

Registrar's Handbook for School Administrators

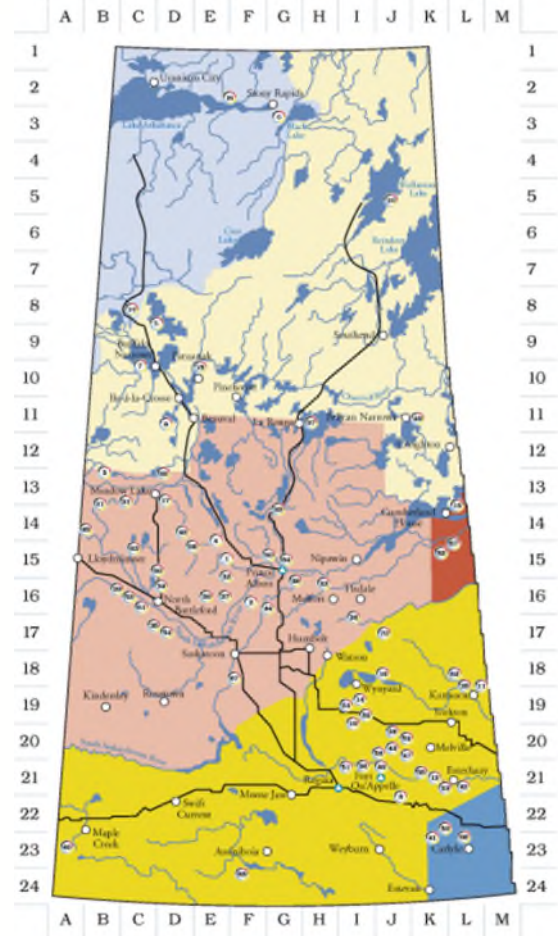
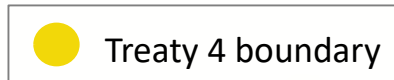
for New and Seasoned
Administrators

July 2023

Welcome! Bienvenue!

We acknowledge that we are on Treaty 4 territory, and on the homeland of the Métis Nation.

Nous reconnaissons que nous sommes sur le territoire des Premières Nations du Traité n° 4 et le territoire traditionnel des Métis.



Retrieved from: <https://www.aadnc-aandc.gc.ca>

Overview

- Provide resources to make informed decisions aligned to the Ministry of Education policies and guidelines related to:
 - Student Tracking and the Student Data System (principal reports)
 - Time Allocations and Credit Policy
 - Accreditation and Provincial Examinations
 - Additional Credit Requirements (Dual credits, Special Projects and Course Challenges)
 - Data Submission timelines
 - Online resources

Student and Educator Services

- Support desk for Student Data System and MySchoolSask/MonÉcoleSask
- Transcripts
- Information on Courses/Prerequisites/Credit Requirements
- XML data transfer for Electronic Educator Profiles (EEP)
- Credit transfer/evaluations
- Provincial examinations
- Teacher Accreditation
- Educator Service Awards and Letters of Recognition
- Student Records
- Mark Corrections
- and more!

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Registrar's Handbook for School Administrators

Registrar's Handbook for School Administrators

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Section 01 – Time Allocations and Credit Policy >

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Contact Us

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Email learning.inquiry@gov.sk.ca

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2220 College Avenue
Regina SK
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2022-23 Registrar's Handbook for School Administrators

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
2023-24 Registrar's Handbook for School Administrators

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Categories

Registrar's Handbook for School Administrators

Why the Registrar's Handbook?

- Time allocations and credit policy
- Provincial examinations
- Additional credit requirement policies
- Student tracking and the Student Data System
- Educator service information
- Additional information and resources
- Forms
- Appendices supporting policy documents
- Course lists

What's news for 2023-24?

