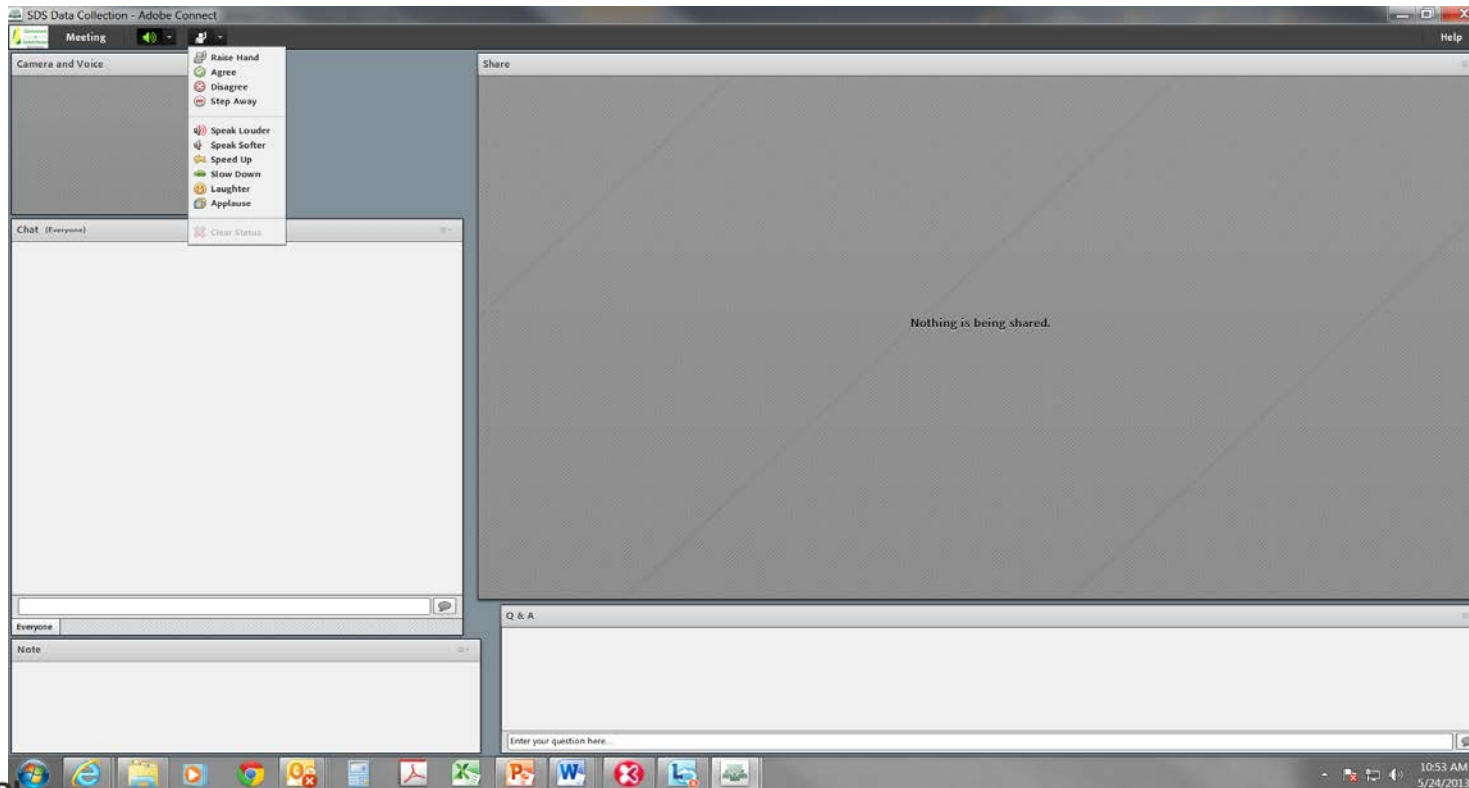


SDS Fall Data Collection post September 30th Review 2015

November 26, 2015

- September 30th Lessons Learned
- SDS Web Application Availability
- Registrar's Handbook web resource
- Driver Education Mark Submission
- Alternate Exam Protocols - Weather
- New Sciences course codes
- Teacher Accreditation
- EEP and XML data transfer
- Out-of-Province Evaluations
- Dual Credit Update
- Use of eMail vs. Fax
- Data Collection Timelines 2015-2016

