

## Student Data System (SDS) Task Reference List

The task list below is a broad reference for school staff to follow in combination with school and division policies and procedures. Please ensure you contact your student system support representative with any questions or concerns.

**Important Reminder:** The SDS Web Application is a fully functional data entry and verification system. Electronic File Transfer methods are intended to streamline data entry and retrieval but do not replace the SDS Web Application. While many tasks are interchangeable, use of the SDS Web Application is still required for reporting, error resolution and data validation.

A complete list of Data Submission Timelines, with specific due dates, are published in the Registrar’s Handbook: [Section 4.2](#).

- *Make every effort to ensure all students are assigned a single Learning ID. Note: do not create a “placeholder” birthdate in order to meet deadline. This generates a second Learning ID.* Use SDS search functions to retrieve Learning IDs for Saskatchewan school age students or contact the SDS Help Desk.
- Note: Most students will have an existing SK Learning ID. Only first time students in Saskatchewan would be assigned a new SK Learning ID. First time students are those entering PreK, K or transferring from outside the province. Please make every effort to search for existing Learning IDs.
- If at any time you require assistance searching for students, or for any SDS related matter, contact the SDS Help Desk for assistance at 306-787-6012 or [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).

Task Reference List – Enrolment and Reporting Requirements – Elementary and High Schools	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<p><b>UPDATE enrolment for students returning to school from the previous year with current grade.</b></p> <ul style="list-style-type: none"> <li>• SDS Web: Enrolment &gt; <b>Mass Re-Enrolment</b>. Advance students by grade. Withdraw any students not returning.</li> <li>• Electronic Transfer: follow local student system procedures to create and submit appropriate <b>Enrolment</b> file.</li> <li>• <i><a href="#">Check error report, make necessary corrections and resubmit changes as required.</a></i></li> </ul>	X										
<p><b>ADD enrolments for students new to your school this year.</b></p> <ul style="list-style-type: none"> <li>• SDS Web: <b>Enrolment &gt; Student Enrolment</b>. Search for the student using name and birthdate OR Learning ID. If a match is found, enrol the student using a valid school year, grade, start date and enrolment reason. If an existing record is not found, proceed with adding a new student.</li> <li>• Electronic Transfer: follow local student system procedures to create and submit appropriate <b>New Enrolment</b> file.</li> <li>• <i><a href="#">Check error report, make necessary corrections and resubmit changes as required.</a></i></li> </ul>	X										
<p><b>WITHDRAW students not returning to school from the previous year.</b></p> <ul style="list-style-type: none"> <li>• SDS Web: <b>Enrolment &gt; Mass Re-Enrolment</b>. If you used this screen for advancing previous year students in the step above, you would have had the opportunity to withdraw students not returning.</li> <li>• SDS Web: <b>Enrolment &gt; Withdraw Student</b>. Enter individual student withdrawal information.</li> <li>• Electronic Transfer: follow local student system procedures to create and submit appropriate <b>Withdrawal</b> file.</li> <li>• <i><a href="#">Check error report, make necessary corrections and resubmit changes as required.</a></i></li> </ul>	X										