Section	Changes
All sections	Addition of Saskatchewan Distance Learning Corporation
Definitions	Key definitions added and are referenced throughout the handbook, forms, appendices and supporting documents
Section 2 – Provincial Examinations	2024-2029 sessions updated
Section 4 - Student Tracking and the Student Data System (SDS)	Electronic Educator Profiles date submission <ul style="list-style-type: none">• Thursday, October 5, 2023 (web app); or,• Thursday, October 12, 2023 (via XML)
Section 7 - Forms	<ul style="list-style-type: none">• Security forms updated
Section 8 - Appendices	<ul style="list-style-type: none">• NEW Appendix: Grade Placement
Supporting Documents	<ul style="list-style-type: none">• NEW <u>Volunteerism 30L Policy</u>

Time Allocation and Credit Policy

1	<i>Time Allocations and Credit Policy</i>
1.1	Principles of Core Curriculum
1.1.1	Required Areas of Study
1.1.2	Locally Determined Options.....
1.1.3	Needs-Based Service Delivery Model
1.1.4	Adaptive Dimension
1.2	Time and Credit Allocations
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1.2.2	Elementary Level (grades 1 to 5)
1.2.3	Middle Level (grades 6 to 9)
1.2.4	Secondary Level (grades 10 to 12)
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1.3.2	Mathematics
1.3.3	Science
1.3.4	Social Sciences
1.3.5	Health Education/Physical Education
1.3.6	Arts Education / Practical and Applied Arts
1.3.7	Christian Ethics and Catholic Studies
1.4	Electives
1.5	French Immersion and Fransaskois Program Requirements
1.5.1	Kindergarten
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1.6	Special Project Credits
1.7	Apprenticeship Credits
1.8	Prior Learning Credit (Adult 12 Program)
1.9	Dual Credit Policy
1.10	Royal Conservatory of Music and Northern Lights Canadian National Conservatory of Music Dual Credit
1.11	Course Challenge Process: Policy and Procedures
1.12	Additional Education Programs
1.13	Adult Secondary Education Requirements

Required Areas of Study

- language arts
- mathematics
- science
- social science
- health education
- arts education
- physical education

Treaty education is mandatory in Saskatchewan.



Time Allocation

1.2.4 Secondary Level (grades 10 to 12)

At the secondary level, there are three categories in which students must obtain credits:

- **required courses of study** which are compulsory courses intended to provide a general education;
- **specified areas of study** which are intended to allow students to continue to take courses of a general nature or to specialize in areas of individual interest; and,
- **electives** which allow for further choice and specialization based on individual needs and local priorities.

Credit Policy

The following chart outlines the credit policy for secondary education in Saskatchewan.

Area of Study	Number of Credits Required
English language arts	5
Mathematics	2
Science	2
Social science (includes Canadian Studies)	3
Health education/physical education	1
Arts education/practical and applied arts	2
Sub-Total	15
Electives	9
Total	24

Time Allocation

French Immersion - Fransaskois

Comparison of French Immersion / Fransaskois Program Requirements

Area of study	Number of Credits Required	
	Immersion	Fransaskois
English language arts	3	3
French language arts	3	5
Mathematics	2	2
Science	2	2
Social sciences	3	3
Health education / Physical education	1	1
Arts education / practical and applied arts	2	2
Sub-Total	16	18
Electives	8	6
Total	24	24

Total time available	1500	1500
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Secondary Level Credit Options

- Special Project 10/20/30
- Apprenticeship 10/20/30
- Dual Credit Policy
 - Royal Conservatory of Music and Northern Lights Canadian National Conservatory of Music
 - Post-secondary course equivalency
 - Nonacademic program course equivalency
- Course Challenge 10/20 only
- Volunteerism 30

1.12 Additional Education Programs



- Alternative Education Programs Grades 10, 11 and 12
- Functional Integrated Programs Grades 9, 10, 11 and 12
- Alternative Education Programs in the Fransaskois Education System
- Adult Secondary Education Requirements

2. Provincial Examinations

2	<i>Provincial Examinations</i>
2.1	2021–22 School Year Examination Timetables
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2.4.1	Security of Examinations.....
2.4.2	Examination Centres
2.4.3	Outside Writing Centres
2.4.4	Emergent Situations due to Inclement Weather

Notables

- Timetable is 5 years in advance
- Eight sessions per year
- Alternate dates in January and June ONLY
 - **Emergent Situations due to Inclement Weather**
- Offered in English language arts, mathematics biology, chemistry and physics
- [Online resources: Exam preparation](#)

Accreditation Report

Teacher Accreditation Report

Principals are asked to run the **Active Accreditation Report** from the Student Data System (SDS) under Reports->Accreditation Reports->Active Accreditation Report. This report lists all teachers who are accredited, including those temporarily accredited, and accreditation expiration dates. It is recommended this information be shared with the appropriate staff. In the event the principal requires a password reset for the SDS, please contact student.records@gov.sk.ca.

