

What is the Special Report?

The Special Report is a document created by the Student Records within Alberta Education. The report is created yearly and is posted in early June. The Special report includes information about the upcoming school year as well as reminders for the remainder of this year. You need to read this document if you are responsible or supervise those who are responsible for submitting student data to Alberta Education. This year, you will see many key messages from Branches within Alberta Education and Advanced Education. Authority staff should ensure schools receive this information.

Please contact the Help Desk if you have any questions about the content of this document.
cshelpdesk@gov.ab.ca 780-427-5318 (toll free within Alberta 310-0000)

Reminders for the end of 2008-2009 School Year

June 2009 High School Course Mark Submissions

- Final Diploma exam school awarded marks due to Alberta Education June 19, 2009
- Final Non Diploma exam school marks due to Alberta Education July 2, 2009
- Final Diploma exam final blended marks received from Alberta Education July 17, 2009
- High School transcripts released to Students July 22, 2009

Due to short timelines, High School Course Mark Submissions **must** be submitted on time.

Look under the section entitled Schedule of Activities:

<http://education.alberta.ca/admin/resources/forms/schoolpackage08-09.aspx>

Request for Summer Contact and Summer School Contact

All schools submitting course/mark information are required to provide the name and phone number of a contact person who can be reached, if necessary, over the summer months. A contact information sheet has been posted on our website.

<http://education.alberta.ca/admin/resources/forms/schoolpackage08-09.aspx>

Please contact the Student Enrolment and Marks by e-mail SEAM@gov.ab.ca should you have any questions.

Please include the following information in your e-mail:

- School Code
- School Name
- Contact Person
- Contact Person Role
- Contact Person Telephone Number

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- *** Ensure the registered contact person is available over the summer months and can assist Alberta Education staff, if required with questions related to your High School Marks submissions.

Summer School Registration

The Summer School Registration information is available on the internet, the website is:
<http://education.alberta.ca/admin/resources/forms/schoolpackage08-09.aspx>

Summer School registrations are due to Alberta Education July 2, 2009.

As summer schools operate on a very compressed timeline, it is critical that the established schedule is adhered to. The following contact information is required if you are offering a summer school program:

- Name of the authority or school offering the program
- Name, telephone number and address of the administrator responsible for the program
- Name and telephone number of the summer school contact if different from above
- Mailing address for the summer school program
- Anticipated grade range for the summer school program.
- Type of courses being offered (Diploma Examination, Non-Diploma Examination or both).
- Format of the registration submission (electronic or paper).

Student Enrolment and Marks
Alberta Education
44 Capital Boulevard, 10044 – 108 Street NW
Edmonton, AB T5J 5E6

Fax: (780) 427-4708

Phone: (780) 422-9337

**Registration Type for
summer school
registrations must be S**

*** Summer School SIS files must be sent directly from the Authority. Authorities that have multiple schools must combine the school files into one Jurisdictional file.

Grade Level of Achievement (GLA)

Alberta Education collects information on students' grade level of achievement to supplement provincial achievement test data to have more comprehensive, accurate and valid information on student achievement. This data will inform program evaluation needs at provincial, jurisdiction and school levels.

Additional information on GLA is available online. Yes, more information can be found at:
<http://education.alberta.ca/admin/resources/gla.aspx>

Rollover into the New School Year

Do a final check of your student data before you rollover into the new school year. Try creating an sis file and run it through sisPrep to check for any anomalies.

Check that:

- ASN's are recorded for all students
- Create new ASN's for any new students new to Alberta
- Correct address information is recorded
- Accurate legal names and birth dates are recorded
- All information for pre-registered students is entered and complete in your school software
- ***please check that students coming into your school have the correct grants codes assigned, remember not all schools offer the same programs

This will save you time in the September submission if you check these things now.

School Authority Information

The collection of school information (Principals, Data Coordinators, School Council Chairs, telecommunication data etc.) and programs offered for 2009/2010 will be available on the extranet towards the latter part of June for submission end August 2009. Authorized users will access the Extranet and enter School Authority Information at the school or authority level. **Please note it is imperative programs offered at the schools are correctly and completely checked off.**

Questions relating to the operation and collection of school authority and school information should be directed to Agnes Sim, SADS Administrator, at (780) 427-9054 (toll-free within Alberta dial 310-0000) or by email at SADSAdmin@gov.ab.ca.



The Student Information System

The *Student Information System* (**known** as “SIS”) is a provincial student information database developed and maintained by Student Records at Alberta Education. 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, funding and evaluation of educational programs throughout the province.

SIS Submission Dates for 2009-2010

Authorities are required to submit two registration submissions to Alberta Education each year; in early October and early March.

Your timely submission is required in order to receive, process and confirm your registrations within the established timelines. **Student information should be kept current, sisPrep and Edulink should be used regularly to detect any errors.** This practice will eliminate a last minute rush to detect and correct errors before extracting data for submission to Alberta Education .

THE SUBMISSION DATE is the date that the verified student and/or child enrollment count must be received by Alberta Education.

For the 2009-2010 school year, the submission dates are:

October 5, 2009

March 4, 2010

The Schedule of Activities will provide you with the dates that your SIS electronic files are due to Alberta Education.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

The September Count date is used to determine eligibility for funding and refers to the specific date on which students and/or children shall be counted. For a complete definition please reference the Glossary of Terms in the Funding Manual 2009-2010.

<http://education.alberta.ca/admin/funding/manual.aspx>

The March count is the specified date that school authorities take a second enrolment of all their students and/or children for funding purposes. For a complete definition please reference the Glossary of Terms in the Funding Manual 2009-2010.

<http://education.alberta.ca/admin/funding/manual.aspx>

The September 30th registration submission must include:

- All students enrolled on or before September 30, 2009 who are still attending.
- All students enrolled between September 30, 2009 and the date you create your registration file (or submit your registration forms) who are still attending.
- All students withdrawn after September 30, 2009– please provide an exit date and exit code (refer to SIS User’s Guide) for withdrawn students.

