

Administrative Procedure 307 - Student Information System (SIS)

Background

The Student Information System (known as "SIS") is a Division database used to communicate student information to Alberta Education, track academic achievement, attendance, student services supports, student demographics, incident management and to communicate with the Division's transportation system and with external partners. The goal of SIS is to provide educational policy makers and administrators at all levels of schools, school authorities and government with accurate information on Alberta students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

Procedures

1. The Division is the primary contact between the schools and Alberta Education for the data collection.
2. The roles and responsibilities of the Secretary Treasurer are as follows:
 - 2.1 To ensure school personnel are trained in the procedures for collecting and coding student data.
 - 2.2 To help school personnel establish and monitor the data collection and verification process required by Alberta Education.
 - 2.3 To gather and consolidate student data from schools.
 - 2.4 To ensure the accuracy and completeness of student data.
 - 2.5 To transmit the required student information to Alberta Education in a timely fashion to meet provincial processing schedules.
3. Principals must ensure:
 - 3.1 Collection and recording of student data is timely and accurate.
 - 3.2 The validity of all student data for completeness and accuracy.
 - 3.3 The student registration form or confirmation is completed annually.
 - 3.3.1. Registration may be done either using the authorized paper-based registration form or the authorized on-line registration process
 - 3.3.2. Where an intent to register process is used by the school, the school is responsible to follow up with the legal guardian to complete the registration process under 3.3.1.

- 3.4 Documentation for student registration will be complete as follows:
- 3.4.1. The legal guardian has filled in the requested information on the registration form (paper or on-line) and has signed the form (where using the on-line process the submission is authorized electronically).
 - 3.4.2. The school shall review the registration form for completeness, including mailing address and physical address information as well as contact information.
 - 3.4.3. Where a paper-based form is received, staff will enter the student for registration using the on-line registration module to ensure standardization of information in the Student Information Database.
 - 3.4.3.1. The paper-based form will be scanned and stored electronically under the age/citizenship documentation upload area.
 - 3.4.4. Where the legal guardian has indicated transportation services are needed, the school shall ensure to inform the Director of Transportation Services.
 - 3.4.5. Age and citizenship verification is received from the legal guardian for the student to qualify for funding and a copy is kept with the registration form. Examples of documentation to support age and citizenship are:
 - 3.4.5.1. Birth Certificate (Canadian);
 - 3.4.5.2. Passport (Canadian);
 - 3.4.5.3. Immigration Papers (including Refugee);
 - 3.4.5.4. Treaty Card (Number);
 - 3.4.5.5. Canadian Citizenship Card;
 - 3.4.5.6. Permanent Resident Card;
 - 3.4.5.7. Adoption Papers;
 - 3.4.5.8. Legal Guardianship (Court Order);
 - 3.4.5.9. Parent's Work or Study Permit; or Parent's Citizenship (may require additional citizenship documents such as Student's Study Permit, Student's Visitor Record, Student's Foreign Birth Certificate or Passport)
 - 3.4.5.10. Where documentation cannot be provided by the legal guardian, the school shall document all attempts to receive the documentation to allow for verification with Alberta Education if requested.

- 3.5 Where a legal guardian has registered a student or provided an intent to register, the school shall ensure the school uses a follow up process of communication within a reasonable timeline with the legal guardian to confirm receipt of the information and next steps.
- 3.6 No student information may be entered into PowerSchool and/or no student may receive a timetable until the student registration (paper or on-line) has been received and entered.
 - 3.6.1. The intent to register process is not sufficient to allow student information to be entered into the Student Information System.
 - 3.6.2. The intent to register process is not sufficient to allow the provision of a timetable, to allow the student access to learning supports, and/or access to schools.
- 3.7 Staff are entering all attendance daily into the SIS.

Reference: Section 3, 33, 52, 53, 56, 197, 222 Education Act

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