

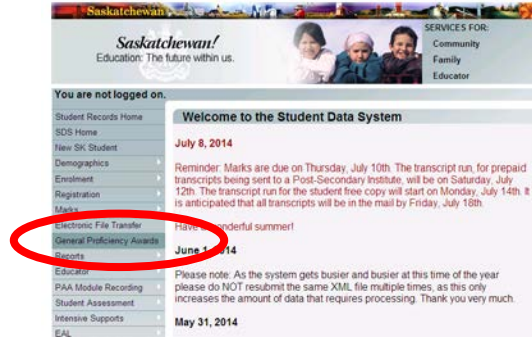
General Proficiency Awards

NEW: Online School Division Summary

Instruction Sheet

In order to process GPA nominees, school divisions will submit their schools' nominees via the new GPA web application as follows:

1. From the *Student Data System*, click on **General Proficiency Awards**.

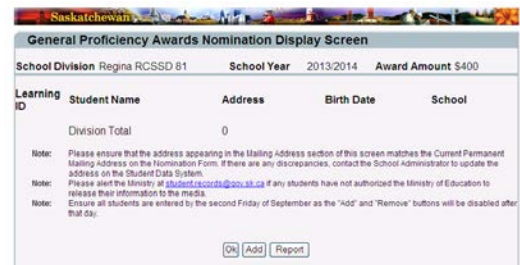


2. Log in when prompted.

3. Your school division should be displayed in the Division field. Click **Submit**.



4. On the *General Proficiency Awards Nomination Display Screen*, click the **Add** button to begin adding nominees (nomination forms should have been submitted to division offices from the schools).



5. Enter the student's information on the *Student Search* screen, and click the **Search** button.



- Verify that the address on the SDS matches the nomination form as this is where the cheque will be sent (if there are discrepancies, contact the school).

Once confirmed, click the **Submit** button to add them to your list.

General Proficiency Awards Confirmation

School Division: Regina RCSSD 81 School Year: 2013/2014 Award Amount: \$400

Learning ID : ██████████
 Student Name : Jake ██████████
 Birth Date : █-Nov-20-██████████
 Mailing Address : 3-██████████ Place
 REGINA, SK
 School Enrolment : St. ██████████

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.

Continue this process until you've entered all your division's nominees.

Ensure the Division Total matches your division quota.

If you have added a student in error, click the **Remove** button to the right of their name.

General Proficiency Awards Nomination Display Screen

School Division: Regina RCSSD 81 School Year: 2013/2014 Award Amount: \$400

Learning ID	Student Name	Address	Birth Date	School	
██████████	Brandon	██████████ Place REGINA, SK	█-Sep-20-██████████	St. ██████████	<input type="button" value="Remove"/>
██████████	Jake	██████████ Place REGINA, SK	█-Nov-20-██████████	St. ██████████	<input type="button" value="Remove"/>
Division Total					2

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.

- When complete, you have the option of running a report (click the **Report** button) or click on **Ok** to exit.

If you require assistance, please contact student.records@gov.sk.ca or (306)787-8320.