The March 1st submission must include:

- All students enrolled on or before September 30, 2009 who are still attending.

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- All students enrolled after September 30, 2009 who are still attending.
 - All students withdrawn after September 30, 2009. Please provide an exit date and exit code (refer to SIS User Guide) for withdrawn students.

What's New for 2009-2010?

Beginning in the 2009-2010 school year, schools will no longer receive a printed copy of the Guide To Education-EC- Grade 12. The 2009-2010 online version will be posted on the Alberta Education website sometime over the summer months.

Various Branches within Alberta Education have undergone reorganization. 780-644-2286 is the new contact number for Early Learning Branch. The Early Learning Branch has been formed to focus on our strategic priority for early learning, Program Unit Funding, support for Early Childhood Services programming, and including children with mild or moderate special education needs.

Reminders

- Authority staff is encouraged to assign ASN's for ALL PUFS students through sisPrep. The ASN should be included in the preapproval documents that are submitted to the Early Learning Branch at Alberta Education.
- No new codes for SIS will be added this school year but take note that the use of grade UG is no longer an active grade.
- Schools should grade the student in the age or peer appropriate grade. Questions related to students with special education needs in grades 01-12 should be forwarded to Special Programs Branch 780-422-6326.
- The SIS Registration Sign Off form along with any modifications to your SIS submission are due to Alberta Education no later than the date specified on the Schedule of Activities. <http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>
- The signed SIS Registration Sign Off form can be faxed to Alberta Education, toll free within Alberta, by dialing 310-0000 followed by the area code and the 7-digit telephone number, 780-427-4708.
- Have you noticed registration entry status code 990? This code indicates students have had had a pseudo registration. Likely as a result of a marks transaction. You can ignore these students in your enrollment count.
- Do you register students in distance learning? If so, remember to record the student's legal name in ADLC's web registration in the same manner as you would have in your student records database.
- Authorities, ensure the ASN's from previous year have been imported into database.
- Please do not create ASN's on public site- use sisPrep.
- Please disregard AKA changes and students with exit data, you will note they have no address recorded. This is for students' security.
- When sending changes to SIS, only send students that require an update, not the entire file. Please record ASN before submitting data.

sisPrep

In 2007, the ministry reviewed the existing student enrolment data collection process in order to improve the accuracy of data submitted to the ministry and reduce the time required to arrive at a “finalized” enrolment count. In order to facilitate the desired improvements in these two areas, a Student Information Preparation (sisPrep) toolkit was developed. Since the end of June 2008, Schools and Authority users have created more than 15,917 new Alberta Student Numbers. We appreciate your participation in using the sisPREP toolkit and encourage those who have not yet tried the tool to do so. For the September 2009 student enrollment submission to the ministry, all schools and authorities are expected to be familiar with and be using this valuable tool.

This toolkit is accessible via the Extranet; sisPrep will assist schools and school boards with the preparation of student enrolment data prior to submission to the ministry. Users will receive access to sisPrep upon the approval of their district or head office. Access to sisPrep is open to all schools and authorities from public, separate, charter, francophone, private, private ECS and band operated schools. If you need access to sisPrep, please contact your district office. Alberta Education will grant the access once a written request is received. Contact the Help Desk for assistance with sisPrep.

When should I create a new ASN?

In order to avoid multiple ASN's it is important that you do not create a new ASN unless you are certain you need to. Complete a thorough check of the existing student information, did you find a student with similar legal name and birth date? Please look at the details of the student, the address on file may assist you with determining whether or not this is your student.

Before you create a new ASN ask yourself: Where did this student go to school before he/she came to me? If the answer is: “A school within Alberta” DO NOT create a new ASN. If you cannot find an ASN with the birth date and name you entered it could be as a result of incorrect information being recorded at Alberta Education. Please contact the Help Desk to complete a search BEFORE a new ASN is created.

If the student has a complete name change DO NOT create a new ASN, instead, edit the legal name using sisPrep. Remember, you will need to send an Edulink file eventually that contains the new legal and new AKA name to ensure that this name is updated as well. The students' record will be updated at Alberta Education as the ASN will be used to link the names together. No need to send any further documentation to Alberta Education.

Do you have a new EC student in your school? DO NOT assume this child does not have an existing ASN. Complete a thorough search using sisPrep prior to creating a new ASN. This is especially important for students that are receiving PUF funding.

Citizenship Codes Citizenship Codes

According to the SIS User guide, the Citizenship codes are used to identify students who are Canadian citizens, along with those who are non-Canadian citizens but who may attend Alberta schools (For a definition of a Canadian citizen, please consult the Citizenship Act). This field

contains a single character numeric code that identifies one of five specific situations, as well as an “**Other/Unknown**”.

- If you have questions or concerns regarding Immigration documentation provided, you can contact Canada Immigration in Edmonton at 780-495-2500.

General inquiries as to the interpretation of the *School Act* can be directed to Field Services who will liaise with the appropriate zone. 780 427 6272.

The SIS User Guide will provide additional information regarding citizenship codes.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

ESL-English As a Second Language and Francisation Funding

Children as young as 3.5 years old as of September 1 are now eligible to receive ESL funding. Eligible students and ECS children must be coded with the Grants Program Code 301, 303, 306 and 307 to receive ESL funding.

The use of this code should be continued throughout the entire time the student is receiving ESL services even if this exceeds the 7 year maximum.

The following sections of the 2009-2010 Funding Manual can be referenced for additional information: Section 1.8, Section 1.9 and Section 1.10

<http://education.alberta.ca/admin/funding/manual.aspx>

The SIS User Guide will provide additional information regarding grants program codes.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

Section 23 Eligibility

The Section 23 Eligibility code is used to identify students whose parents have a legal right to have their child receive French instruction in accordance with Section 23 of the *Canadian Charter of Rights and Freedoms (Charter)*. This code refers to educational instruction in a francophone education program or school and is not to be confused with French immersion. This field holds one of four single character codes: **Y**, **A**, **B** or **C** in answer to the question, “Is this student eligible for French instruction?”

