

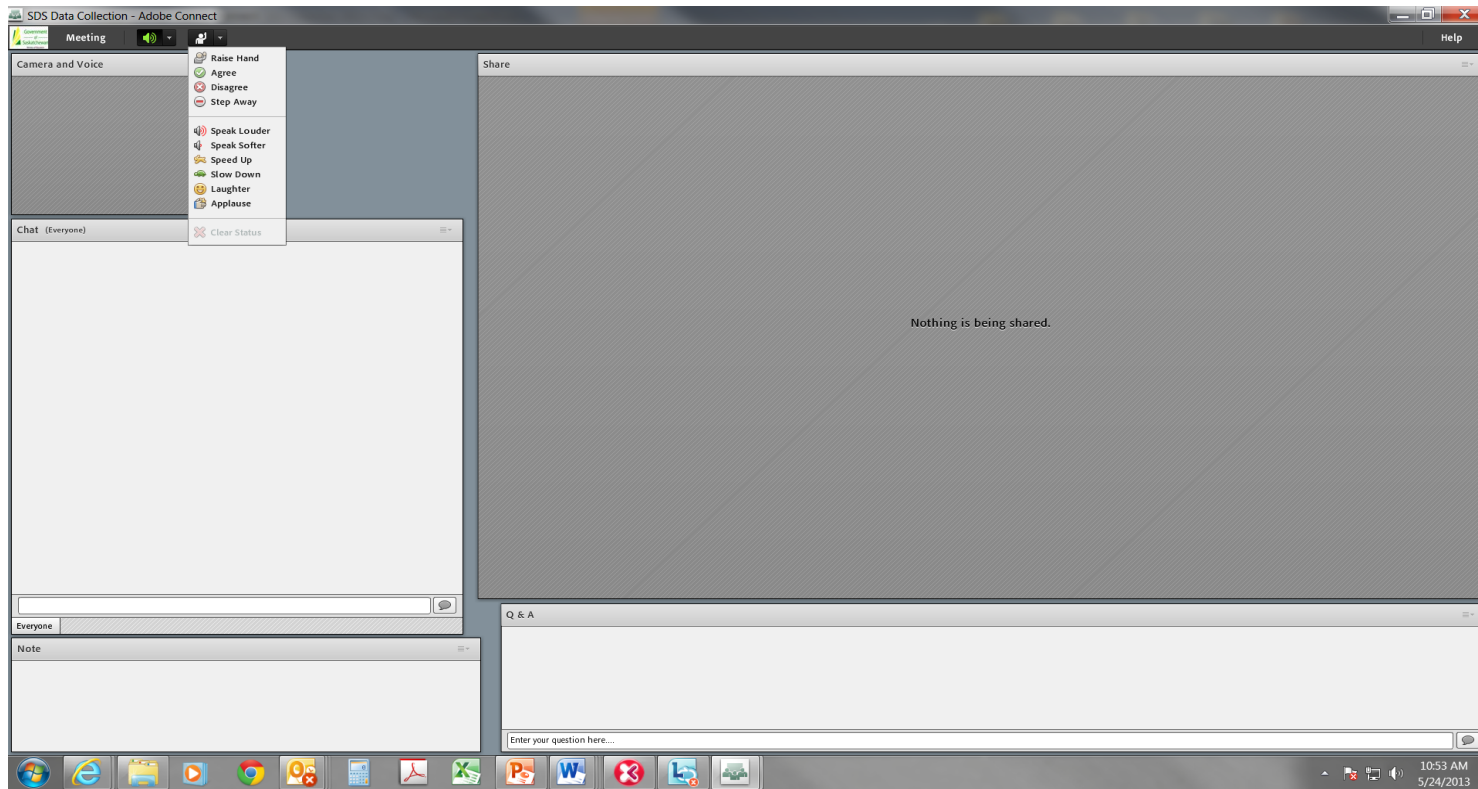
# **FALL DATA COLLECTION 2015**

ED FUNDING-STUDENT SERVICES-SDS

September 10, 2015

- SDS Entry / Exit Codes
- SDS Student Search
- My Report Dashboard
- General Proficiency Online Division Summary
- Known Issues
- Fall 2015 Data Collection Timelines
- Education Funding – September 30<sup>th</sup> Counts
- Electronic Educator Profile
- EAL – Languages spoken in home
- Registrar’s Handbook
- SDS User Accounts
- Contacts / Support

