

Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the Student Data System

Student Enrolment and Withdrawal

Students should be enrolled and withdrawn in a timely fashion and *Active Enrolment Reports* and *Not Re-enrolled Reports* should be run regularly. The Ministry of Education continues to work to improve these standards of practice and suggests the following:

- **Enrolment** – enrol students on MySchoolSask/MonÉcoleSask (MSS/MÉS) immediately for attendance purposes or on the Student Data System (SDS) (non- MSS/MÉS schools) within three school days of enrolling in the school.
- **Non-attendance – withdrawal reason (enrolment outcome) is known** – when the withdrawal reason is known, withdraw students immediately on MSS/MES or SDS within 10 consecutive school days of non-attendance indicating the reason for withdrawal (e.g., student has moved to another Saskatchewan school or out-of-province; typically, school level responsibility).
- **Non-attendance – investigation initiated** – pursuant to Section 161 (1) of [The Education Act, 1995](#), if a student has more than four days of unexplained absences in a month, the principal shall report the absence to the attendance counsellor (or pursuant to policy as adopted by a First Nation school) – students remain enrolled if contact with the student/family is maintained and efforts to achieve regular attendance are ongoing (typically 10 to 20 school days). Refer to the Standards for Follow-up noted below. The truancy provisions of [The Education Act, 1995](#), may apply and be pursued in this circumstance.
- **Non-attendance – investigation continues** – withdraw student within 20 school days using appropriate withdrawal reason (enrolment outcome) code, even though investigation continues. This action results in the student appearing on the school level *Not Re-enrolled Report*.

Code “61 - Discontinued Schooling – monitoring” is for students with whom you have contact but who are not attending (truant). This code was created in response to feedback from the schools and Education Organizations, which includes provincial school divisions, the Conseil des écoles francsaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan, to expand the use of the *Not Re-enrolled Report*. It provides the school the ability to maintain a student’s class schedule in cases where there is the possibility that a student might return.

- **Non-attendance – investigation complete** – advise Student Records once the best efforts of the Education Organization to achieve regular attendance are exhausted.

The student will be removed from the school’s *Not Re-enrolled Report*. The student will continue to appear on the provincial level report managed by the Ministry of Education.

SDS reporting functions and timelines are listed in Section 4.7 of the [Registrar’s Handbook for School Administrators](#).

Standards for Follow-up

The following standards for dealing with students with irregular attendance as well as those not re-enrolled are suggested using reporting functionality of the SDS:

- Use the *Students Not Re-enrolled* reporting function to generate a list of not re-enrolled students on a regular basis.
 - The timing of this report may vary, depending on the rate of student transitions in your school.
 - The report has been revised to provide withdrawal outcome information.
- Attempt contact using latest available information, which may include an initial phone call to the family.
- If the matter cannot be resolved by a phone call, take steps to visit the home.
- If the student and their family are located and depending upon circumstances, several actions may be required such as:
 - assessment of the student's and family's needs and circumstances and/or developing or re-establishing the school relationship with the student and family. In some communities this may involve working with an Elder; and,
 - development of an individualized case plan to assist the student back to a learning program. This may require the assistance of other human service providers, such as the Ministry of Social Services and other agencies that may have information about the student.
- If the student and their family are not located or found to have moved, investigate if neighbours or others may know where the family may have moved to.
- Inform Student Records that the address is no longer correct, and that the student has not been found following best efforts of the Education Organization. This action will remove a student from a school's *Not Re-Enrolled Report* (Note: the student will continue to appear on the provincial level report managed by the Ministry of Education).
- If investigation determines that former students have moved out of the province, notify Student Records so the withdrawal reason can be changed, effectively removing the names from the *Not Re-enrolled Report*.

Note: If a student is NOT new to Saskatchewan and you cannot find an enrolment record on the SDS or MSS/MÉS program, contact your L1 support and they will submit a HEAT ticket if required. Non-MSS/MÉS schools call Student Records for assistance at 306-787-6012. **DO NOT CREATE A NEW STUDENT ENROLMENT.**

During the month of September only, call Student Records at 306-787-6012 for assistance with searching for an EXISTING Saskatchewan student record. **DO NOT CREATE A DUPLICATE RECORD FOR AN EXISTING STUDENT RECORD.**