The SIS User Guide will provide additional information regarding Section 23 Eligibility.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

French Language Grants Program Code

What is an alternative French Language Program? Code 211

An alternative French language program means French second language courses, bilingual French language programs, and varying French immersion programs such as early, middle, late and maintenance programs. These programs are not intended to meet the needs of Francophone students nor do they satisfy their parents' entitlement to minority language education under section 23 of the Canadian Charter of Rights and Freedoms.

What is a Francophone Language Program? Code 221

A Francophone Education Program is designed for children of parents with rights under section 23 of the Canadian Charter of Rights and Freedoms. It encompasses a linguistic, cultural and community enterprise that meets the needs of both students and the community.

The SIS User Guide will provide additional information regarding grants codes and French hours of instruction.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

FNMI Enrollment Codes

Codes **331**, **332**, **333** and **334** are new codes, effective September 1, 2003. Refer to the Enrollment Code Table in the SIS User Guide for a description of these codes. To collect the Aboriginal learner data, the following voluntary Aboriginal identity question box will need to be added to the student registration forms. Schools must include all the information shown in the box. When adding the question box to the registration forms, please do not add any additional titles or instructions. Answering this question allows students or their parents the opportunity to voluntarily self-declare their Aboriginal identity. The data collected by Alberta Education helps to assess the educational attainment of Aboriginal learners and the effectiveness of the education system.

Code 330:

There is a separate and distinct code (Code 330), which is not linked to the ALDCI, to identify federally funded First Nations students who live on reserve but attend a provincially funded school.

Code 330 Federally-funded First Nations Students* *Status First Nations students living on reserve, who attend a provincial school off reserve, may choose to self-identify for data collection purposes, and may have two codes (both 331 and 330). Both these codes should be entered in SIS for these students.

Please refer to Section 1.11 of the Alberta Education Funding Manual for School Authorities for more information. <http://education.alberta.ca/admin/funding/manual.aspx>

Additional information regarding the FNMI Indicator can be accessed online at: <http://education.alberta.ca/teachers/fnmi.aspx>. The frequently asked questions document details an exact copy of the wording that must be used.

The SIS User Guide will provide additional information regarding the FNMI enrollment codes.

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

Registration Start Date

The registration start date is used to record the date that a student starts school in the current school year.

Special consideration must be given if you have students that were registered in your school in September, exited and then re-enrolled. Ideally, three records for the student should be submitted.

| Legal | LegalGive | BirthDat | G | RegStartD | AKA | AKA_G | I | t | Cur | C | Re | ExitDat | ExitDescrip |
|-------|-------------|----------|---|-----------|-------|---------|---|---|-----|---|----|---------|----------------|
| Smith | Heather | 19850505 | F | 20060901 | Smith | Heather | | | AB | | 1 | 100 | |
| Smith | Heather Joy | 19850505 | F | 20060901 | Smith | Heather | | | AB | | 1 | 100 | 20061015 20000 |
| Smith | Heather Joy | 19850505 | F | 20070101 | Smith | Heather | | | AB | | 1 | 100 | |

In the event a user is unable to submit all three records, please revert to the September start date and do not submit any exit information.

Students enrolled in a semestered program who are continuing throughout the school year should not have the registration start date altered for the second semester.

References for SIS

The use of several key documents may be necessary in order to complete your SIS submission.

The links to these documents are listed below:

SIS User Guide: <http://education.alberta.ca/admin/resources/forms.aspx>

SIS Quick Reference Code Table: <http://education.alberta.ca/admin/resources/forms.aspx>

Funding Manual for School Authorities 2009-2010: The Funding Manual explains the different types of funding available to school authorities along with the terms and conditions associated with each funding type. Funding rates for each type of funding is also provided along with any required application forms. <http://www.education.gov.ab.ca/funding/FundingManual/>

Special Education Coding Criteria 2009: http://www.education.gov.ab.ca/k_12/specialneeds/

Correct Naming of Electronic Student Information System Files:

Electronic files submitted to Alberta Education must be named correctly.

Student Information System Files (SIS) is to be named

SISXXXXJ

SIS files are to be sent by School Authorities. The XXXX represents your Authority code.

SIS Training Workshops

Training sessions have been arranged and dates have been booked for the fall training sessions.

Alberta Education is pleased to host SIS Training Workshops.

These workshops will provide in-depth training for School and Authority staff.

The target audience will be those who:

- are new to electronic data submissions with Alberta Education
- are confused about electronic file transfers with Alberta Education
- want to move from paper submissions to electronic transmissions
- need a complete refresher
- want to make your SIS submission 100% correct
- want to hear what's new for the upcoming school year
- are responsible for passing this information to others

Please note that these sessions will provide participants with a complete overview of SIS. This year, the use of sisPrep tools will be included in the training.

Registration forms are available on the Extranet under the "Training Menu" or available from the Help Desk.

Sessions have limited space and registration is on a first-come first-served basis.



| | |
|-------------------------|---|
| Taber | Tuesday, August 18, 2009 |
| Calgary | Thursday, August 20, 2009 (session full) |
| Red Deer | Friday, August 21, 2009 (session full) |
| Grande Prairie | Tuesday, August 25, 2009 |
| Video Conference | Wednesday, August 26, 2009 |
| Edmonton | Thursday, August 27, 2009 |
| Edmonton | Friday, August 28, 2009 |
| Calgary | Monday, August 31, 2009 |
| Video Conference | Friday, September 11, 2009 |

If your school or authority is interested in the video conference, please register for the session. You will receive additional information regarding the setup of the conference.

