

PASI STUDENT NAME GUIDELINES AND STANDARDS

PROVINCIAL APPROACH TO
STUDENT INFORMATION

DATA STANDARDS SUB-
COMMITTEE

we envision

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1. REVISION HISTORY

Date	Author	Description of Change
August 6, 2009	Brad Hodge, PASI Data Architect	Initial draft
September 1, 2009	Brad Hodge, PASI Data Architect	Added recommended element lengths based on metrics provided by Elaine Campbell, PASI Data Architect
September 2, 2009	Brad Hodge, PASI Data Architect	Removed any context specific information
September 4, 2009	Brad Hodge, PASI Data Architect	Removed PreferredName based on feedback from Stephen Sabey, Alberta Education Solution Architect
September 18, 2009	Brad Hodge, PASI Data Architect	Incorporate feedback from the initial review by the Data and Information Standards Subcommittee
September 28, 2009	Brad Hodge, PASI Data Architect	Include Appendix B: Name Comparisons
October 22, 2009	Brad Hodge, PASI Data Architect	Incorporate final feedback from the Data and Information Standards Subcommittee

2. AUDIENCES

Involvement Types: R - review ; A - approve ; C - consume; I - Informational

Audience	Improvement Type	Performed Involvement On	Notes
PASI Director, Sam Radke	RA	November 5, 2009 November 13, 2009	Initial review Final review and ratification
Data & Information Standards Sub-Committee	RA	September 11, 2009 October 20, 2009	Initial review Final review and ratification
Ministry Business Representative	RA	September 4, 2009 October 20, 2009	Initial review Final review and ratification
PASI Clients	C		
PASI Core Team	C		

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4. INTRODUCTION

The most commonly accepted means by which to identify a person, Name information is an important piece of any system responsible for capturing and maintaining information about people. Thus it is important to ensure a consistent set of guidelines and standards are established to accurately describe a person's name within the PASI solution. Based on feedback collected during business requirements gathering, these guidelines and standards introduce an approach for handling Name information that is expected to be shared in a consistent manner.

5. SCOPE

For the purpose of this document, the focus will be solely on Student Name specific information and will address the expectations and support provided for the 3 types of Student Name currently identified; namely Current Legal, Previous Legal and Alias.

Additionally, the purpose of this document is to establish guidelines and standards for how Student Name information will be described and structured within the context of the Provincial Approach to Student Information. It is intended to provide the means by which schools and school authorities can communicate Student Name information to Alberta Education and amongst other schools and school authorities in a consistent manner. It is not intended to provide an all encompassing business process or technical specification for managing this information, but rather describes in appropriate detail the aspects of this information deemed most significant by Alberta Education and Alberta schools and school authorities. It is expected however that this standard will be used as the basis for any technical implementation of Student Name within the scope of PASI and any requirements authored by this standard must be adhered to. Furthermore, these guidelines and standards will not dictate the context in which this information will be used, however where appropriate examples of usage will be provided to provide clarity.

The information contained within this document is hereby deemed effective as of the Alberta 2010-2011 school year.

6. INDICATING REQUIREMENT LEVELS

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this document are to be interpreted as described in [RFC 2119](#).

“MUST This word, or the terms "REQUIRED" or "SHALL", mean that the definition is an absolute requirement of the standard.

MUST NOT This phrase, or the phrase "SHALL NOT", mean that the definition is an absolute prohibition of the standard.

SHOULD This word, or the adjective "RECOMMENDED", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.

SHOULD NOT This phrase, or the phrase "NOT RECOMMENDED" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.

MAY This word, or the adjective "OPTIONAL", mean that an item is truly optional. One vendor may choose to include the item because a particular application requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation, which does not include a particular option, **MUST** be prepared to interoperate with another implementation, which does include the option, though perhaps with reduced functionality. In the same vein an implementation, which does include a particular option **MUST** be prepared to interoperate with another implementation, which does not include the option (except, of course, for the feature the option provides).”

7.1.2 Current Legal Name

Records the current legal name of the student as documented on provided vital statistics documents for that student.

7.1.3 Previous Legal Name

Records any previous legal names of the student as documented on previously provided vital statistics documents for that student.

7.1.4 Alias

Records a name that the student commonly uses or has used in the past for identification. The name can be one that is regularly used by the student, acknowledged in the community and is a name by which family and acquaintances have known the student.