- [Accreditation policy and required forms](#) are online.
- Accreditation Report is available online from [Student Data System Reports](#).

Contact: Student and Educator Services Support Desk, student.records@gov.sk.ca

Accreditation

Accreditation Initial and Renewal Policies and Procedures

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Description

Renewed policy is effective August 2020

This policy has been developed by The Ministry of Education in consultation with the League of Educational Administrators, Directors and Superintendents (LEADS); the Saskatchewan School Boards Association (SSBA); and the Saskatchewan Teachers' Federation (STF). Additional supporting documents, application forms and course lists can be found in the links below:

- [Appendix H - Teacher Accreditation Course List \(to date\)](#)
- [Application for Initial Accreditation](#)
- [Application for Transfer of Accreditation \(Short Form\)](#)
- [Application for Renewal of Accreditation](#)


Available Formats



Accreditation Initial and Renewal Policies and Procedures - 365.8 kB

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Contact Us

Student and Educator Services

Phone (306) 787-6012

Email student.records@gov.sk.ca

Renewal Options

Appropriate professional development activities related to the subject area at the Grade 12 level which may be substituted for the renewal seminar include:

- A full-credit university course (minimum of 3 hours) that may be used toward a certificate, second degree or Master's degree in the subject area.
- Equivalent service* on a provincial or division curriculum committee in the subject area or a committee in the area of student evaluation, school-based program evaluation or curriculum evaluation.
- Equivalent service* as a pilot teacher for a new curriculum in the subject area.
- Equivalent service* in the development of provincial examinations as a setter, validator or sub-examiner in the subject area.
- Equivalent service* in any one or a combination of the following:
 - active involvement in the professional development activities of a Special Subject Council in the subject area;
 - completion of non-credit courses or conference participation on student evaluation or program evaluation related to the subject area;
 - development and implementation of a personal professional development plan which might include reading, professional writing, research or presentations in the subject area; and,
 - involvement as a cooperating teacher in a secondary teacher education internship or extended practicum may form part of this plan.
- The accredited teacher may elect for students to write provincial examinations to meet the renewal requirements.

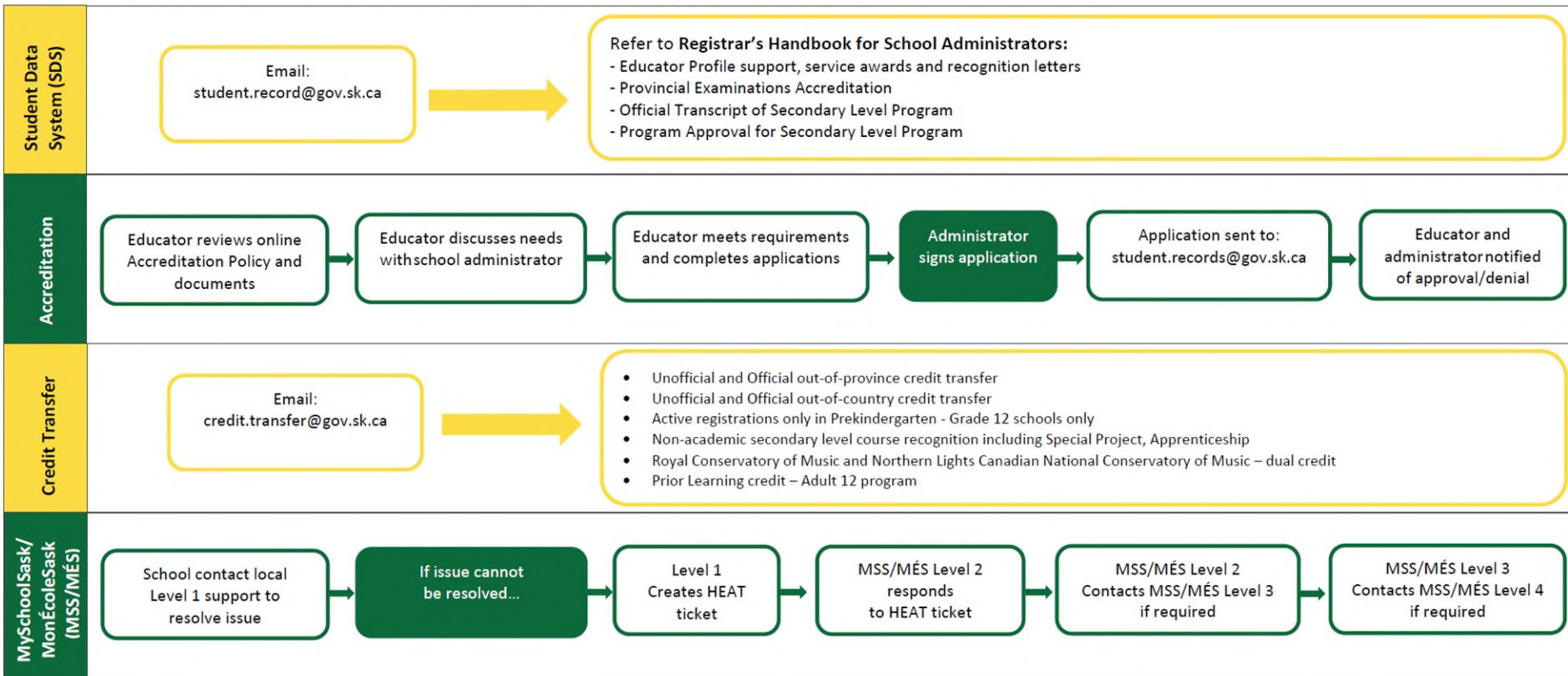
** "Equivalent service" is to be determined in terms of those activities which would serve to meet the objectives of the STF Accreditation Renewal Seminar.*