Provincial Approach to Student Information- (PASI)

The Provincial Approach to Student Information (PASI) is a strategic, multi-year collaborative initiative, aimed at ensuring the business processes and technology related to student information are effectively positioned to serve the needs of Alberta's K-12 students and parents now and in the future.

PASI commenced as a collaborative effort between school authorities and the Ministry; collaboration continues to be a PASI hallmark and one of its strengths. "Inception" of PASI in 2006/07 produced the PASI business case. 2007-08 witnessed the "Proof of Concept Project" which produced key business requirements to support an updated provincial enrolment process, development of a technical architecture and testing of the foundational components for a PASI Core. Last year was the "Foundations" phase which developed the PASI core and reference client, designed the process for real-time enrolment transactions, began the process to engage the Student Information System (SIS) providers, developed the future priorities roadmap and designed the accountability framework and project organization.

The PASI initiative is moving into an exciting stage during the 2009/10 fiscal year as Alberta school authorities along with their student information system (SIS) providers will begin the process of preparing for implementation in 2010. Specifically, the 2009/10 fiscal year will see PASI:

- (i) working with school authorities and SIS providers to begin integration with PASI,
- (ii) preparing for piloting SIS products integration with PASI in 2010,
- (iii) building and piloting the PASIprep transitional application and
- (iv) prioritizing future capabilities.

Since the 2009/10 year will witness a great deal of interaction and communications among school authorities, their SIS vendors and the PASI Team during integration testing, piloting and implementation of PASI and PASIprep, there will be a need to concentrate on effective communications. In order to effectively accomplish that communications goal, each school authority has been asked to name a PASI Coordinator; the named PASI Coordinators will be the main communications conduit between each school authority and the PASI Team as well as with the school authority's SIS provider.

The first PASI 2009/10 stage, SIS software provider integration, takes place between June 2009 and March 2010. The integration phase involves some school authorities partnering with their respective SIS providers, through a Memorandum of Understanding, to engage in a process of integrating PASI's enrolment capability functions into the SIS. The school authorities that choose to participate in the integration stage will be expected to be involved in at least User Acceptance Testing and encouraged to be involved in the design of the user interface and accompanying

functional features. Once the participating "partnered" school authority has approved the user acceptance testing results, the school authority's SIS provider can submit its integrated SIS product to PASI for compliance testing.

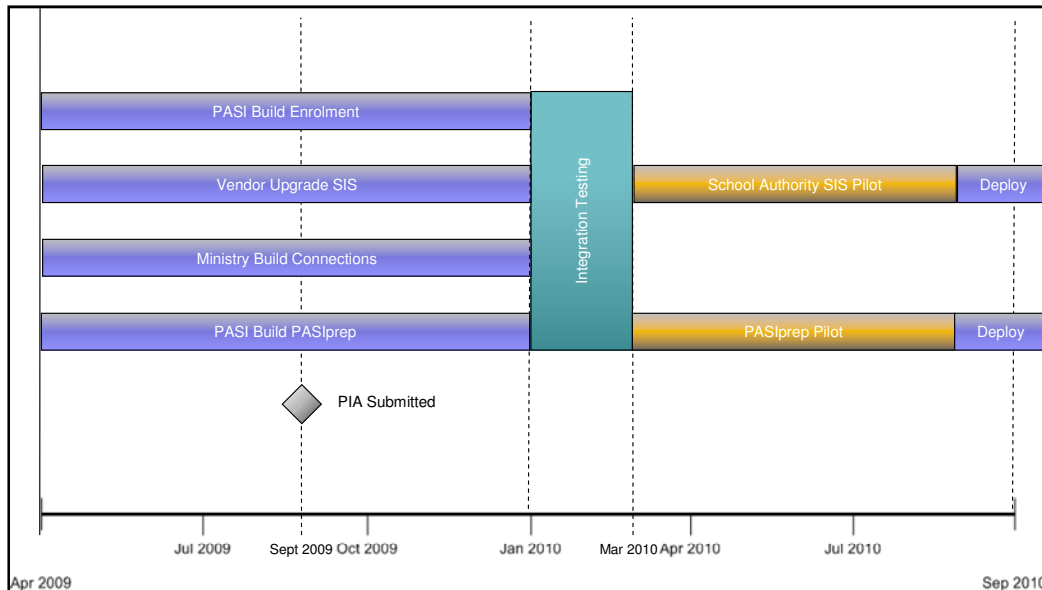
The PASI enrolment capability pilot process, which will begin toward the end of March 2010, will test all the technical provisions between the school authority, the provider's SIS and the PASI Core and resolve issues with participating school authorities. In addition, school authorities will also have the opportunity to pilot test PASIprep during the same time frame. The pilot school authorities will be expected to implement PASI by September, 2010, while all school authorities are expected, at this time, to implement PASI no later than during the 2012/13 school year. In addition to the formal Integration subcommittee of school authorities and PASI team staff, the PASI team will also convene monthly meetings with Student Information System (SIS) application providers/vendors with the intent of keeping these vendors informed about PASI technical decisions and requirements as well as review and obtain feedback on data and messaging standards. SIS provider participants include:

- All current SIS application vendors with Alberta clients
- New SIS application vendors interested in developing a PASI-compliant product

In order to accommodate the transition to PASI over time by all school authorities, PASI will be developing a transitional tool called PASIprep during 2009/10. PASIprep will initially replace the functionality of the current SISprep application, and will be used to submit SIS files to Alberta Education instead of the Edulink application. PASIprep will provide school authorities who are not yet using a PASI-enabled SIS the ability to exchange student information with PASI in real-time. The current PASI plans also call for piloting PASIprep by some school authorities after April 2010; the PASIprep integration and piloting phases are synchronized with the PASI enrolment capability integration and piloting phases, as demonstrated in the diagram on the following page. It is currently envisioned that PASIprep will be deployed and used by all school authorities to submit their September 30, 2010 SIS file to Alberta Education. The main features of PASIprep that have been identified to date include:

