

Security Authorization for SDS (First Nations Schools)

This form may be used to obtain a user ID and password to access the Student Data System as required.

By signing this Security Authorization Form, you agree to the following:

- you will not, without due authority, disclose any information which comes to your knowledge by reason of access to the SDS;
- you have read and agree to abide by the [Student Tracking Protocol](#) and the Ministry of Education [Information Security and Acceptable Use Policy](#); and,
- the Ministry of Education will monitor all system functions. By using the system, you expressly consent to such monitoring and are advised that if such monitoring reveals possible inappropriate use, system personnel may provide the evidence of such monitoring to ministry officials for follow-up.

USER INFORMATION (Please Print)											
<input type="checkbox"/> New User <input type="checkbox"/> Existing User			User ID:						<input type="checkbox"/> Inactivate Existing User		
Last Name:						First Name:					
Title or Organization Role:						Phone Number:					
Signature:			Day	Mon	Year		Teacher Certificate Number: <i>(required for all educators)</i>				
ORGANIZATION INFORMATION											
<input type="checkbox"/> Add user (works at this organization)											
School Name:						Number: <i>(7-digit Department assigned number)</i>					
Address (Box/City/Town):											
<input type="checkbox"/> Remove user (no longer works at this organization)											
School Name:						Number: <i>(7-digit Department assigned number)</i>					
Address (Box/City/Town):											
Select the system and role within your organization for which you require access (see reverse):											
SDS Role(s) (student records – required by all schools) Add Remove <input type="checkbox"/> <input type="checkbox"/> Principal/School Administration Activities <input type="checkbox"/> <input type="checkbox"/> Counselling Students <input type="checkbox"/> <input type="checkbox"/> Generate Reports (school level) <input type="checkbox"/> <input type="checkbox"/> Teacher Activities <input type="checkbox"/> <input type="checkbox"/> Electronic File Transfer <input type="checkbox"/> <input type="checkbox"/> First Nations School Administrators <input type="checkbox"/> <input type="checkbox"/> Generate Reports (Director/Approved Supervisor) <input type="checkbox"/> <input type="checkbox"/> Educator Reporting						SSS Roles Add Remove <input type="checkbox"/> <input type="checkbox"/> eIIP Teacher ASSESSMENT Role Add Remove <input type="checkbox"/> <input type="checkbox"/> Assessment Teacher					
AUTHORIZATION (Approved Supervisor's signature required)											
Name						Position					
Organization						Signature					
			Day	Mon	Year						

Submit form to Registrar's Office, Ministry of Education: Email to student.records@gov.sk.ca or fax 306-787-0035

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ROLE DEFINITIONS

SDS (Student Data System) ROLE:

Principal/School Administration Activities:

- Submit XML files, monitor status of XML files
- View, Update, Add – Student Demographics, Student Address, Student Enrolment, Course Registration, School Marks, Student Assessment, Credit Transfer
- Generate Reports – Student Enrolment, Student Not Enrolled, Student Registration, Mark Reporting Forms, Student Profiles, Like Credit, Missing Prerequisite, Graduation Requirements, Locally Developed (L, modified and alternative education), Teacher Accreditation, Credit Transfer, Student Assessment, Educator Profile
- View Final Marks

Counselling Students:

- View – Student Demographics, Student Address, Student Enrolment, Course Registration, School Marks
- Generate Reports – Student Profiles (prior to enrolment), Graduation Requirements, Credit Transfer
- Add - Credit Transfer, Student Enrolment

Generate Reports (school level):

- Generate Reports – Student Enrolment, Student Not Enrolled, Student Registration, Mark Reporting Forms, Student Profiles, Like Credit, Missing Prerequisite, Graduation Requirements, Locally Developed (L, modified and alternative education), Teacher Accreditation, Credit Transfer, Student Assessment, Educator Profile

Educator Reporting (school level)

- Generate School Educator Report

Teacher Activities:

- View – Student Name, Course Registration, School Marks, Final Marks
- Add – School Marks (only for classes taught by them)

Electronic File Transfer:

- Submit XML files, monitor status of XML files
- This role is for a user who is not allowed to do anything else in the system. The Principal/School Administration Activities and School Division Activities roles include the ability to submit and monitor XML files.

First Nations School Administrators:

- View, Update, Add – Treaty/Status Number, First Nations Band Affiliation, Reserve Residency

Generate Reports (Director/Approved Supervisor):

- Generate Reports – Student Enrolment, Student Registration, Mark Reporting Forms, Student Profiles, Graduation Requirements, Locally Developed (L, modified and Alternative Education), Teacher Accreditation, Like Credit, Missing Prerequisites, Student Assessment, Educator Profile

SSS (Student Support Services) ROLES:

eIIP Teacher (school level):

- Read/Write Access – eIIP screens and reports

ASSESSMENT ROLE:

Assessment Teacher:

- View, Update, Add Assessment Data
- Generate Assessment Reports