Task Reference List – Enrolment and Reporting Requirements – Elementary and High Schools	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<p><b>UPDATE Demographic Information</b> (changes to citizenship, languages, address, phone, voluntary declaration, etc.)</p> <ul style="list-style-type: none"> <li>• SDS Web: <b>Demographics &gt; Update Demographics</b>. Change fields for students as required.</li> <li>• <b>Electronic Transfer</b>: follow local student system procedures to create and submit appropriate <b>Demographic</b> file to complete the above task.</li> <li>• <i>Check error report, make necessary corrections and resubmit changes as required.</i></li> </ul> <p><b>VERIFY School Opening/Fall Enrolments using SDS Reports</b></p> <ul style="list-style-type: none"> <li>• Run reports from SDS Web Application to reconcile student enrolments between local student information system and SDS. See section 3.7 for more detailed descriptions of reports.</li> <li>• <u>Active Student Enrolment &amp; Active Summary Enrolment</u>: Lists all students actively enrolled in your school for the current school year.</li> <li>• <u>Students Without an Active Grade</u>: Students listed on this report were not successfully enrolled or withdrawn in a previous step. Action: Correct grade and school year, withdraw student or notify the Ministry of Education if the student has two Learning ID numbers. Actions should result in this report being blank (no students).</li> </ul> <p><b>VERIFY Enrolment data used to inform Education Funding (applies to provincially funded schools only)</b></p> <ul style="list-style-type: none"> <li>• Verify enrolment counts in the following categories: <ul style="list-style-type: none"> <li>○ Base &amp; non-base students; Tuition students; Students in immersion programs; Students 22 years or older; Students receiving EAL supports; Pre-Kindergarten students enrolled in ministry designated programs.</li> <li>○ Reports available for verification on SDS: <ul style="list-style-type: none"> <li>▪ School Division Enrolment Verification (if working at Division level)</li> <li>▪ School Enrolment Verification</li> <li>▪ School Enrolment Detail Verification: if required to pinpoint specific students</li> <li>▪ Enrolment Activity Report: as required to isolate entry/withdrawal between specific dates</li> <li>▪ Pre-Kindergarten Report</li> </ul> </li> </ul> </li> </ul>	X										
<p><b>ONGOING Enrolments / Withdrawals / Demographic Updates and Verification</b></p> <ul style="list-style-type: none"> <li>• MAINTAIN SDS DATA according to <a href="#">Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from SDS, Appendix F</a>.</li> <li>• Continue to enrol, withdraw and update students on SDS as changes take place. <ul style="list-style-type: none"> <li>○ Ensure accurate use of entry and exit date and identifying information such as name and birth date.</li> </ul> </li> <li>• Run SDS Enrolment Reports as required to verify student school enrolment, demographic and homeroom information.</li> <li>• <b>Withdraw</b> students not returning to this school in the fall using end of school yr date. Grade 12 students meeting graduation requirements will be automatically withdrawn by SDS.</li> </ul> <p><b>Run Students Not Re-Enrolled / Students without an Active Grade Reports</b></p> <ul style="list-style-type: none"> <li>• Run <i>Students Not Re-Enrolled</i> report from SDS Web Application to identify students who have not returned to your school for the fall session, or have withdrawn throughout the school year and have not yet enrolled at another school in Saskatchewan.</li> <li>• Refer to <a href="#">Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the SDS, Appendix F</a> – Standards for Follow-up section for dealing with students with irregular attendance as well as those not re-enrolled.</li> <li>• Run <i>Students without an Active Grade</i> report from SDS Web Application in order to determine students still enrolled at your school who do not have an active grade enrolment. Follow up activity should result in all students being removed from this report.</li> </ul>	X	X	X	X	X	X	X	X	X	X	X
	X	X	X	X	X	X	X	X	X	X	X