- Validates and submits SIS file to Alberta Education instead of via Edulink
- Replaces SISprep (contains all its functionality)
- Identifies errors that would cause Alberta Education to contact you during SIS file processing
- Allows SIS information to be sub-selected and validated/submitted independently
- Supports PASI 'Work Items' such as (a) student record transfer requests and (b) primary school conflicts

A pictorial summary of the PASI and PASIprep stages, along with the timeframes, for 2009/10 year follows:



Since PASI commenced and has continued as a collaborative initiative, the next stages of PASI include optimal participation by school authorities and their respective stakeholder associations through a form of unique partnerships. A "PASI 2009/10 Stakeholder

Engagement Information Guide" which has been provided to all educational stakeholders identified the multiple and varied opportunities all Alberta school authorities have to be involved and engaged in the management of PASI through formal structures such as the PASI Steering Committee, Advisory Committee, PASI Working Committee and its 5 sub-committees:

- Integration
- Funding Model
- Data/Information Standards
- Small School Authorities PASI Integration Solutions
- Privacy

Participation in these formal PASI structures means that engaged school authorities, through the collaborative approach of PASI, will be directly involved in guiding PASI and participating in the formation of decisions and development of PASI project deliverables during 2009/10. Many school authorities have submitted the "School Authority PASI Engagement Statement of Intent" form located in Appendix F of the guide, which identified the committees that the school authority is interested in being a member of and included the naming of a school authority's PASI Coordinator.

Learning Resources Centre

Alberta Education – Learning Resources Centre

The Learning Resources Centre (“LRC”) provides customer support services and online access to a wide array of learning and teaching resources supporting the K-12 curriculum, including [Education Standing Offers](#) (“ESOs”), [Alberta Video Services](#) and [Specialized Services](#) for Alberta students with visual impairments and perceptual disabilities. LRC makes planning, locating and ordering your educational resources easier than ever!

Learning Resources Credit Allocation

Effective April 1, 2009 eligible school authorities received an initial credit of \$12.07 per Grade 1-12 student, based on the September 30, 2008 enrollment registered with Alberta Education. For more information, please contact Emily Ma, Finance Manager at emily.ma@gov.ab.ca

Alberta Video Services

The Learning Resources Centre is the one-stop source for *all* Alberta Education authorized video programs as well as the Alberta Video Co-Acquisition Consortium (COAC) teacher reviewed and acquired and Advanced Education and Technology acquired video programs.

Our online ordering system is available 24 hours a day, providing a comprehensive range of learning and teaching resources *including* video programs that Alberta Education has produced and/or acquired the duplication rights for. Please consult the online catalogues for subject and grade specific video programs or search by title or series on our web site:

<http://www.lrc.education.gov.ab.ca>. For program information contact Debbie Campbell: dcampbell@gov.ab.ca.

Specialized Services for Students with Visual Impairments

The LRC provides library services to Alberta schools (K-12) to assist in the delivery of an educational program for their students with visual impairments. For more information, click here www.lrc.education.gov.ab.ca/pro/visual_imp/visual_imp_index.htm

Online Service

Not a registered customer with LRC online services? Sign up for instant access to:

- 24/7 online ordering or requisition capability
- Information on your purchases:
 - Delivery status
 - Backorder information
- Access to 18 months of information on:
 - Orders
 - Invoices (including ability to reprint invoices in PDF format)
 - 2009/09 and last fiscal year’s LRCA usage information
- Manage your account settings

Explore and stay connected to the latest news at the LRC by visiting www.lrc.education.gov.ab.ca

For more information on LRC Programs and Services

Contact

Learning Resources Centre
12360 - 142 Street, NW
Edmonton, AB T5L 4X9
Ph. 780-427-2767 Fax 780- 422-9750
For toll-free access within Alberta, first dial 310-0000

Visit LRC website at www.lrc.education.gov.ab.ca.

News from Learner Assessment Branch

Learner Assessment Online (LA Online)

Grade 9 students have an exciting new way to complete their Provincial Achievement Tests in an online mode. Since many Albertan classrooms heavily integrate technology in both instruction and assessment, the provision for online testing is one that many schools and students are looking forward to. In addition to testing, the LA Online application also houses released practice tests for Science 6, Science 9, and Math 9. Students who are registered to write PATs are eligible to complete either the online or paper and pencil modes of the tests.

The LA Online homepage can be found on the internet at <http://www.education.gov.ab.ca/laonline/>. This website contains the LA Online software and additional documents that will help in the deployment and test administration processes.

If your school requires additional information about this new initiative, please contact Dan Karas, Co-coordinator of Online Assessment, at (780) 427-0370 or Dan.Karas@gov.ab.ca.

Preliminary Reporting

Starting in June 2009, schools are required to implement the reporting of preliminary scores for the machine scored component of the grades 6 and 9 Provincial Achievement Tests (PAT) to parents. To assist in providing parents with the preliminary report in a timely fashion, available on the extranet is a template that can be populated with raw scores. However if your school has another means of reporting preliminary scores to parents, you can continue to use this. The preliminary raw scores from Grade 9 tests completed using LA Online will be available to schools within 24 hours of test administration on the extranet. A help document assisting principals for the generation of the preliminary results report is available on the extranet.

If your school requires additional information about preliminary reporting, please contact Ken Marcellus at 780-427-0010

Online Services For Schools and Authorities

Several key documents are available online.

Click on School Information Package 2009-2010 for updated information. The Schedule of Activities, user guides and forms will be available in the fall of 2009 from the Alberta Education website at <http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

These items are in PDF format and require the use of Adobe Acrobat Reader to view and/or print.

