jump directly to that section within this document.

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- [Validation of Enrolment Data](#)
- [List of Ministry Designated Prekindergarten programs](#)

### Student Enrolment Counts

#### 1. What is the definition of a base school versus a non-base school?

Base school – the school where the student receives his/her program and counselling – the physical or virtual location in which the majority of the student’s time is spent. The base school is where the student is “counted” for enrolment and funding purposes.

Non-base school – a school that delivers a part of a student’s program, generally through an agreement with the student’s base school and/or division or education authority. That agreement may or may not include a fee for service component. The non-base school is where the student is not “counted” for enrolment and funding purposes.

If a student attends two schools on a regular basis, the situation should be brought to the attention of the individual in the school division office responsible for student counts. If that individual is unable to resolve the issue, he or she should contact the Ministry of Education at (306) 787-2793. This should be done as early as possible in the school year, prior to September 30th.

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

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

#### 3. Who registers home-based students?

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

#### 4. What does Ministry Designate mean for PreKindergarten Students?

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

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

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

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

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

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

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

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

**8. If a student under age 22 attends classes at a regional college in order to complete high school credits and the school division pays for those classes, how should this student be enrolled?**

A student attending a provincial school and receiving some programming through a regional college will be enrolled as base in the provincial school and non-base in the regional college.

A student attending 100% of the time in a regional college program will be enrolled as base in the regional college and will be reported by the school division through the NIPA application.

School divisions utilizing regional college programs for secondary program delivery for students below age 22, as of September 30, are encouraged to maintain close communication relationships with the colleges in order to support the accuracy of the enrolment process.

**9. How do we enrol students whose needs are being served by Custody schools?**

Custody schools are responsible for enrolling students who are attending their school.

**10. How will the student data be reconciled on October 1st?**

There are two parts to the reconciliation process:

A) The SDS is a live data system and if there are corrections to be made to information in the SDS, schools and school divisions are to follow their regular procedures for updating that information. This process is supported by your school division SDS Support and by Student Services. For SDS assistance phone 306-787-1091

B) The snapshot of data used by the Education Funding branch is static as of 4:00 p.m. September 30th. Any discrepancies will be looked at on a case by case basis by the Education Funding branch. Any discrepancies should be recorded on the Directors Verification Report and sent back to the Education Funding Branch before October 7<sup>th</sup>, 2015. All discrepancies will be finalized by October 23rd.

**11. Can mass re-enrolment still be used? And, if yes, when should this begin?**

Yes, mass re-enrolment can still be used. The school year runs from August 1<sup>st</sup> to July 31<sup>st</sup>. Enrolments entered after August 1<sup>st</sup> will fall in the 2015-2016 school year.

**12. What is the cut-off date for students turning 22 years of age?**

A student is counted as being under 22 as long as that student is under 22 years of age on September 30<sup>th</sup> of the school year.

**13. When final enrolments are submitted on September 30th, what will later submissions on the same day by other school divisions do to existing enrolments? The most recent enrolment date (not submission date) defines a student's enrolment. Enrolments dated earlier than the most**

recent enrolment remain stored in the system. The purpose of the period of time between the initial data submission due date of September 17<sup>th</sup> and the final data submission due date of September 30<sup>th</sup> is to proactively eliminate issues of dispute. If school divisions have been reviewing their reports closely during the days leading up to September 30<sup>th</sup>, the only points of disagreement should be students enrolling or withdrawing on September 30<sup>th</sup>.

**14. When a student transfers to a school on September 30<sup>th</sup>, where is that student counted?**

The student is counted by the school where he or she is in attendance on September 30<sup>th</sup>. If a student pre-registers in your school on or before September 30<sup>th</sup> but only begins attending on or after October 1<sup>st</sup>, that student should NOT be counted in your September 30<sup>th</sup> enrolments.

## Validation of Data

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

A set of reports to support data validation has been developed both in the SDS web application and the Discoverer reporting tool. These validation reports provide school divisions/schools with the resources/tools to identify issues with their enrolment data prior to the September 30<sup>th</sup> enrolment count. This is anticipated to reduce the time required to validate the September 30<sup>th</sup> data as the reports identify issues that will need to be addressed in the validation process. Enrolment summary reports and an in/out report have been developed for student enrolment validation. On October 1<sup>st</sup> a verification signoff report and a detailed enrolment report will be sent for final verification.

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

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

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

SDS – SD Preliminary Data Check Enrolment - Home Base

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

SDS – SD Preliminary Data Check Enrolment – Immersion

- This report has 5 worksheets
  - The first worksheet, “French Summary”, shows counts of French immersion students and what school they attend. Check for French Immersion students enrolled in schools which are not flagged as immersion schools and Non-Immersion students in single track French Immersion schools.