# AGENDA



PLEASE:  
MUTE YOUR PHONE  
USE STATUS OPTIONS TO HELP US MANAGE THE SESSION  
ENTER QUESTIONS IN THE Q&A BOX.

# HOUSEKEEPING

<b>Enrolment Type Codes</b>	
01	Transfer from another Saskatchewan school (No longer used)
03	Transfer from out-of-province schooling within Canada
04	Transfer from another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)
05	Transfer from a First Nation school in Saskatchewan

- New codes are active as of August 1, 2015.
- *On web application, only new codes are available regardless of enrolment or withdrawal date – but will error if date prior to August 1 selected. Use August 1 or later.*
- XML transactions must be dated accordingly:
  - Entry or Exit on or before July 31 – old codes
  - Entry or Exit on or after August 1 – new codes

<b>Enrolment Outcome and Discontinuation Reason Codes</b>	
01	Transferred to another Saskatchewan school (No longer used)
03	Transferred to out-of-province schooling within Canada
10	Transferred to out-of-country schooling
12	Completed Functional Integrated Program
13	Transferred to home-based in Saskatchewan
15	Completed schooling
17	Deceased
18	Discontinued schooling, with a reason of "health reasons"
19	Expelled
21	Discontinued schooling, with no reason
24	Discontinued schooling, with a reason of "other education"
25	Discontinued schooling, with a reason of "non-based"
50	Discontinued schooling, with a reason of "employment"
52	Discontinued schooling, with a reason of "dissatisfied with school"
53	Discontinued schooling, with a reason of "other reason"
60	Enrollment cancelled/no show
61	Discontinued schooling, with a reason of "monitored"
63	Transferred to another Saskatchewan school (Public, Separate, Historical, Independent, Custody and Care)
64	Transferred to another First Nation Saskatchewan school

# SDS – ENROLMENT (ENTRY) & OUTCOME (EXIT) CODES

**Student Search - Student Enrolment** [Need Help?](#)

You must provide either a valid Learning ID **OR** legal name, birth date and gender to perform a search.  
 Optional alias name combinations and/or HSN, middle name may be used in addition to legal name, birth date and gender to assist identifying a student.

The system cannot determine whether an individual in the database is the one you are looking for, please enter additional information or contact Student Records (Potential match).

Learning ID

**OR**

Legal Last Name\*  Legal First Name\*

Birth Date\*     Gender\*

[Optional Search Criteria](#)

Students matching search criteria			
Name	Birth Date	Gender	Last School Attended
<a href="#">Example, Search Student</a>	01-Jun-2005	F	Aberdeen Composite School

IF XML – then the following message returned:

**<SL\_ErrorCode>60141</SL\_ErrorCode>**

**<SL\_ErrorMsg>There are one or more individuals that are close but not exact matches. Log in to the SDS web application and perform a search to determine the correct individual.</SL\_ErrorMsg>**

Contact Student Records if a the SDS Web Application does not yield a match.

# SDS – STUDENT SEARCH ENHANCEMENT

Reports in My Report Dashboard will be retained for 2 years unless deleted by user.

