Registrar's Handbook for School Administrators 2018-19

Office of the Registrar

Departmental Examinations
Student and Educator Services
(Updated August 2018 V2)

Government of Saskatchewan

Table of Contents

Introduction

In this Handbook,

"Registrar" means the Registrar and Director of the Student and Educator Services Unit of the Ministry of Education.

The Office of the Registrar administers policies related to:

- credit requirements for secondary level completion, Grade 12 departmental examinations, teacher accreditation, and the Student Tracking Program.

To support these activities, the Office of the Registrar maintains a central registry of students from Kindergarten to Grade 12 (the Student Data System) as well as employment records for certified teachers in Saskatchewan.

The *Registrar's Handbook for School Administrators* provides information on Provincial Examinations and Student and Educator Services programs. It includes directives issued under the authority of *The Education Regulations, 2015*, pursuant to *The Education Act, 1995,* Section 176 (1) and (2). It is not intended to provide information on teacher certification.

Mailing address:

Student and Educator Services	Assessment Unit
Ministry of Education	Ministry of Education
1 - 2220 College Avenue	7 - 2220 College Avenue
REGINA SK S4P 4V9	REGINA SK S4P 4V9
Telephone: 306-787-6012	Telephone: 306-787-6037
Fax: 306-787-0035	Fax: 306- 787-5059

Website: www.saskatchewan.ca

For information on teacher **certification** in Saskatchewan, please contact the Saskatchewan Professional Teachers Regulatory Board (SPTRB) online at sptrb.ca or 306-352-2230 or toll free within Saskatchewan at 1-844-254-2230.

For information on **accreditation** in Saskatchewan high schools, please refer to Section 5 of this handbook.

Telephone Contacts

Registrar and Director
Shelley Lowes 306-787-6039
shelley.lowes@gov.sk.ca

Assistant Registrar
Michelle Burant Epp 306-787-1024
michelle.burantepp@gov.sk.ca

Examinations

Assessment Consultant— English Language Arts
Maxine Penner 306-787-2534
maxine.penner@gov.sk.ca

Assessment Consultant—Sciences
Jacques Delorme 306-787-5999
jacques.delorme@gov.sk.ca

Assessment Consultants—Mathematics
Keith Muir (Workplace and Apprenticeship and Pre-calculus) 306-787-2362
keith.muir@gov.sk.ca

Jolene Holtvogt-Briens (Foundations) 306-787-8029
jolene.holtvogt-briens@gov.sk.ca

Examination Shipping and Receiving
Christina Radons 306-787-6006
assessment@gov.sk.ca

Student and Educator Services

Out-of-Province Evaluations; Music Evaluations
Administrative Officer
Kris Storle 306-787-1025
credit.transfer@gov.sk.ca

Student Records Supervisor
Cheryl Stephen 306-787-6081
student.records@gov.sk.ca

SDS Help Desk, Security Administration and Electronic File Transfer
Student and Educator Services 306-787-6012
student.records@gov.sk.ca

Teacher Accreditation
Student and Educator Services 306-787-6012
student.records@gov.sk.ca

Transcripts **306-787-6012**

Fax
Student and Educator Services 306-787-0035

Email: student.records@gov.sk.ca

Summary of Changes for 2018-19

Section	Changes
Section 2 Departmental Examinations	Departmental Examinations Timetables have been updated to include examination dates up to the 2023-24 school year. Two **new sessions** added to accommodate block schedules January alternate session **extended to ONE week** not one day
Section 6 Additional Information	• Attendance Data Collection • Summer School Registration • Credit Recovery • Saskatchewan High School Credit Options
Section 7 Forms	• **Form 15 – Provincial Examinations – August Presiding Officers' Invoice**
Section 10 Secondary Level Course Lists	Secondary prerequisite requirements, provincial secondary level courses, dual credits and locally developed course lists.