- The second worksheet, “French Detail”, is a detailed version of the first worksheet which helps identify a student record that needs to be corrected.
- The third worksheet, “Ukrainian Summary”, shows counts of Ukrainian Immersion students and what school they attend. Check for students who are enrolled in a school which does not offer Ukrainian Immersion.
- The fourth worksheet, “Cree Summary”, shows counts of Cree Immersion students and what school they attend. Check for students who are enrolled in a school which does not offer Cree Immersion.
- The fifth worksheet, “Immersion Schools”, shows enrolment counts for all Immersion schools. Check for Immersion schools with low immersion enrolment, Non-Immersion students in Single track schools and Immersion students enrolled in schools with the incorrect immersion flags, e.g. Cree Immersion in a French Immersion School.

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

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

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

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

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

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

#### Reports / Enrolment Reports / School Enrolment Verification

- The School Enrolment Verification report has been enhanced to only include base students in the totals, include totals for tuition students, immersion students, +22 students and EAL students. At the bottom there are totals for PreK-12 and K-12.

#### Reports / Enrolment Reports / Student Detail Enrolment Verification

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

#### Reports / Enrolment Reports / PreKindergarten Student

- The PreKindergarten report has been enhanced to show which students are ministry designated and which ones are not. Totals at the bottom of the report show total number of students, total number of designated and total number of non-designated.

#### **2. Who is able to have access to Discoverer and is there a limit to the number of individuals in a school division who can have Discoverer access?**

School divisions are welcome to have multiple users with access to Discoverer. Please be aware that Discoverer access is only available at the school division level. Individual school user access is not available. There is no limit to the number of Discoverer users; however, school divisions will want to think about privacy and confidentiality in granting wide access to the data in a web-based environment.

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

The Verification Report will need to be signed by the Director and emailed back to the Education Funding Branch before 5:00pm on October 7<sup>th</sup>, 2015.

For Historical High Schools and Qualified Independent Schools the email with the Verification Report and the checklist will be sent to the Director.

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## 2014-15 Targeted Prekindergarten Programs

School Division and total # of programs	School #	School	Community	Programs
<b>Chinook</b>				
<b>5 programs</b>	1550201	Central School	Swift Current	2
4 schools	1511343	école Centennial School	Swift Current	1
4 classrooms	710911	Shaunavon Public School	Shaunavon	1
	1710821	Sidney Street School	Maple Creek	1
<b>Christ the Teacher RC</b>				
<b>5 programs</b>	3660101	St. Alphonsus School	Yorkton	2
3 schools	2660101	St. Henry's Junior School	Melville	1
3 classrooms	3660201	St. Mary's School	Yorkton	2
<b>Creighton</b>				
<b>2 programs: 1 school</b>	6722013	Creighton Community School	Creighton	2
<b>Good Spirit</b>				
<b>11 programs</b>	3710211	Canora Junior Elementary	Canora	1
6 schools	3650301	Columbia Elementary	Yorkton	2
7 classrooms	2650201	Davison School	Melville	2
	3650801	Dr. Brass Elementary	Yorkton	2
	2510711	Hoffman School	Langenburg	1
	3510221	Victoria School	Kamsack	3
<b>Holy Family</b>				
<b>3 programs</b>	260301	St. Mary's School	Estevan	1
3 schools/classrooms	1160203	St. Michael Junior High	Weyburn	1
	260101	Sacred Heart Elementary/École Sacre Coeur	Estevan	1
<b>Holy Trinity</b>				
<b>5 programs</b>	2260101	Sacred Heart	Moose Jaw	2
3 schools/classrooms	2260201	St. Agnes	Moose Jaw	2
	2260701	All Saints Catholic School	Swift Current	1
<b>Horizon</b>				
<b>7 programs</b>	4722011	Humboldt Public School	Humboldt	1
5 schools/classrooms	2910411	Punnichy Elementary	Punnichy	2
	4611411	Wadena Elementary	Wadena	2
	4810913	Wakaw School	Wakaw	1
	3810611	Wynyard Elementary	Wynyard	1
<b>Ile a la Crosse</b>				
<b>3 programs</b>	6720111	Rossignol Elementary School	Ile a la Crosse	3
<b>Light of Christ RC</b>				
<b>7 programs</b>	5860301	Holy Family School	N. Battleford	2
4 schools/classrooms	5860201	Notre Dame School	N. Battleford	2
	6424011	Rivier Elementary School	Spiritwood	1
	5860501	St. Mary School	N. Battleford	2
<b>Living Sky</b>				
<b>15 programs</b>	5810211	Battleford Central Elementary	Battleford	1
10 schools/classrooms	5010213	Cando Community School	Cando	1
	5850401	Connaught Elementary	N. Battleford	2
	5910111	Cut Knife Elementary School	Cut Knife	1
	5850501	Lawrence Elementary	N. Battleford	2
	6410313	Leoville Central School	Leoville	1
	4410413	Macklin School	Macklin	1
	5850601	McKitrick Community School	N. Battleford	2
	5810221	St. Vital School	Battleford	2