The SIS User Guide for 2009-2010 is located online at:

<http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

The Guide to Education: ECS to Grade 12 for the current school year is located on the Alberta Education website. The *Guide* is a one stop resource document for those who have responsibility for the operation of schools and the implementation of education programming. It identifies program requirements specified by Alberta Education and provides the foundations upon which these requirements are based. It also provides information about ECS to Grade 12 programs and education delivery.

<http://education.alberta.ca/admin/resources/guidetoed.aspx>

Extranet

New and exciting changes are coming to the Extranet this school year. New security rules will be implemented for self registration and password creation and maintenance. Additional information will be distributed at the fall training workshops.

The Alberta Education Extranet Website provides access to services intended for school and school authority staff.

<https://phoenix.edc.gov.ab.ca>

The Extranet is a secured website. Passwords SHOULD NOT be shared. If you need access to the Extranet, simply fill out an application form and access will be granted.

There are no longer limitations on the number of accounts per school/authority.

Staff members that leave the school/authority should be end dated to avoid security breaches. As well, access needs to be changed if staff has moved to a new school or authority. Principals or School Authority Representative should email the Help Desk with the details.

Contact the Help Desk for any questions regarding the Extranet.

What applications on the Extranet Require Additional Authority Approval?

- sisPrep- access for approval from data coordinator at Authority
- FES- access for approval from Secretary-treasurer or Superintendent at Authority
- PUFs- access for approval from Secretary-treasurer or Superintendent at Authority
- RACERS- access for approval from Secretary-treasurer or Superintendent at Authority

Teacher Authority Validation (TAV)

The Teacher Authority Validation (TAV) is to be used by school authorities and jurisdictions to confirm a person holds valid and current teaching authority. TAV access has been restricted to the authority level (hiring agency).

Access to TAV is restricted through a secure website, the Extranet and is requested by completing the Authority Application form. Please indicate that you are requesting TAV access when doing so.

When a user no longer requires access, it is requested that Teacher Development and Certification Branch Registry Manager 780 427 2045 or the Helpdesk be contacted to remove the access from the system.

LearnAlberta

LearnAlberta Online Resources

LearnAlberta.ca supports learning in the ECS to Grade 12 (K-12) educational community in Alberta by providing anytime, anywhere access to quality digital learning and teaching resources that are correlated to Alberta's programs of study.

The LearnAlberta.ca website (www.learnalberta.ca) is the gateway to several multimedia encyclopedias and databases containing periodicals and newspapers from around the world, interactive multimedia lessons, exploratory applets, and video segments.

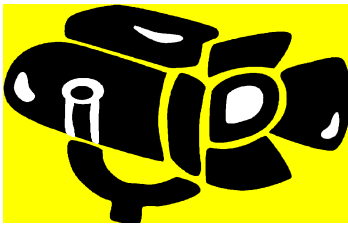
All of the learning resources have been developed to engage today's media and technology savvy students. Some of the content found on the LearnAlberta.ca Web site is openly accessible to educators and students worldwide, although much of the content has been licensed from third-parties (like the Online Reference Centre) and is accessible only by authorized users of the site. Authorized users must sign in to be able to view the full complement of resources available on the website.

A single password and username is required to access the full complement of resources. Usernames and passwords are distributed to school authorities and school principals each August. In addition, publicly funded post-secondary institutions in Alberta offering Education programs or high school upgrading programs receive a username and password August for use by faculty and students in these programs.

Authorized users can sign up for access to "My Workspace" and create a personal account that will allow them to save, organize and annotate their favorite resources. Alberta teachers can gain additional functionality by creating a personal teacher account using their active and valid Alberta Professional Certificate number

For more information on LearnAlberta.ca, please contact:
Cathy Simpson, Stakeholder Involvement Manager at (780) 415-0323 or
cathy.simpson@gov.ab.ca

Please make students, teachers and parents aware that this service is available on the Internet at
www.learnalberta.ca.



Spotlight on Course Marks

The purposes of the High School Course Mark Submissions are to track completed high school courses and marks. Alberta Education holds marks submitted by schools in a central database. These marks are then used by schools and students for course mark inquiry as well as official high school transcript.

Reminders

- Contact the Help Desk before you submit a high school marks file a second time
- Ensure the students recorded names, gender and date of birth match exactly with what you see in sisPrep and in your student records database
- Check the Guide to Education EC-Grade 12 to ensure you have correct course codes in your file and that you are not using old course codes. Special attention should be given to Social 10-1, 10-2
- Run reports in Edulink to ensure all your students and courses are accounted for
- Name your files correctly...remember the file must conform to the naming convention. Your file may not get downloaded if it is named incorrectly
- Please remember to keep student mailing addresses current as the address you provide to Student Records is used to mail Parent Surveys, Results Statements, Official Transcripts and Diplomas.

Primary Delivery Method

The Primary Delivery Method Code represents how the course was delivered based on the presentation method of the largest component of instructional material. A course can be delivered in a combination of methods. Only the primary (largest component) method is recorded

and these values apply to all courses. The High School Course Mark user guide will provide you with detailed information. <http://education.alberta.ca/admin/resources/forms/schoolpackage09-10.aspx>

What is the difference between Retroactive credits and a Waived Prerequisite?

At times, waivers and retroactive credits get mixed up. It is best to reference the Guide to Education ECS-Grade 12 to be sure you understand fully the differences between the two. (See Page 99 and 100 of the guide). <http://education.alberta.ca/admin/resources.aspx>

The simple way to remember is as follows: If all the criteria is met, the Principal grants a waiver and Alberta Education automatically grants retroactive credits. Both a waiver and retroactive credits will appear on a transcript at the regularly scheduled time.

New Course Codes

Did you use incorrect course codes this year? Please note new course codes have been authorized for the 2009-2010 school year. Ensure you are using the new codes when submitting your student data.

Refer to the Guide to Education ECS-Grade 12 for a complete up-to-date listing of all active High School Course Codes. The 2009-2010 online version will be posted on the Alberta Education website sometime over the summer months. <http://education.alberta.ca/admin/resources.aspx>

Please update your student records database, ensuring you are using the most current course codes. Check with your software vendor about how to update your database.