**You are not logged on.**

- Student Records Home
- SDS Home
- My Report Dashboard**
- New SK Student
- Demographics ▶
- Enrolment ▶
- Registration ▶
- Marks ▶
- Electronic File Transfer
- General Proficiency Awards
- Reports ▶
- Educator ▶
- PAA Module Recording ▶
- Student Assessment ▶
- Intensive Supports ▶
- EAL ▶
- eIIP
- Security Administration ▶

controller?uriTarget=dashboardReports.js

My Report Dashboard				Refresh
Job Name	Status	Started	Finished	Delete All
<a href="#">RPT_ACTIVE_SUMMARY_ENROLMENT.rdf</a>	✓	2015-04-28 15:38:35.0	2015-04-28 15:38:47.0	<input type="checkbox"/>
<a href="#">RPT_ACTIVE_SUMMARY_ENROLMENT.rdf</a>	✓	2015-04-28 15:37:42.0	2015-04-28 15:38:14.0	<input type="checkbox"/>
Ok				Delete

# SDS – MY REPORT DASHBOARD



**General Proficiency Awards Nomination Display Screen**

School Division Regina RCSSD 81      School Year 2014/2015      Award Amount \$400

Learning ID	Student Name	Address	Birth Date	School	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="button" value="Remove"/>

Division Total 1

**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](mailto: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.

## GPA Division Nominee Summary

- Requires SDS role of School division activities.
- After verifying eligibility, division enters students nominated to receive the GPA award
- Nomination forms retained at the division Due Date for entry on the SDS: September 11, 2015

# SDS – GENERAL PROFICIENCY AWARD ONLINE DIVISION SUMMARY

**Saskatchewan**

### Credit Transfer Screen Need Help?

**Student Personal Information**

Saskatchewan Learning ID [REDACTED]  
 Last Name [REDACTED]  
 First Name [REDACTED]  
 Middle Name [REDACTED]  
 Birth Date [REDACTED]

Select Province the Student is coming from: ALBERTA

**Required Documents**

Required Documents for the Province Selected must be emailed to [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca)  
 Alberta Transcript of Achievement, Alberta Statement of Courses and Marks

**Notes**

This is a list of required documents from Alberta. Please submit required documents to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca), or mail it to 128-1621 Albert St, Regina SK.

Credit Transfer					
Course End Date	External Course Code	Course Name	SK Course Code	SK Course Name	Appd
01-Jan-2014	3164	Abnormal Psychology	3330	Psychology 30	<input checked="" type="checkbox"/> Remove
01-Jan-2014	5165	Agricultural Equipment	7012	Apprenticeship B 2	<input checked="" type="checkbox"/> Remove
01-Jan-2014	1888				<input type="checkbox"/> Remove
dd-Mon-YYYY					<input type="checkbox"/> Add

## Credit Transfer Screen

- Used for students entering your school with credits from other Canadian provinces
- Must be enrolled in your school
- Guidance Counsellor/Principal role
- Scanned copy of transcripts **MUST** be sent to Ministry for review and Standing Granted (SG)

# SDS – NEW CREDIT TRANSFER SCREENS



**SDS:**

- Last week “Invalid XML” file –parsing error was fixed.
  - Can resubmit files for any schools affected
  - (ORA-31011: XML parsing failed ORA-19202)

**Maplewood:**

- EAL file – aware of an issue with file header
  - causes “Invalid XML” in batch or “Invalid URL” in real-time
  - FIX to be available September 10 (posted night of Sept. 9)

**SIRS:**

- Enrolment Change file – aware of an issue with program start date
  - Causes “Invalid XML” in batch
  - FIX to be released “Thursday at the latest” (September 10)
- EAL file – contains incorrect header. File will not process.
  - No timeline on fix.
  - Which Divisions are using XML to submit EAL?

**PowerSchool:**

- EAL file is correct.