Student Tracking

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Student and Educator Support Model

Note: this is a high level overview of the Student and Educators Service Support Model. This list is not all inclusive.



Data Submission Timelines

For all PreK-12 Educators	
Complete the Electronic Educator Profile (EEP) – the educator information will be used by Information Management and Support Branch and Education Funding Branch.	Thursday, October 5, 2023 (web app); or, Thursday, October 12, 2023 (via XML)

	Data Submission Activities	Due Date
the fir week mark Marks	Grade 1-3 Reading Data submitted successfully from MySchoolSask to SDS	Monday, June 17, 2024; 5:00 p.m.
	Preliminary reading results and individual student results communicated to division offices	Monday, June 24, 2024; 5:00 p.m.
Stude (check reque printe	Final reading results provided to school divisions for Board of Education reporting	September 2024

Educator Service Information

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Electronic Educator Profile

For all PreK-12 Educators	
Complete the Electronic Educator Profile (EEP) – the educator information will be used by Information Management and Support Branch and Education Funding Branch.	Thursday, October 5, 2023 (web app); or, Thursday, October 12, 2023 (via XML)

- Step 1 – completion or verification of educator profile BY EDUCATOR
 - Manually or XML submission by school division
- Step 2 – verification of school educator data BY PRINCIPAL
- Step 3 – verification of division data BY DIRECTOR
- Due October 12 (XML)

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- 6.1 Attendance Data Collection.....
- 6.2 Summer School Registration
- 6.3 Credit Recovery
- 6.4 Saskatchewan High School Credit Options
- 7 Forms.....**
- 8 Appendices.....**
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- 10 Course Lists**

Forms

- 1 Application for Special Provisions
- 2 Application to Establish an Outside Writing Centre — for Grade 12 Provincial Examinations
- 3 Authorization for Guidance Counsellors to Access Student Information
- 4 Security Authorization for SDS
- 4.1 Security Authorization for SDS (Administrator)
- 4.2 Security Authorization for MSS/MÉS
- 5 Student Demographic and Enrolment (SDS)
- 6 Course Registration (SDS) — Independent Schools (Secondary Level only)
- 7 Summer School Registration
- 8 Secondary Level Mark Corrections (SDS)
- 8.1 Secondary Level Non-Academic Courses New Mark Addition (SDS)
- 8.2 Request for Standing Granted recognition OR Waiver of age requirement – Adult 12
- 9 Discoverer Authorization Form
- 10 Change of Name/Change of Birthdate (School Use)
- 11 Application for Provincial Examination Appeal
- 12 Application for Type 1 Post-Secondary to Secondary Level Course Credit
- 13 Application for Type 2 Secondary Level Courses for Post-Secondary Course Credit
- 14 Educator Service Awards and Letters of Recognition Request Form
- 15 Provincial Examinations – August Presiding Officers' Invoice