Task Reference List – Courses, Classes and Marks Requirements – High Schools	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<p><b>Run Active Accreditation Report</b></p> <ul style="list-style-type: none"> <li>Run report from SDS Web Application</li> <li>Ensure teacher accreditation is in place for classes being taught. Only accredited teachers may assign 100% of the mark for level 30 courses with an associated Departmental Examination (see <a href="#">Section 2.0</a> of the Registrar’s Handbook for details). Follow up where accreditation is expired or missing; ensure departmental examinations are requested for non-accredited educators.</li> <li><u>Marks will not be accepted until accreditation issues are resolved.</u></li> <li><u>Students must be registered in advance of the examination session on SDS.</u></li> </ul> <p><b>Run Locally Developed Report</b></p> <ul style="list-style-type: none"> <li>Run report from SDS Web Application</li> <li>Identify locally developed, modified, and alternative education courses that your school has received approval to offer.</li> </ul> <p><b>Run Prerequisite Hold Report</b></p> <ul style="list-style-type: none"> <li>Identify students who have credits on hold due to a missing prerequisite. Follow up as required.</li> </ul>		X					X				
Run report as needed for follow up throughout school year											
		X					X				
		X					X				
<p><b>Create Classes for Courses Offered – Register Students in Classes</b></p> <ul style="list-style-type: none"> <li>Electronic Transfer: follow local student system procedures to create and submit file. <u>Check error report, make necessary corrections and resubmit changes as required.</u></li> <li>Ensure any registrations for a class offering a Departmental Examination are appropriately flagged.</li> <li>SDS Web: Registration &gt; Teacher Course Assignment, Individual Student Registration and Class Registration.</li> </ul> <p><b>Add Student Classes Registrations</b></p> <ul style="list-style-type: none"> <li>Electronic Transfer: follow local student system procedures to create and submit file. <u>Check error report, make necessary corrections and resubmit changes as required.</u></li> <li>SDS Web: Individual Class Registration or Class Registration.</li> <li>Add and drop students from classes as required throughout the school year prior to mark entry for classes.</li> <li>Add or remove Department Exam requests as required.</li> </ul> <p><b>Run Student Registration Report</b></p> <ul style="list-style-type: none"> <li>Run Report from SDS Web application.</li> <li>Report shows individual student class registrations and Departmental Examinations to be shipped for designated classes and students (listed at the end of the report document).</li> <li><u>Verify that students are registered for Departmental Examinations in the correct session as required.</u></li> </ul>		X					X				
		X		X			X		X		
Add/Drop students throughout school year prior to mark entry											
	X	X	X	X	X	X	X	X	X	X	X
Run report as needed to validate student classes & dept exams											

Task Reference List – Courses, Classes and Marks Requirements – High Schools	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Verify Student Program Enrolments</b> <ul style="list-style-type: none"> <li>Student Program Evaluation takes place each time there is a change to Program Enrolment and each time a mark is received. The evaluation process determines program standing (grade achieved) and graduation status as shown on Student Profiles and Transcripts.</li> <li>Run <i>Active Student Enrolment</i> from the SDS Web Application to show student program enrolment values. **Remember that reports are presented in PDF format and do not need to be printed, they can be viewed from 'My Reports Dashboard'.</li> </ul>		X					X				
<b>Classes Ending in November, December, April, May</b> <ul style="list-style-type: none"> <li>Follow the steps outlined under Mark Collection and Submission.</li> <li>It is important that marks be submitted as soon as possible after the class end date to ensure student profile information is accurate and up-to-date, and so that errors, omissions and correction are identified in a timely manner.</li> </ul>			X	X				X	X		
<b>Mark Entry</b> <ul style="list-style-type: none"> <li>Electronic Transfer: follow local student system procedures to create and submit file. <i>Check error report, make necessary corrections and resubmit changes as required.</i></li> <li>SDS Web: Marks&gt; Individual Marks (record by student) or Class Marks (record by class) <ul style="list-style-type: none"> <li>Record <i>final marks</i> only (not midterm) in SDS.</li> <li><b>Run Mark Reporting Form (Recommended)</b> <ul style="list-style-type: none"> <li>This report lists student courses in a class list format suitable for distribution to teachers for collecting <i>final marks</i> and for final mark verification.</li> </ul> </li> </ul> </li> </ul>		X	X	X	X	X	X	X	X	X	X
Submit final marks in a timely fashion after all class end dates											
<b>Verify Marks</b> <ul style="list-style-type: none"> <li><b>Mark verification is a critical step to ensure the student's permanent academic record at the ministry is accurate. School Division records should not be destroyed until this has occurred.</b></li> <li><b>Run Mark Reporting Form (Recommended)</b> from SDS Web Application. This report lists students registered in courses in a class list format suitable for distribution to teachers for mark collection and/or verification.</li> <li>Alternatively, or in addition to, run <i>Student Registration</i> report from SDS Web Application. This report lists all students and any final marks that have been assigned in the selected session.</li> <li><i>Student Profiles</i> may be run and provided to students to verify their marks on record with the Ministry.</li> </ul>		X	X	X	X	X	X	X	X	X	X
Ensure all final marks are verified within 30 days of mark entry											

If you do not report to a School Division, please contact Student Records at 306-787-6012; or [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).