# SEPTEMBER 2015 – KNOWN ISSUES

<b>Data Submission Activities</b>	<b>Due Date</b>
Deadline for the enrolment of students in the SDS	Thursday, September 17, 2015
Deadline for educators to complete the EEP	Monday, September 14, 2015
Administrator/EEP verification	Monday, September 21, 2015
Deadline for validation of student data by school division. Snapshot taken at 4pm	Wednesday, September 30, 2015 @ 4:00 pm C.S.T. (SDS will be locked until further notice: check the SDS Home Page)
Deadline for school divisions to enter EAL data	Thursday, September 17, 2015
Ministry snapshot taken of EAL data	Wednesday, September 30, 2015 @ 4:00pm
Director sign-off of student enrolment counts	Wednesday, October 7, 2015
Copy of sector staffing profile provided to directors by Educator Services	Friday, October 9, 2015
Director sign-off on staffing profile	Friday, October 23, 2015
September 30th enrolment finalized	Friday, October 23, 2015
Sector Staffing Profile finalized	Thursday, October 29, 2015
Timeline for entering Non-Instructional Personnel and Administration data	Monday, September 21, 2015 to Friday, October 9, 2015 @ 5:00 PM Finalized by Friday, October 23 <sup>rd</sup> , 2015
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

## **SDS – DATA SUBMISSION TIMELINE**

You are not logged on.

- Student Records Home
- SDS Home
- My Report Dashboard
- New SK Student
- Demographics ▶
- Enrolment ▶
- Registration ▶
- Marks ▶
- Electronic File Transfer
- General Proficiency Awards
- Reports ▶
- Educator ▶
- PAA Module Recording ▶
- Student Assessment ▶
- Intensive Supports ▶
- EAL ▶
- eIIP
- Security Administration ▶

## System Updates

Need Help?

**July 24, 2015**

**Frequently Asked Questions for the September 30, 2015 Count Process**

[Frequently Asked Questions for the September 30 Count Process](#)

[Immigration Quick Reference Guide](#)

**May 28, 2015**

[My Report Dashboard Training Manual](#) - For any questions regarding "My Report Dashboard", please contact your School Division's Student Information System Coordinator.

[Credit Transfer Training Manual](#) (updated Aug 26, 2015) - For any questions regarding Credit Transfer, please contact [credit.transfer@gov.sk.ca](mailto:credit.transfer@gov.sk.ca).

**May 5, 2015 Spring Webinar**

[Presentation](#)

[Q and A](#)

# EDUCATION FUNDING: SEPTEMBER 30<sup>TH</sup> COUNTS

FAQ AND IMMIGRATION REFERENCE GUIDE  
AVAILABLE ON SDS SYSTEM UPDATES PAGE

## FAQ: September 30<sup>th</sup> Count Process – Frequently Asked Questions

- Updated July 2015
- 3 sections to address questions and expectations regarding:
  - Student Enrolment Counts
  - How to Validate Enrolment Data
  - List of Ministry Designated Prekindergarten programs
    - No new Pre-K programs have been announced & unaware of any changes to existing programs. The 2014-15 list is valid at this time.

## Immigration Quick Reference Guide

- Addresses common questions on how to set Student Enrolment values in the Student Data System (SDS) as they relate to Residency and Tuition Status.

# **EDUCATION FUNDING: SEPTEMBER 30<sup>TH</sup> COUNTS**

## **FAQ AND IMMIGRATION QUICK REFERENCE GUIDE**

# EEP: Timeline / deadline reminders!

Deadline for educators to complete the EEP	Monday, September 14, 2015
Administrator/EEP verification (Reports)	Monday, September 21, 2015

The screenshot shows the 'SDS Home' navigation menu on the left. The 'Educator' menu item is highlighted, and a sub-menu is displayed to its right. The sub-menu items are: Educator Profile, Profil de l'éducateur ou de l'éducatrice, Director's Educator Profile Control Report, Principal's School Educator Report, and Educator Separation Form. The main content area behind the menu shows the 'Educator' section with the following text:
 

- Educator Profile**: Complete the online version of Educator Profile.
- Profil de l'éducateur ou de l'éducatrice**: Pour remplir en ligne la version française du profil de l'éducateur ou de l'éducatrice.
- Director's Educator Profile Control Report**: This report includes educators who are employed by school, and includes counts by school division.
- Principal's School Educator Report**: This report includes details of your school's educator profile.
- Educator Separation Form**: This form is used to report all educators who are no longer employed by the school.