Appendices

- 1 Accessing Locally Developed Course Information from SDS
- 2 Grade Placement
- 3 High School Credits for Music Statements Policy
- 4 Information Security and Acceptable Use Policy
- 5 SDS Privacy Policy and Legislation
- 6 SDS Task Reference List
- 7 Secondary Mathematics Pathways Chart
- 8 Secondary Science Pathways Chart
- 9 September 30 Count Process - FAQ
- 10 Student Tracking Privacy Policy Framework
- 11 Student Tracking Program
- 12 Student Tracking Protocol
- 13 Teacher Accreditation Course List (to date)
- 14 Transgender Students – Name Change Process for SDS
- 15 Transgender Students – Q&A

Supporting Documents

- 1 Apprenticeship Credit Policy
- 2 Course Challenge Process: Policy and Procedures
- 3 Credit Recovery Policy
- 4 Credit Transfer Guide
- 5 Discoverer Viewer User Manual
- 6 Dual Credit Policy
- 7 High School Credit Options – Educators
- 8 [Presiding Officers' Manual](#) on Blackboard
- 9 Prior Learning Credit—Adult 12 Program
- 10 Security Administration Guide SDS
- 11 Special Project Credit Policy
- 12 Summer School Policy
- 13 Volunteerism Policy

Out-of-Province Credit Transfer

- Select province
- Enter date and external course codes
- View/print report
- Email certified (true original) copy of transcript to **credit.transfer@gov.sk.ca**

Birth Date 02-Sep-2000
Select Province the Student is coming from: BRITISH COLUMBIA

Required Documents
Required Documents for the Province Selected must be emailed to credit.transfer@gov.sk.ca a copy of the B C Permanent Student Record Card (school iss), or a B C Unofficial Transcript of Grades (school or M. or Ed, or a School Transcript of Grades (school issued), or a British Columbia Transcript of Grades(Ministry of Educ)

Notes
Course code format: EN 10(English 10)-enter EN 10;
Link to request a British Columbia Transcript of Grades: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

Course End Date	External Course Code	Course Name	SK Course Code	SK Course Name Appd	
dd-Mon-YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="button" value="Add"/>

The student must be enrolled at the school prior to entering this information.
If a student has transcripts from more than one province, complete one province and submit the information prior to starting the next province. Upon completion of the entering of courses for any given student, scan the documents listed in the Required Documents section and email them to credit.transfer@gov.sk.ca. Once the documentation is received the Ministry Evaluation Officer will approve the necessary courses and notify the school when the evaluation is complete.
Once approved by the Evaluation Officer, the courses will appear on the unofficial student profile.

Out-of-Country Credit Transfer

- Email: credit.transfer@gov.sk.ca
- Copies of transcripts > unofficial evaluation
- Original or official documents > official evaluations

*Exception: Canada-Ukraine Authorization for Emergency Travel (CUAET) designated students

English Language Arts Placement

- English as an Additional Language (EAL)
 - granted for credits in English, Ingles, Anglais etc.
 - students transferring from non-English speaking (non-first language English students) countries.
- Saskatchewan schools, and/or school divisions test for English proficiency to determine proficiency level for EAL supports that may be required.
- If testing results in a high benchmark English proficiency, the school can:
 - recommend the student be granted English Language Arts (in place of EAL) as a resulting high level of English proficiency
 - send an email to credit.transfer@gov.sk.ca

High School Credit Options

- Explains a Saskatchewan High School Grade 12 program
- Compilation of secondary level course options
- Links to policies and documents

Saskatchewan High School Credit Options

A Guide for High School Educators
2021



Course Lists

1. Secondary Level Prerequisite List
2. Secondary Level Course List
3. Dual Credit Course List
4. [Locally Developed Course List](#) on Blackboard
5. Like Credit Course List



Contact

- Student.records@gov.sk.ca
- Credit.transfer@gov.sk.ca
- Assessment@gov.sk.ca



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