STUDENT INFORMATION SYSTEM (SIS)

Background

The Student Information System (SIS) is a Division database used to communicate student information to Provincial Approach to Student Information (PASI), 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 the SIS is to provide educational policy makers, administrators, school authorities and government with accurate information on Alberta students.

Procedures

1. The Division is the primary contact between the schools and PASI for the data collection.

2. Technology Services will:

    2.1   Facilitate procedures for collecting and coding student data.

    2.2   Support school personnel in establishing and monitoring the data collection and verification process required by PASI.

    2.3   Ensure the accuracy and completeness of student data.

    2.4   Transmit the required student information to PASI in a timely fashion to meet provincial processing schedules.

3. Principals must ensure:

    3.1   Collection and recording of student data at the school level is timely and accurate.

    3.2   The validity of all student data for completeness and accuracy.

    3.3   Student registration is completed annually.

    3.4   That no student receives a timetable until the student registration form has been received and entered.

    3.5   The classroom teacher is entering all attendance daily into the SIS.

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

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