Please note there are a number of New Course Codes for September 1, 2009, two examples are as follows:

**SST3771 Social Studies 30-1
SST3772 Social Studies 30-2**

Correct Naming of High School Course Mark Electronic Files

Electronic files submitted to Alberta Education must be named correctly.

- DERxxxxs for the Diploma Examination Registration file (xxxx represents your school code)
- SCMxxxxs for the school awarded Mark file and the Non-Diploma Examination Final Marks file (xxxx represents your school code)

References for Course Mark Submissions

The use of several key documents may be necessary in order to complete your High School Course Mark submission.

The links to these documents are listed below:

- Guide To Education: ECS to Grade 12
<http://www.education.alberta.ca/admin/resources/guidetoed.aspx>
- Funding Manual 2009-2010 <http://www.education.alberta.ca/admin/funding/manual.aspx/>
- High School Course Mark User Guide <http://education.alberta.ca/admin/resources.aspx>
- Course Mark Quick Reference Code Table
<http://education.alberta.ca/admin/resources/forms.aspx>

Course Mark Training Workshops

Full day training sessions will be offered once again this school year. High School administrative staff is encouraged to attend this training. Many errors can be avoided by learning tips and tricks for the submission of high school marks. Invitations for these sessions will be forthcoming.

These workshops will provide in-depth training for High School and Authority staff.

The target audience will be those who:

- are new to electronic data submissions with Alberta Education
- are confused about electronic file transfers with Alberta Education
- want to move from paper submissions to electronic transmissions
- need a complete refresher
- want to create your marks submissions 100% correct
- have had problems completing their marks submissions without errors
- are responsible for passing this information to others
-



Red Deer – October 16, 2009
Calgary – October 19, 2009
Edmonton – October 21, 2009

Edulink

It is essential that the most current version of Edulink be used for the validation and submission of all electronic files. What version of Edulink are you using? Edulink is available from the Edulink Project Office at (780) 441-6015.

Visit the Edulink Website at www.Edulink.ab.ca for updates.

Electronic Submission of Information

All schools are encouraged to **submit student registrations, high school course/marks, course corrections and High School Evaluation information electronically**. Submissions can be processed in a timely manner. A reduction in errors can be accomplished as Edulink will locate many common errors.

A computer equipped with Internet access is required. Please contact the Help Desk if you require assistance with preparing your student information submissions.

Online Services and Reminders For Students

Alberta Students can save time by requesting their high school marks in the form of a Statement of Courses and Marks or Official High School Transcript online.

Students can request an official High School Transcript be sent directly to their Post Secondary Institution or to their home. A \$10.00 fee per transcript applies.

A Statement of Courses and Marks is considered an unofficial document, it is to be used for a student's personal use only. There is no cost associated with a Statement of Courses and Marks.

<http://education.alberta.ca/students/transcripts.aspx>

Students can click on the "High School Transcripts" link on the front page of the Education website.

***** Student's current mailing address and a valid credit card are required in order to use this service.**

Use sisPrep if students need to have their address updated.

Other online services include paying outstanding diploma examination rewrite fees and looking up an Alberta Student Number.

<http://education.alberta.ca/students/transcripts.aspx>

Students can obtain information about preparing for and writing diploma examinations. Previous diploma examinations are available for students' use.

Schools and Authorities can access the course and marks database through the Extranet.

Alberta Secured Access Service

Students can apply for High School transcripts, Statement of Courses and Marks as well as apply for Student loans over the Internet. In order to do so, students must create a secured login.

Students must create a user name and then match their personal information with what is on file with Alberta Education. If a student's information is incorrect on the Alberta Education database, they will be unable to access these services.

Remember, the information on the student database comes from you... Inspect the accuracy of your information before you send it to Alberta Education.

Students may ask you: Why must I enroll in each Government of Alberta application?

Each ministry must have the flexibility to assess the eligibility of citizens who wish to access online services and applications. This is due to the fact that applications contain varying degrees of sensitive information.

Correct Student Mailing Address

Results statements, official high school transcripts, high school diplomas and statement of courses and marks are mailed to the student's current mailing address unless stated otherwise. In order to avoid delays in delivery of these documents please ensure students address information is current in your database.

Using sisPrep, you can now update the students address information. Simply locate the student, authenticate the address and update the database at Alberta Education.

Diploma Examinations

How much must I pay and how can I pay to rewrite a diploma examination?

A student is considered to be rewriting a diploma examination if the student has previously written that diploma examination any time in the current or two previous school years. The rewrite fee payment of \$26.25 per diploma examination (includes GST) is to be made by cheque, money order, or credit card.

Detailed information regarding diploma exams can be located in the [Diploma General Information Bulletin](http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx). <http://education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>

Please Note:

The fee for rewrite of diploma exams applies whether or not the student is retaking the course through day classes, evening classes, summer school, or correspondence.

Please DO NOT fax rewrite fee form if you have already sent a copy in the mail. If the student is concerned about payment received, please call the transcript unit at 780-427-5736

What is an ASN? (Alberta Student Number?)

What is the Alberta Student Number (ASN)?

The ASN is a single unique number assigned to each Alberta learner.

Who uses the ASN?

The education communities in Alberta use the ASN to evaluate programming and emerging trends in student choices for post-secondary education. As a result, programs and services for students will be improved and better aligned.

Why do I need an ASN?

You need an ASN to:

- obtain an Alberta High School Transcript
- apply for post-secondary studies in Alberta (university, college, technical institutes, apprenticeship programs)
- apply for post-secondary student funding (loans, grants, scholarships, bursaries)
- apply for post-secondary student funding from Alberta if you are studying outside the province

How do I know if I have an ASN?

