

Administrative Procedure 304

STUDENT INFORMATION SYSTEM (SIS)

Background

The Student Information System (known as “SIS”) is a provincial student information database developed and maintained by Alberta Education. The goal of SIS is to provide educational policy makers and administrators – at all levels of schools, jurisdictions and government with accurate information on Alberta students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

Procedures

1. Alberta Education will accept and process complete SIS student registration submissions twice a year. Alberta Education presently requires two (2) submissions per school year – to occur in October and March respectively.
2. The Division has set the following timelines for schools to submit their data to Division Office for processing and consolidation:
 - 2.1 Student data as at September 30 must be received within the first week of October.
 - 2.2 Student data as at March 1 must be received within the first week of March.
3. The roles and responsibilities of Principals:
 - 3.1 To collect and record student data.
 - 3.2 To verify student data for completeness and accuracy.
 - 3.3 To submit student data to the Division in a timely fashion to meet provincial processing schedules.
4. Divisions are the primary contacts between the schools and Alberta Education during the SIS data collection process. The Education Technology Department is the primary contact between the schools and Alberta Education for the data collection process. The roles and responsibilities of the Education Technology Department are as follows:
 - 4.1 To train school personnel in the procedures for collecting and coding student data.
 - 4.2 To help school personnel establish and monitor the data collection and verification process required by Alberta Education.
 - 4.3 To gather and consolidate student data from schools.
 - 4.4 To ensure the accuracy and completeness of student data.
 - 4.5 To transmit the required student information to Alberta Education in a timely fashion to meet provincial processing schedules.

Reference: Section 8, 20, 23, 60, 61, 113 School Act