

## Security Authorization for SDS (Custody and Care 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):											
<b>SDS Role(s) (student records – required by all schools)</b> 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"/> Electronic File Transfer <input type="checkbox"/> <input type="checkbox"/> Generate Reports (Director/Approved Supervisor)						<b>SSS Roles</b> Add Remove <input type="checkbox"/> <input type="checkbox"/> eIIP Teacher  <b>ASSESSMENT Role</b> <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](mailto: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 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, School Educator Report
- View Final Marks

#### Counselling Students:

- View – Student Demographics, Student Address, Student Enrolment, Course Registration, School Marks
- Generate Reports – Student profiles, 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, School Educator Report

#### 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.

#### 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