You should already have an ASN if you have done any one of the following:

- registered for school in Alberta (Early Childhood Service (ECS) to Grade 12)
- written an Alberta Diploma Examination
- written an Alberta GED Examination (General Educational Developmental)
- registered for an Alberta Continuing Education course that was eligible for high school credit
- submitted out-of-province credentials to an Alberta high school for evaluation
- registered at an Alberta university, college or technical institute
- registered for an Alberta Apprenticeship Training Program or Examination
- applied for post-secondary student funding in Alberta

What documents would have my ASN?

Your ASN can be found on your:

-
- Kindergarten to Grade 12 report cards. The ASN may also be referred to as a Department Number or ID or an Education Number or ID on your report cards.
 - Diploma Examination Results Statement from high school
 - High School Transcript of Achievement
 - Statement of Courses and Marks from high school

Can I find my ASN online?

Yes. You can look up your ASN online at www.education.alberta.ca/students/asn.aspx

I don't have an ASN. How can I apply to get one?

You may request that an ASN be assigned to you:

- online at www.education.alberta.ca/students/asn.aspx In most cases an ASN will be assigned to you immediately, or
- on paper. Print off the form from the web address above and mail it to our Help Desk.

When should I apply for an ASN?

You should apply for an ASN:

- before you apply for studies at an Alberta post-secondary institution
- before you apply for post-secondary student funding

What's New from Advanced Education and Technology



Attention Counsellors: Alberta's application system is changing!

This fall, students will use a new process to apply to Alberta universities, colleges and technical institutes.

ApplyAlberta is a new, secure online application system that students will use to apply to one or more public post-secondary institutions and authorize transfer of their Alberta high school and post-secondary transcripts between participating institutions.

This new initiative was developed by Alberta's public post secondary institutions working in partnership with the provincial government.

By the fall of 2009, students applying to Alberta's public universities, colleges and technical institutions will be using the new ApplyAlberta application system.

Benefits for students

ApplyAlberta streamlines the application process:

-
- Students will be able to apply to all Alberta public post-secondary institutions through a single portal.
 - Those applying to more than one institution only have to enter their profile information once—it is filled in automatically on each ApplyAlberta application they submit.
 - During the application process, students authorize institutions to request transcripts of their behalf. This saves time and reduces administrative delays.
 - Students can follow the progress of their transcript transfers on the ApplyAlberta website.
 - Students will not be charged a fee for transcripts transferred through ApplyAlberta.
 - Students can initiate their ApplyAlberta application from institutions' websites or at www.applyalberta.ca

Frequently asked questions:

When will the public post-secondary institutions start using ApplyAlberta?

There will be a phased implementation of the new system. By fall 2009, all public post-secondary institutions are expected to be using ApplyAlberta.

Note: Some institutions' start dates will be based on their regular student intake schedules.

To find out when institutions will begin to use ApplyAlberta, see 'Participating Institutions' at www.applyalberta.ca

How does the system work?

There are two segments to the new application process, the common front-end information and the institution-specific information.

- Students will start by creating a secure provincial logon account.
- An Alberta Student Number (ASN) is required
 - If a student attended school in Alberta, the system will try to find their ASN.
 - If applicants don't have an ASN, the system will assign one to them.
- Students will authorize institution(s) to request transcripts on their behalf.
- Students will complete their personal and academic profile:
 - Personal: legal name, birth date, citizenship and contact information.
 - Academic: high schools attended, grades and post-secondary institutions attended.
- Students will choose an institution and complete the institution-specific portion of their application including program choices and term. At this point, students will also be able to check admission requirements.
- Students will then pay the institution's application fee and submit their application.
- The institution will then process the application and deal directly with the applicant.
- Students can return to ApplyAlberta at any time to apply to additional participating institutions or to track the status of their transcripts.

What are the future plans for ApplyAlberta?

Future phases of ApplyAlberta will look at adding features to improve the student experience such as expanding the portal to tie in to information on financial assistance, learning and career paths, and transfer credit information.

The province's publicly-funded, privately-governed institutions—Ambrose University College, Canadian University College, Concordia University College of Alberta, Kings University College and St. Mary's University College—have applied to join the ApplyAlberta initiative in the future.

Will private institutions be able to use the new ApplyAlberta application system?

No, only publicly-funded post-secondary institutions will be able to use the new application and transcript transfer system.

Online Services and Reminders for Students

This fall, there will be a new streamlined application process

ApplyAlberta is a secure online application system that students will use apply to one or more post-secondary institutions and authorize transfer of their Alberta high school and post-secondary transcripts.

Changes to the transcript request process for students:

During the application process, students will authorize institutions to request transcripts on their behalf. These include:

- Alberta high school transcripts from Alberta Education, and
- Alberta post-secondary transcripts from participating public post-secondary institutions.

Students will not be charged for transcripts transferred through ApplyAlberta.

For more information, visit www.applyalberta.ca

Note: ApplyAlberta uses the student's Alberta Student Number (ASN) to connect to his/her Alberta Education high school transcripts.

www.alis.gov.ab.ca

Students can locate information about the Post-Secondary system online. Some of the online services include:

- Applying for post-secondary admission
- Alberta student financial assistance
- Occupational information resources
- Alberta Post-Secondary Education Information

-
- Scholarship Information
 - E-Resume Review Service
 - Job Postings

Help Desk Services

For inquiries regarding student registration submissions, course/mark submissions, electronic data submissions, Alberta Education Internet or Extranet Websites, online applications for students or general inquiries, please call the **Help Desk** at (780) 427-5318, you can also email cshelpdesk@gov.ab.ca.

Provide this contact information to students and parents that require assistance with diploma examination rewrite fees, high school transcripts, online student loan system, LearnAlberta.

REMINDER: Our phone number has changed, if you have the old phone number of (780) 427-1111 on documents or posted on your website, please update your contact information with what is listed below.



Phone: 780-427-5318

Fax: 780-427-1179

cshelpdesk@gov.ab.ca