

Secondary Level Mark Corrections Student Data System

Learning ID (if known)											

Schools submitting secondary level marks information via XML or through the SDS website may make corrections electronically (up to 30 days after the course end date). After 30 days, submit corrections using this form. Schools submitting secondary level marks information in paper format should use this form to submit corrections.

Student Information											
Last Name											
First Name				Middle Name				Birthdate (dd/mm/yyyy)			
School Information											
School Division/Tribal Council				School				Ministry Assigned Number			
Course Information											
Course Number						Course Name					
Teacher Certification Number						Teacher Name					
Final School Mark			_____ %								
Course Start Date				Course End Date							
This is a: <small>(see following page for definitions)</small>				<input type="checkbox"/> Correction to an Existing Mark				<input type="checkbox"/> Remove Existing Mark			
				<input type="checkbox"/> Correction to an Existing Course				<input type="checkbox"/> Credit Recovery (school based)			
				<input type="checkbox"/> New Mark Addition				<input type="checkbox"/> Credit Recovery (summer school)			
				<input type="checkbox"/> Course Challenge				<input type="checkbox"/> Other (explain below)			
				<input type="checkbox"/> Dual Credit (teacher info not required above)							
Reason for the Correction:											

Teacher	Signature (electronic signature acceptable) <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="width: 25%;">Day</th> <th style="width: 25%;">Mon</th> <th style="width: 50%;">Year</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Mon	Year			
Day	Mon	Year						
Principal	Signature (electronic signature acceptable) <small>(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)</small>	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="width: 25%;">Day</th> <th style="width: 25%;">Mon</th> <th style="width: 50%;">Year</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Mon	Year			
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Submit form to Registrar's Office, Ministry of Education: Email to student.records@gov.sk.ca or fax 306-787-0035

Secondary Level Mark Corrections

Correction to an Existing Mark – select this option to correct an existing mark that was submitted in error (e.g., typo, number reversals) on the SDS. More than 30 days have elapsed since the course end date, and the school no longer has access to update the mark.

Correction to an Existing Course – select this option to correct an existing course on the SDS (e.g., student was given credit for Visual Art 30, but they actually took Visual Art 20). More than 30 days have elapsed since the course end date, and the school no longer has access to update the course.

New Mark Addition:

- Non-existing course registration – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 30 days have lapsed since the end of the school year, the student was not registered in the class on SDS, and the school no longer has access to add a mark; or,
- Existing course registration – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 120 days have lapsed since the end of the school year and the school no longer has access to add a mark.

Course Challenge – the school wishes to submit a mark as per the Course Challenge Process: Policy and Procedures which can be found in the [Registrar's Handbook](#). A copy of the school/school division's course challenge policy and a completed [Intent to Challenge Course Form](#) must be attached to the Mark Correction form. The mark must be submitted to the Ministry of Education for entry onto the SDS.

Dual Credit – student has earned a credit from an outside entity eligible for Dual Credit recognition. Teacher information is not required.

Remove Existing Mark - select this option to remove a mark from the SDS that was incorrectly or inappropriately submitted. More than 30 days have elapsed since the course end date, and the school no longer has access to remove the mark.

Credit Recovery (school based) – student has improved their mark in a course by doing additional work to meet the outcomes (e.g., hand in missed assignments, complete a project). The mark will replace the existing mark on the SDS. Credit recovery must be completed within 30 days after the course end date (for courses that end in May/June, credit recovery must be completed within 30 days of the next school year).

Credit Recovery (summer school) – student has completed a course at a school, AND has completed at least 60 hours of instructional time through a summer school registered with the Ministry in order to improve their mark. The mark will replace an existing mark on the SDS, and is to be submitted by the base school.

Reason for the Correction: All Mark Correction forms must include a written explanation of the circumstances behind the correction and the reason that the addition/correction was not made by the school within 30 days after the course end date.

***School Supplemental** – Supplemental examinations for Grade 12 subjects (for which there are departmental exams) may be written for 100% of the student's mark. Students taught a Grade 12 subject by an accredited teacher shall have the opportunity to write a teacher-prepared comprehensive supplemental examination to raise his/her mark (please see the Registrar's Handbook for more information). Marks obtained through school supplemental examinations should be entered by the school as a new mark record, not a change to an existing mark. If the exam is given as a re-write, rather than as a supplemental examination, the mark would be submitted as a mark correction.

****Summer school** courses that are full 100 hour courses, not credit recovery (no prior registration in the course is required) should have marks submitted by the summer school, through the normal mark submission process.