1 Time Allocations and Credit Policy

1.1 Principles of Core Curriculum

1.1.1 Required Areas of Study

The seven Required Areas of Study within the Core Curriculum are:
- language arts
- mathematics
- science
- social science
- health education
- arts education
- physical education

Each required area has unique knowledge, skills, and values that are essential for all students at the elementary, middle, and secondary levels. Therefore, the Required Areas of Study are included throughout the school program from the elementary to secondary levels.

1.1.2 Locally Developed Options

The Core Curriculum makes provision in the K to 12 school program for locally developed options, to gain time for local or community program priorities. Policy guidelines are as follows:
- At the elementary and middle levels, school divisions may gain time for locally determined options by reducing the time to be spent in one or more of the required areas up to a maximum of 20%.
- At the secondary level, time for locally developed options is available through the use of courses in the elective categories.
- Locally developed options can be provided through the selection of provincially developed courses or through courses developed at the local level. The Ministry of Education will continue to require all locally developed courses be reviewed for approval by the ministry.

Decisions about the priorities of locally developed program offerings, such as religious education or second language instruction, are best made by boards of education in consideration of local community needs.

Locally Developed Courses Online Application and Policy
Locally Modified Courses Online Application and Policy

1.1.3 Needs-Based Service Delivery Model

Education in Saskatchewan schools is guided by the needs-based model of service delivery, as it provides students with the supports and services they require to learn based on their individual strengths and needs. For additional details please refer to *Actualizing a Needs Based Model (2015)*.

1.1.4 Adaptive Dimension

The Adaptive Dimension refers to the concept of making adjustments to any or all of the following variables: learning environment, instruction, assessment and resources. Adjustments to these variables are intended to make learning meaningful and appropriate and to support student achievement. Within the context of the Adaptive Dimension, curricular outcomes are not changed; adaptive variables are adjusted so that the curricular outcomes can be achieved. The Adaptive Dimension is a necessary component of all educational programs. For more information please refer to *The Adaptive Dimension for Saskatchewan K-12 Students (2017)*.

The Adaptive Dimension:
- regards teachers as professionals who have the authority and the responsibility to make adaptations to the learning environment, instruction, assessment and resources to meet the needs of all students;
- encourages dialogue among professionals concerning the most appropriate support and effective means of responding to individual differences within the classroom;
- supports the understanding that decisions about adaptations are best made by professionals working with students on a daily basis;
- does not change curricular outcomes; and,
- promotes environments that cultivate collegiality and interprofessional collaboration fostered through the leadership of school administrators.

1.2 Time and Credit Allocations

1.2.1 Kindergarten

To support programming at the Kindergarten level for English programs, refer to the *Children First: A Resource for Kindergarten* (2009) and the *Kindergarten Curriculum* (2010). Kindergarten requires the Areas of Study to be integrated using inquiry and play-based learning approaches; specific allotment of time for each area of study is not required. The instructional time required for Kindergarten is 475 hours each school year.

1.2.2   Elementary Level (grades 1 to 5)

The balance of time required for each area of study at the elementary level will continue to be as follows:

Area of Study	Minutes per Week
Language arts	560
Mathematics	210
Science	150
Social studies	150
Health education	80
Arts education	200
Physical education	150
Locally determined options *	
• maximum	300
• minimum	0
Total time available	**1,500**

*Time for locally determined options may be gained by reducing areas of study by no more than 20% in any area. This creates a maximum of 300 minutes per week for locally developed options.
.

Please Note: Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in section 1.5 of this document.

1.2.3   Middle Level (grades 6 to 9)

The balance of time required for each area of study at the middle level will continue to be as follows:

Area of Study	Minutes per Week	
Grade Level	**Grade 6**	**Grades 7 to 9**
Language arts	510	300
Mathematics	210	200
Science	150	150
Social studies	150	150
Health education	80	100
Arts education	200	200
Physical education	150	150
Career education	50	50
Practical and applied arts survey course*	0	75
Locally determined options **		
• maximum	300	300
• minimum	0	125
Total time available	**1,500**	**1,500**

Career education is compulsory for students in grades 6-9. Thirty hours or fifty minutes per week/per grade level are required for career education instruction.