	5910711	Unity Public School	Unity	2
<b>Lloydminster RC</b>				
<b>2 programs</b>	6060501	Mother Teresa Early Childhood Education Center	Lloydminster	2
<b>Lloydminster Pub</b>				
<b>3 programs</b>	6050901	Jack Kemp School	Lloydminster	3
<b>North East</b>				
<b>9 programs</b>	5450201	Brunswick Elementary	Melfort	1
6 schools	6110811	Central Park Elementary School	Nipawin	4
7 classrooms	5450301	Maude Burke Elementary School	Melfort	1
	5410311	Reynolds Central School	Melfort	1
	5210621	Stewart Hawke Elementary	Hudson Bay	1
	5310821	Tisdale Elementary School	Tisdale	1
<b>Northern Lights</b>				
<b>14 programs</b>	6710513	Charlebois Community School	Cumberland House	1
10 schools	6711351	Gordon Denny Community School	Air Ronge	2
11 classrooms	6712113	Hector Thiboutot Community School	Sandy Bay	1
	6713311	Jans Bay School	Jans Bay/Cole Bay	1
	6711223	La Loche Community School	La Loche	2
	6711913	Minahik Waskahigan School	Pine House Lake	1
	6711321	Pre-Cam Community School	La Ronge	3
	6711013	St. Pascal School	Green Lake	1
	6710213	Twin Lakes Community School	Buffalo Narrows	1
	6710113	Valley View School	Beauval	1
<b>Northwest</b>				
<b>13 programs</b>	6010211	J.H. Moore Elementary	Lashburn	1
7 schools	6610631	Jubilee Elementary	Meadow Lake	4
9 classrooms	6610691	Lakeview Elementary School	Meadow Lake	4
	6610813	Pierceland Central School	Pierceland	1
	6010411	Ratushniak Elementary School	Maidstone	1
	6510913	Turtleford School	Turtleford	1
	6510613	St. Walburg School	St. Walburg	1
<b>Prairie South</b>				
<b>8 Programs</b>	510231	Assiniboia Seventh Avenue School	Assiniboia	1
6 schools/classrooms	2250301	Empire School	Moose Jaw	2
	2250601	King George School	Moose Jaw	1
	2250801	Prince Arthur Community School	Moose Jaw	1
	2251101	Westmount School	Moose Jaw	2
	2251201	William Grayson School	Moose Jaw	1
<b>Prairie Spirit</b>				
<b>13 programs</b>	4110213	Allan Composite School	Allan	1
11 schools/classrooms	4110413	Clavet Composite School	Clavet	1
	4110611	Dundurn School	Dundurn	1
	4910121	Hague Elementary School	Hague	1
	5710313	Leask Community School	Leask	1
	4210213	Lord Asquith School	Asquith	1
	4910511	Rosthern Elementary School	Rosthern	1
	4910623	Stobart Community School	Duck Lake	2
	4910411	Valley Manor Elementary School	Martinsville	1
	4910911	Venture Heights Elementary School	Martinsville	1
	4910421	Warman Elementary School	Warman	2
<b>Prairie Valley</b>				
<b>10 programs</b>	2710123	Balcarres School	Balcarres	2

