

Administrative Procedure 320 – Appendix B

Appendix B – DIGITAL STUDENT RECORDS MANUAL

Background

The Digital Student Records Manual has been developed to provide instructions on how to perform hardcopy to electronic processing of Student Records as required by Alberta Education. This also now includes records that have been digitally born and have to be uploaded into the Provincial Approach to Student Information (PASI) system as part of the student's Cumulative Student Records. This Manual will be in a continuous process of improvement and is a stand-alone document that is accessible in the Knowledge Centre.

Procedures

1. The Digital Student Records Manual covers the purpose, scope, step-by-step instructions and how-to instructions of the Division's Student Records digitization process.
2. School Administrative Support Staff can locate the Division's Digital Student Records Manual by going into Staff Link and the Knowledge Centre, Programs & Software Documentation under Digital Student Records.
3. School Administrative Support Staff can download and print a copy of the manual for quick access and reference. Due to the constant improvement of processes School Administrative Support Staff are encouraged to check the latest version of the manual before starting any digitizing process or uploading into PASI.
4. To assist with process enhancements, School Administrative Support Staff are to report and inform the Electronic Records Advisor of any issues encountered during the process.