*Students entering Grade 7 are required to take at least three **Practical and Applied Arts (PAA)** survey courses before completing Grade 9. Each course must be a minimum of 50 hours. The modules for these three PAA survey courses must be chosen using criteria recommended in the *Practical and Applied Arts Handbook*.   Students in grades 7-9 may use Christian ethics or Catholic studies courses to fulfill two of the three PAA survey courses requirement.

**Time for locally determined options may be gained by reducing the Required Areas of Study by no more than 20% in any area. This creates a maximum of 300 minutes per week for grades 6 to 9.

Please Note: Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in section 1.5 of this document.

1.2.4   Secondary Level (grades 10 to 12)

At the secondary level, there are three categories in which students must obtain credits:
- **required courses of study** which are compulsory courses intended to provide a general education;
- **specified areas of study** which are intended to allow students to continue to take courses of a general nature or to specialize in areas of individual interest; and,
- **electives** which allow for further choice and specialization based on individual needs and local priorities.

Credit Policy

The following chart outlines the credit policy for secondary education in Saskatchewan.

Area of Study	Number of Credits Required
English language arts	5
Mathematics	2
Science	2
Social science (includes Canadian Studies)	3
Health education/physical education	1
Arts education/practical and applied arts	2
Sub-Total	**15**
Electives	9
Total	**24**

Note:
- 1 credit = 100 hours of classroom instruction.

Please Note: Time allocations for French Immersion and Fransaskois education programs are different. See the appropriate tables in section 1.5 of this document.

Credit Requirements for grades 10, 11, and 12

Regular Program—24 Credit Policy

Grade 10	Grade 11	Grade 12
minimum 8 credits	minimum 16 credits	minimum 24 credits (5 of which must be at the 30 level)
Compulsory Courses:	**Compulsory Courses:**	**Compulsory Courses:**
English Language Arts A 10 and English Language Arts B 10;	English Language Arts 20;	English Language Arts A 30 and English Language Arts B 30;
Social Studies 10, History 10 or Native Studies 10;	a mathematics at the 20 level;	Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies;
Science 10;		
a mathematics at the 10 level;	a science 20 or 30 *	
	a social science 20 or 30	
3 electives at level 10 , 20 or 30	6 additional elective credits at level 20 or 30	
2 credits in arts education or practical and applied arts at level 10, 20, or 30		
Wellness 10, Physical Education 20 or Physical Education 30		

Note:
- 1 credit = 100 hours of classroom instruction and a minimum percentage of 50.
- Modified courses (11, 21, 31 and 10 A, 20 A, 30 A) can be used to fulfill requirements in the required courses of study, specified areas of study and electives.
- Locally developed courses (designated with an L) may be used to meet elective requirements only.
- Graduation requirements are minimum requirements for Grade 12 standing. Students may choose to exceed these requirements.
- This credit requirement change came into effect for students graduating in the year 2000.
* Science 20 or 30 prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*

Secondary Level Courses of Study

Grade 10	Grade 11	Grade 12
Required Courses of Study		
English Language Arts A 10 English Language Arts B 10 Science 10 **One of:** Math: Foundations and Pre-calculus 10 Math: Workplace and Apprenticeship 10 **One of:** Social Studies 10 History 10 Native Studies 10	English Language Arts 20 **One of:** Math: Foundations 20 Math: Pre-calculus 20 Math: Workplace and Apprenticeship 20	English Language Arts A 30 English Language Arts B 30 **One of:** Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies

Specified Areas of Study	In addition to the above required courses of study, credits are required in the following specified areas of study:	
Science	One additional credit required at 20 or 30 level*	
	Environmental Science 20 Physical Science 20 Health Science 20 Computer Science 20	Earth Science 30 Biology 30 Chemistry 30 Physics 30 Computer Science 30
Social Science	One additional credit required at the grade 11 or 12 level	
	Social Studies 20 History 20 Native Studies 20 Economics 20 Geography 20 Psychology 20	Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies Economics 30 Geography 30 Psychology 30 Law 30
Health/Physical Education	One credit required at the grade 10, 11, or 12 level	
Wellness 10	Physical Education 20	Physical Education 30

Note:
- 1 credit = 100 hours of classroom instruction.
- Modified courses (11, 21, 31, and 10 A, 20 A, 30 A) can be used to fulfill requirements in the required courses of study, specified areas of study, and electives.
* Science 20 or 30 and social sciences prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

Specified Areas of Study (continued)

Arts Education/Practical and Applied Arts Courses

Two credits required at the grade 10, 11, or 12 level

Arts Education

Arts Education 10, 20, 30

Band 10, 20, 30

Choral 10, 20, 30

Dance 10, 20, 30

Drama 10, 20, 30

Instrumental Jazz 10, 20, 30

Music 10, 20, 30

Visual Art 10, 20, 30

Vocal Jazz 10, 20, 30

Practical and Applied Arts

Accounting 10, 20, 30

Agriculture Studies 30

Apprenticeship A 20, B 20, A 30, B 30

Autobody 10, A 20, B 20, A 30, B 30

Career and Work Exploration 10, 20, A 30, B 30

Clothing, Textiles, and Fashion 10, 30

Commercial Cooking 10, 20, 30

Communication Media 10, 20, 30

Construction and Carpentry 10, 20, 30

Cosmetology 10, 20, 30

Cow/Calf Production 10, 20, 30

Dairy Production 10, 20, 30

Design Studies 10, 20

Drafting and Computer-Aided Design 10, 20, 30

Electrical and Electronics 10

Practical and Applied Arts (continued)

Electrical 20, A 30, B 30

Electronics 20, A 30, B 30

Energy and Mines 10, 20, 30

Entrepreneurship 30

Feedlot Production 10, 20, 30

Field Crop Production 10, 20, 30

Food Studies 10, 30

Forestry Studies 20, 30

Graphic Arts 20, 30

Horticulture 10, 20, 30

Housing 30

Information Processing 10, 20, 30

Interior Design 30

Life Transitions 20, 30

Machining 10, 20, 30

Mechanical and Automotive 10, A 20, B 20, A 30, B 30

Photography 10, 20, 30

PAA Survey A 10, B 10, A 20, B 20, A 30, B 30

Pork Production 10, 20

Sheep Production 10, 20, 30

Theatre Arts 20, 30

Tourism, Hospitality, Entrepreneurship A 30, B 30

Upholstery 10, 20, 30

Welding 10, 20, A 30, B 30

Wildlife Management 10, 20, 30

Note:
- To meet the credit requirements for graduation of the 24 credit policy, students may use Christian ethics or Catholic studies courses to fulfill the compulsory two-credit requirement in the Arts education/practical and applied arts areas of study.

Electives

To meet the credit requirements for graduation, students are required to take **nine** elective courses at the secondary level. These courses will include at least **six** courses at grade 11 or 12. To fulfill elective credit requirements, students may choose courses from the Required Areas of Study, the Practical and Applied Arts, language courses and locally developed courses. In addition, students may acquire up to three credits for student initiated learning projects (see *Special Project Credits*).

1.3   Areas of Study

Further description of the credit requirements for each area of study is included in the sections that follow.

1.3.1   English Language Arts

Policy

To meet the credit requirements for graduation of the 24 credit policy, students are required to take **five** compulsory English language arts courses at the secondary level.