8. NAME DATA ELEMENTS

This section details the proposed elements that will comprise Name. Each element will be described in detail and will include the following information:

Characteristic - will determine whether the element is mandatory (M) or optional (O).

Type - the format in which the element will be captured e.g. Text, Number, True/False etc.

Standard - where applicable, the Standard or Guideline used to define and/or validate the element

Max - provides the maximum length of the element where appropriate

Purpose - describes the intended usage of the element

Approach - describes PASI's approach to working with the element

Example - provides examples of valid and/or invalid element data where appropriate

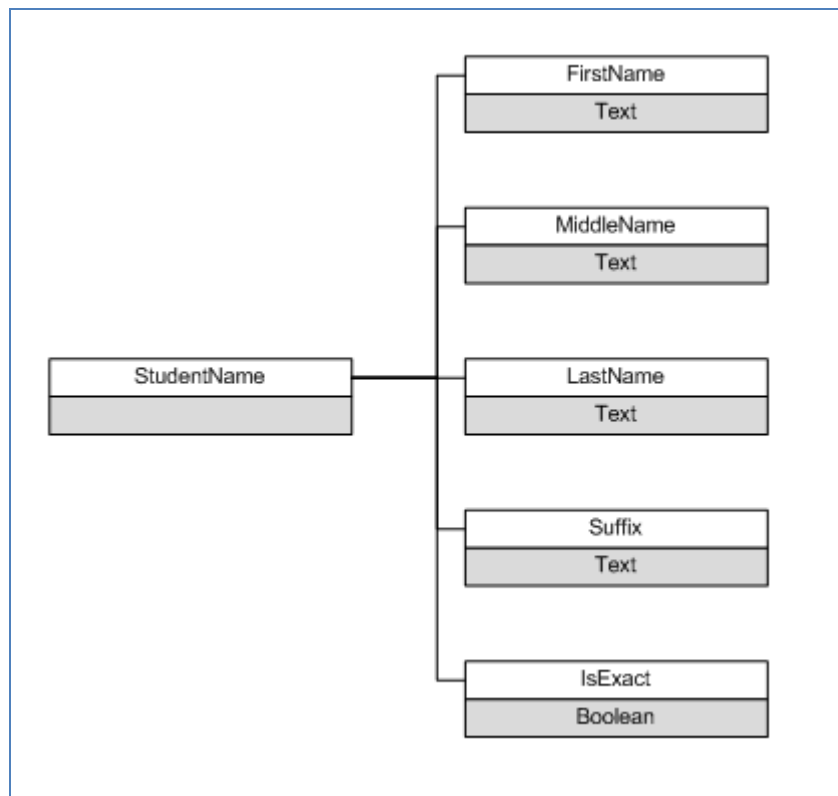


Figure 8.1 - Student Name

Element	Char	Type	Max	Standard	Approach	Purpose	Example
FirstName	M	Text	50		<p>In situations where a person only has one (1) name, the name must be provided in this field.</p> <p>SIS File Mapping: Derived from Legal Given Name and "Also Known As" (AKA) Given Name</p>	Is the first name(s) of the person.	<p>Brad Steven Hodge</p> <p>Anna-Maria Svetlana Kournikova</p> <p>Thanh Tam Nguyen</p> <p>Madonna</p>
MiddleName	O	Text	50		<p>SIS File Mapping: Derived from Legal Given Name and "Also Known As" (AKA) Given Name if exists</p>	The middle name(s) of the person.	<p>Brad Steven Hodge</p> <p>George Henry Dale Hodge</p>

Element	Char	Type	Max	Standard	Approach	Purpose	Example
LastName	M	Text	50		In situations where a person only has one (1) name, the name must be provided as the FirstName and LNU (Last Name Unknown) must be provided as the LastName. SIS Mapping: Legal Surname and "Also Known As" (AKA) Surname	The surname(s) of a person.	Brad Steven Hodge Priscilla Lopes-Schliep Ernie van der Merwe Madonna LNU
Suffix	O	Text	15		SIS Mapping: None.	Suffix(es) associated with the name of the person.	Davis Love III Ken Griffey Jr.
IsExact	M	Boolean			Is False if unsupported characters were removed from the name when captured or if the name was truncated for submission to PASI. SIS Mapping: None.	Used to indicate whether a name was captured in PASI exactly as shown on the provided documentation.	

9. APPENDIX A - PROPOSAL FEEDBACK

This section captures significant feedback gathered during the construction of this proposal and where appropriate, shows actions taken to address the feedback.