Agenda



Please:

Mute your phone

Use status options to help us manage the session

Enter questions in the Q&A box. We will pause and respond at the end of each section

Housekeeping

- System stability was good.
- Do not send large XML files in the last week before September 30th.
 - Send corrections/additions only
 - Has potential to affect other Divisions' enrolments (automatic withdrawal)
- Distance Learning - Base / Non-Base Enrolments
 - Ensure students are correctly, explicitly flagged as non-base.
 - The exception is a Base enrolment in distance learning environment.
 - SDS defaults to Base if not explicitly set
 - Base enrolments trigger a withdrawal at previous school.
 - Non-base enrolments add a concurrent enrolment.
 - Impacts other Division enrolment totals.
 - Manual correction is only option
 - Affects grade 10 cohort and many other business areas.
 - DO NOT send Class Registrations before Enrolments are finalized
 - Automatic 'add' of enrolment
- Remind schools that student enrolment dates must be accurate when they are 'working ahead' in September. Enrolments trigger automatic withdrawal and affect enrolment totals.

SEPTEMBER 30TH LESSONS LEARNED

- Communicate known SDS shutdowns with personnel in Division
 - October 1 – system availability is unknown
 - Mitigate effect on planned in-service, for example.
- Known / potential shutdowns will be posted on the SDS Home Page.
 - Quarterly release may affect availability January 8, 2016
- Ensure Principals and Office Administrators are aware of availability

SDS Web Application Availability

PRODUCT TYPE	
Forms	»
Legislation	»
Ministry / Agency List	»
News Releases	»
Orders In Council	»

BYLAWS	
Associations	»
Municipalities	»

PUBLICATIONS SEARCH	
<input type="text" value="Google™ Custom Search"/>	<input type="button" value="Search"/> <input type="button" value="x"/>

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.

www.Saskatchewan.ca -

- Government > Education and Childcare Facility Administration > Services for School Administrators
- > Registrar's Handbook for School Administrators: Appendices, Forms, Supporting Policy Documents.

Registrar's Handbook Page - bookmark!

- Regulation stipulate that percentage marks for Driver's Education are to be submitted to SDS
 - per section 54 (5&6)
- Set up Class / Student Registrations
 - course code number 4605 – Driver Education 10
 - Supervising teacher (principal) educator certificate number
 - Submit Class / Registrations / Marks to SDS
- Deadline for submission of 2014-2015 Driver Ed classes and marks is end of November.
 - 120 day rule

Driver Education Mark Submission

- The Departmental Exam protocol for inclement weather conditions, security expectations, policy and procedures is contained in:
 - **Registrar's Handbook** *Appendix E: Presiding Officer's Manual 2015-2016*
- Alternate day is first school day after January exams, OR, March session
- For alternate day:
 - Exams scheduled for AM during regular exam week are written in AM
 - Exams scheduled for PM during regular exam week are written in PM
 - If student requires 3 exams on alternate day, contact Kevin Tonita, Assessment Unit.

Alternate Exam Protocols – Weather

- Ensure your SIS has correct codes for the 30 level Science courses being taught at your school.
 - For this year, both 'old' and 'new' codes are valid
 - Departmental exams exist for both 'old' and 'new'
 - The departmental exam corresponding to the course code registered on SDS will be shipped.
- Verify teacher accreditation
 - Biology 30
 - 8255 (new) / 8211 (old)
 - Chemistry 30
 - 8256 (new) / 8212 (old)
 - Physics 30
 - 8257 (new) / 8213 (old)

Science Course Codes

- Avoid accreditation issues by checking accreditation of teachers early.
- Do not wait for the end of the semester as it may impact student transcripts and post-secondary applications.
- SDS Report – *Active Accreditation Report*
- Substitute or temporary teachers who are NOT accredited and teach the majority of the semester will be required to administer departmental examinations.
- Policy changes coming into effect August 1, 2016
 - Will be communicated in Christmas bi-weekly bulletin