9 schools/classrooms	1910111	Fort Qu'Appelle Elementary Community School	Ft Qu'Appelle	2
	2710211	Grenfell Elementary	Grenfell	1
	1910211	Indian Head Elementary School	Indian Head	1
	2810413	Kelliher School	Kelliher/Lipton	1
	2110911	Lumsden Elementary School	Lumsden	1
	2111013	Pilot Butte School	Pilot Butte	1
	1810513	Whitewood School	Whitewood	1
<b>Prince Albert RC</b>				
<b>11 programs</b>	5660101	École St. Anne School	Prince Albert	2
	5661403	St. Francis School	Prince Albert	1
5 schools	5660203	St. John Community School	Prince Albert	4
6 classrooms	5660503	St. Michael School	Prince Albert	2
	5660701	W.F.A. Turgeon Catholic Community School	Prince Albert	2
<b>Regina RC</b>				
<b>22 programs</b>	2160101	Deshaye Catholic School	Regina	2
15 schools	2160201	Holy Rosary Community School	Regina	1
16 classrooms	2160301	Sacred Heart Community School	Regina	3
	2160601	St. Augustine Community School	Regina	2
	2160701	St. Catherine School	Regina	1
	2160801	St. Francis Community School	Regina	2
	2162601	St. Gregory School	Regina	1
	2163001	St. Jerome	Regina	1
	2162501	St. Joan of Arc	Regina	1
	2161501	St. Matthew	Regina	1
	2161401	St. Mary	Regina	2
	2161601	St. Michael Community School	Regina	1
	2161901	St. Peter School	Regina	1
	2162901	St. Theresa	Regina	2
	2162801	St. Timothy	Regina	1
<b>Regina</b>				
<b>41 programs</b>	2150201	Albert School	Regina	3
24 schools	2150301	Arcola School	Regina	2
25 classrooms	2157801	Centennial School	Regina	1
	2157403	Cochrane High School	Regina	1
	2150901	Connaught Community School	Regina	2
	2151001	Coronation Park School	Regina	2
	2151401	Dr. George Ferguson School	Regina	2
	2156301	Dr. L.M. Hanna School	Regina	2
	2151501	Douglas Park School	Regina	2
	2154301	Elsie Mironuck School	Regina	2
	2151901	Glen Elm School	Regina	2
	2152001	Grant Road School	Regina	2
	2152401	Imperial Community School	Regina	1
	2156101	Judge Bryant School	Regina	2
	2152601	Kitchener School	Regina	2
	2153401	Marion McVeety School	Regina	1
	2153001	McDermid Community School	Regina	1
	2157701	McLurg School	Regina	2
	2152801	M.J. Coldwell School	Regina	1
	2154201	Rosemont School	Regina	2
	2159205	Seven Stones Community School	Regina	2
	2154501	Thomson School	Regina	2
	2154901	Walker School	Regina	1
	2157601	W.H. Ford School	Regina	1



<b>Sask Rivers</b>					
<b>24 programs</b>	6310223	Canwood School		Canwood	1
13 schools	5650401	John Diefenbaker School		Prince Albert	2
15 classrooms	5650501	King George Community School		Prince Albert	2
	5510343	Kinistino School		Kinistino	1
	5650901	Princess Margaret School		Prince Albert	1
	5651103	Queen Mary Community School		Prince Albert	4
	5651503	Riverside Community School		Prince Albert	4
	4810813	St. Louis School		St Louis	1
	6310721	Shellbrook Elementary School		Shellbrook	1
	6310121	T.D. Michel Elementary School		Big River	1
	5651201	Vincent Massey Community School		Prince Albert	2
	5651901	Westview Community School		Prince Albert	2
	5651601	W.J. Berezowsky School		Prince Albert	2
<b>Saskatoon Public</b>					
<b>41 programs</b>	4150701	Caroline Robins School		Saskatoon	4
15 schools	4150801	Caswell Community School		Saskatoon	4
22 classrooms	4155201	Confederation Park Community School		Saskatoon	4
	4155501	Fairhaven School		Saskatoon	4
	4151701	Howard Coad School		Saskatoon	2
	4152201	King George Community School		Saskatoon	2
	4155401	Lester B. Pearson School		Saskatoon	2
	4152501	Mayfair Community School		Saskatoon	2
	4152901	Pleasant Hill Community School		Saskatoon	3
	4153101	Princess Alexandra Community School		Saskatoon	2
	4153401	Sutherland School		Saskatoon	3
	4153701	Vincent Massey School		Saskatoon	2
	4153901	Westmount Community School		Saskatoon	3
	4154101	W.P. Bate Community School		Saskatoon	4
<b>South East Cornerstone</b>					
<b>9 programs</b>	1010213	Arcola School		Arcola	1
7 schools/classrooms	1010411	Carlyle Elementary School		Carlyle	1
	110433	Carnduff Education Complex		Carnduff	1
	1150301	Haig School		Weyburn	2
	910411	MacLeod Elementary School		Moosomin	1
	110730	Oxbow Prairie Horizons School		Oxbow	1
	250701	Westview Elementary		Estevan	2
<b>St. Paul RC (Saskatoon)</b>					
<b>28 programs</b>	4160101	Bishop Klein School		Saskatoon	4
11 schools	4162601	Bishop Roborecki School		Saskatoon	3
17 classrooms	4162901	Father Vachon School		Saskatoon	2
	4724021	St. Dominic School - Humboldt		Humboldt	1
	4160801	St. Edward School		Saskatoon	1
	4160901	St. Frances School		Saskatoon	3
	4161301	St. John's School		Saskatoon	2
	4161101	St. Maria Goretti School		Saskatoon	3
	4163101	St. Mark School		Saskatoon	3
	4161501	St. Mary's Wellness and Education Centre		Saskatoon	4
	4161701	St. Michael School		Saskatoon	2
<b>Sun West</b>					
<b>5 programs</b>	5010133	Biggar Central School		Biggar	1
	3211011	Outlook Elementary School		Outlook	1
4 schools/classrooms	4310921	Walter Aseltine School		Rosetown	1

3410531 Westberry School

Kindersley

2

**Total**

**316**