The screenshot shows a web form titled 'Report Name Principal's School Educator Report'. The form includes the following fields:
 

- Employer**: A dropdown menu with 'Choose One' selected.
- School**: A dropdown menu with 'Choose One' selected.
- Report Type**: A dropdown menu with 'PDF' selected.
- Cutoff Date**: Three dropdown menus for 'Month', 'Day', and 'Year', followed by an ellipsis '...' button.

 At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Preview Report'. A 'Need Help?' link is located in the top right corner of the form area.

- Preview report option remains.
- Report will go to My Report Dashboard

# ELECTRONIC EDUCATOR PROFILE

Correlation between EAL Proficiency Level and Language(s) spoken in home:

- Expectation is that EAL students have language other than English spoken in home
- The SDS default for Language is English if none provided
- At this time there are no messages/warnings.
- EAL is Division level. Language is School level. Follow-up with EAL Coordinators
- May be helpful to create custom report to identify students with an EAL Proficiency Level and Language = English on local system (MW,SIRS,PS)

Student Personal Information	
First and Last Name	Sample Student
Middle Name	<input type="text"/>
Birth Date	08-Sep-2008
HSN	<input type="text"/>
Gender	Female <input type="button" value="v"/>
Citizenship(s)	CANADA <input type="button" value="Choose One"/>
Country of Birth	CANADA <input type="button" value="Choose One"/>
Country of Origin	CANADA <input type="button" value="Choose One"/>
Language(s) Spoken in the Home	English <input type="button" value="v"/> Choose One <input type="button" value="v"/>
Language of Transcript	English <input type="button" value="v"/>

# EAL: SEPTEMBER 30<sup>TH</sup> COUNTS – LANGUAGES SPOKEN IN HOME

## Registrar Handbook for School Administrators (2015-16)

- Available online only at [www.saskatchewan.ca](http://www.saskatchewan.ca)
  - Hints for navigating
    - Government > Education Administration > Services for School Administrators
- Includes forms and appendices

- All users must have their own SDS account
  - If an account is being “shared” it will be disabled
- The user whose name is attached to an account is held responsible for all activity associated with that account.
- No generic accounts allowed: i.e. OfficeStaff
- Security Authorization forms must be completed and kept on file.

# **SDS USER ACCOUNTS**

## **SECURITY ADMINISTRATION**



## Support:

School Division SDS support reps remain first contact for school and division help. To report SDS web application availability issues or if requiring File Transfer / XML support email [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

School level staff should contact the Ministry of Education Student Records staff directly at (306)787-1091; or by email at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) for assistance with:

- Inconclusive match – Duplicate Learning Ids
- Name/birthdate/learning id mismatch
- (\*new) Close but not exact match can be resolved by logging onto SDS and searching for student.

**SUPPORT**

**Questions or Concerns?**

**QUESTIONS?**

# Contacts:

Ed Funding /September 30<sup>th</sup> Discoverer Reports – Richard Fox  
[richard.fox@gov.sk.ca](mailto:richard.fox@gov.sk.ca)

SDS Support / EEP Support (\*new)– Student Records  
[student.records@gov.sk.ca](mailto:student.records@gov.sk.ca)

SIS Support – Charline Fleury [charline.fleury@gov.sk.ca](mailto:charline.fleury@gov.sk.ca)

EAL – Nadia Prokopchuk [nadia.prokopchuk@gov.sk.ca](mailto:nadia.prokopchuk@gov.sk.ca)

Intensive Supports – Seema Saroj [seema.saroj@gov.sk.ca](mailto:seema.saroj@gov.sk.ca)

**CONTACTS**