Teacher Accreditation

- SIS Vendors have indicated they will develop the Classroom Composition object. Delivery dates tba.
- Navision Update
- SRB Update
- Data cleaning webinars will be held after Christmas.
- Desire to move forward with this initiative

EEP and XML Transfer

- Out-of-Province evaluations for Saskatchewan equivalency are now processed online through the SDS.
- Please inform high school administrators and guidance counsellors of this change and that a form is no longer required.
- Credit Transfer Manual is available on the SDS under System Updates
- **Send ALL correspondence to credit transfer mailbox credit.transfer@gov.sk.ca**
- Please allow adequate time for processing

Out-of-Province Evaluations

- All new locally developed dual credit course codes will automatically appear on the school's SDS report *Locally Developed*.
- Royal Conservatory of Music courses are now dual credits.
- Communication of dual credit registration and final mark record is important. Ensure students and parents understand the policy to avoid misunderstandings related to registration process and transcripts.
- Refer to the Dual Credit Initiative (updated 2015) Registrar's Handbook page.

Dual Credit Update

- **Please remind schools to use the student records mailbox:**
 - student.records@gov.sk.ca
 - Scan and attach documents as required (e.g. Name Change Form)
 - FAX line is being phased out

Use of Email vs. Fax

- Feedback?
- Request to add name field to verification reports has been received. Exploring impact.

SDS - Discoverer reports

Data submission activities	Due Date
Regularly submit additions, withdrawals, and changes throughout the year (according to Standards of Practice for Student Enrolment and Withdrawal from the SDS [Appendix F]) via XML transfer, SDS web application.	Ongoing
Submit demographic changes (address) as soon as available and ongoing throughout the year.	Ongoing
Registrations for all courses that finish on or before the end of January are due (supports a snapshot of teacher assignments). Registrations for all courses that finish on or before the end of June are due.	Friday, Oct. 30, 2015 Friday, April 1, 2016
** 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).	
Deadline for school divisions to identify students requiring intensive supports	Thursday, December 17, 2015 @ 5:00pm
Run reports from SDS for intensive supports data (Ministry of Education)	Friday, December 18, 2015 @ 8:00am
Monthly attendance data collection	2 nd Thursday of the following month
Marks due	Second Friday of every month Exceptions: January final marks are due Thursday, February 11, 2016. June final marks are due Thursday, July 7, 2016.

Data Collection Timelines

Data submission activities	Due Date
Levelled Reading Scores: Grades 2 and 3 English; Grades 2 and 3 Francophone; Grade 3 French Immersion	Friday, November 27, 2015
Levelled Reading Scores: Grades 2 and 3 English, Francophone, and French Immersion	Thursday, March 31, 2016
Levelled Reading Scores: Grades 1 – 3 English; Grades 1 – 3 Francophone; Grades 2 and 3 French Immersion	Tuesday, June 28, 2016

- XML transfer for Levelled Reading (Student Provincial Assessment) availability:
 - Maplewood – available and functional. *Base Students: Student Assessments (Reading & Number Sense)*
 - PowerSchool – in development queue. Delivery date tbd.
 - SIRS/SchoolLogic – in development queue. Deliver date tbd.

Data Collection Timelines – continued

Contacts:

SDS Support: student.records@gov.sk.ca

Credit Transfer: credit.transfer@gov.sk.ca

EAL:

- Nadia Prokopchuk, 306-933-8497, nadia.prokopchuk@gov.sk.c
- Seema Saroj, 306-787-7015, seema.saroj@gov.sk.ca

Intensive Supports:

- Michelle Mougeot, 306-787-7016, michelle.mougeot@gov.sk.ca
- Seema Saroj, 306-787-7015, seema.saroj@gov.sk.ca

Levelled Reading:

- Wendy Sawatzky, 306-787-0945, wendy.sawatzky@gov.sk.ca

SDS Training:

- Charline Fleury, 306-477-4414, charline.fleury@gov.sk.ca

Thank you