Committee member	Feedback	Decision/Action
Heather Conroy, Alberta Education	Highlighted that although PASI will support these characters, many downstream Alberta Education systems will not be able to support them. For example, a transcript or diploma exam may not have the exact name that is recorded within PASI.	Acknowledged that as ministry systems are retired / replaced / upgraded, they will need to offer alignment with this standard.
Iain Scott, Calgary School District	Indicated that as the PASI Web Services must be called using Unicode, anyone integrating with PASI must use Unicode to submit and retrieve information. Although this doesn't mean that PASI Clients must use Unicode internally, it should be suggested that Unicode is used.	Committee agreed it warranted inclusion under the general guidelines as a recommendation.
Shelley Coons, Elk Island Public Schools Division No. 14	Suggested that PASI include a field on the name to indicate if the name captured was modified to 'fit into' PASI	Committee agreed it would provide value knowing whether a name had to be modified to be captured. A property to indicate as such will be added to the name element.

10. APPENDIX B - ALBERTA VITAL STATISTICS GUIDELINES

The following guidelines were taken from Alberta Vital Statistics - Guidelines for Choosing a Given Name or Last Name for Your Child¹.

Guidelines for Choosing a Given Name or Last Name for Your Child

Number of Names

A child's name must minimally consist of two names: a last name and given name.

Alphabet

A child's name must be written in the Roman Alphabet "a" to "z".

Single Letter Names

A person may have a given name or a last name that consists of only a single letter. The letter may be upper or lower case and may or may not be followed by a period.

Special Characters

The only punctuation (special characters) allowed are (.) period, (') apostrophe, (-) hyphen. Punctuation is only permitted in conjunction with letters (for example, a child's name cannot be .."-"..).

Accents

Some accents are permitted provided they are used with a Roman letter.

Numbers

Arabic numbers such as 1, 7, 55, 401, 007, etc. are not permitted as a part of a name.

Hyphens

Hyphens may be used in a given or last name.

Titles

Some titles are permitted in a given or last name (for example, Sr., Senior, Junior, JR., IV, II, III, Third, Fourth, Second, etc.)

¹ Alberta Vital Statistics - Guidelines for Choosing a Given name or Last Name for Your Child
<http://www.servicealberta.ca/1172.cfm>

11. APPENDIX C - NAME COMPARISONS

This standard defines the characteristics of a Student Name as it is intended to be used within the Provincial Approach to Student Information (PASI). While it would be ideal for all clients of the PASI solution to immediately institute this standard within their own solutions/systems, it is acknowledged that this is not likely. As a result, three key factors need to be considered when comparing names stored locally against names stored in PASI.

Name Truncation

There is a strong likelihood that the maximum lengths of name elements defined in this standard are not consistent with implementations within local systems. As an example, a local system that mandates a 25 character maximum limit for LastName should consider the following names to be equal and should not attempt to update the name in PASI.

Local Name: "Smithers-MacGhilleseathea"
PASI Name: "Smithers-MacGhilleseatheanaich"

Unicode

The PASI solution supports Unicode however it is likely that some local system will not support Unicode internally. In this case, the local system should compare their local names with names retrieved from PASI in an accent-insensitive manner. As an example, if a local system only has support for ASCII, the following names should be considered equal and the local system should not attempt to update the name in PASI:

Local Name: "Mederise"
Pasi Name: "Médérise"

Name Composition

Lastly, the decomposed structure of Student Name within PASI may not be consistent with the manner in which consuming systems structure names. System implementers must be aware of the required mapping of name structures in order to ensure successful matches. As an example, if a local system persists names using only Given names and Last names, the following names should be considered equal and no attempt should be made to update the name in PASI:

Local Given Name: "Brad Steven"
Local Surname: "Hodge"

PASI First Name: "Brad"
PASI Middle Name: "Steven"
PASI Last Name: "Hodge"

12. APPENDIX D - SUFFIXES

This section provides examples of name suffixes. It is not meant to be exhaustive and only is indicative of commonly used generational titles. Academic and professional titles are not provided due to the small likelihood that such titles will be used by students.

Generational Titles

Generational suffixes are used as a mechanism to distinguish between two or more family members that would otherwise share the same name. The most common of these are Senior and Junior as well as the use of Roman Numerals.

Sr., Jr., senior, junior, II, III, IV