Compulsory English Language Arts Courses

Grade 10	Grade 11	Grade 12
English Language Arts A 10	English Language Arts 20	English Language Arts A 30
English Language Arts B 10		English Language Arts B 30

Note:
- English Language Arts A 10 and B 10 are the prerequisite courses for English Language Arts 20
- English Language Arts 20 is the prerequisite course for English Language Arts A 30 and B 30.
- At Grade 11 or 12, students may also choose to enrol in an elective English language arts course. Provincially developed level 20 courses (i.e., Communication Studies 20, Creative Writing 20, Journalism Studies 20, and Media Studies 20) may be used to fulfill course elective options.

1.3.2   Mathematics

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** mathematics courses at the secondary level. These courses must include one level 10 course and one level 20 or 30 course*.

Compulsory Mathematics Courses

Level 10	Level 20 or 30*	
One of:	One of:	
Math: Foundations and Pre-calculus 10 or Math: Workplace and Apprenticeship 10	Math: Foundations 20 or Math: Workplace and Apprenticeship 20 or Math: Pre-calculus 20	Math: Foundations 30 or Math: Workplace and Apprenticeship 30 or Math: Pre-calculus 30 or Calculus 30

Note:
Students are encouraged to take both math courses at the Grade 10 level.
*   Mathematics 20 or 30 course prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

1.3.3   Science

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory science courses at the secondary level. These compulsory courses include one level 10 course and one level 20 or 30 course.*

Compulsory Science Courses

Level 10	Level 20 or 30*	
Science 10	Environmental Science 20 or Physical Science 20 or Health Science 20 or Computer Science 20	Earth Science 30 or Biology 30 or Chemistry 30 or Physics 30 or Computer Science 30

Prerequisites:
- Science 10 is the prerequisite course for all level 20 science courses.
- Either Environmental Science 20 or Health Science 20 can be used as the prerequisite for Biology 30.
- Physical Science 20 is the prerequisite for Physics 30 and Chemistry 30.
- Either Environmental Science 20 or Physical Science 20 can be used as the prerequisite for Earth Science 30
- Computer Science 20 is the prerequisite for Computer Science 30.
* Science 20 or 30 and social sciences prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

1.3.4   Social Sciences

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level. These compulsory courses include one at the 10 level, one Canadian studies at the 30 level*, and one additional 20/30 social science course.

* The Canadian studies credit can be fulfilled by taking **one** of:
- History 30: *Canadian Studies*;
- Native Studies 30: *Canadian Studies*;
- Social Studies 30: *Canadian Studies*.

Compulsory Social Science Courses

Level 10	Level 20	Level 30
History 10 or Native Studies 10 or Social Studies 10		History 30: Canadian Studies or Native Studies 30: Canadian Studies or Social Studies 30: Canadian Studies
	One additional credit required at level 20 or 30 from: History 20 — History 30: Canadian Studies Native Studies 20 — Native Studies 30: Canadian Studies Social Studies 20 — Social Studies 30: Canadian Studies Economics 20 — Law 30 Geography 20 — Economics 30 Psychology 20 — Geography 30 Psychology 30	

1.3.5   Health Education/Physical Education

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **one** **c**ompulsory health education or physical education course at the secondary level.

Compulsory Health Education/Physical Education Course

Level 10	Level 20	Level 30
Wellness 10 or Instructional Physical Education 20 or Instructional Physical Education 30		

Note:
- No prerequisites are required for Wellness 10 or for Instructional Physical Education 20 or 30.

1.3.6 Arts Education / Practical and Applied Arts

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory courses from the areas of arts education and/or practical and applied arts. These compulsory courses can be taken at level 10, 20 or 30 from either or both areas.

Arts Education/Practical and Applied Arts Courses

Two credits required at grade 10, 11, or 12 from:

Arts Education
Arts Education 10, 20, 30
Band 10, 20, 30
Choral 10, 20, 30
Dance 10, 20, 30
Drama 10, 20, 30
Instrumental Jazz 10, 20, 30
Music 10, 20, 30
Visual Art 10, 20, 30
Vocal Jazz 10, 20, 30

Practical and Applied Arts
Accounting 10, 20, 30
Agriculture Studies 30
Apprenticeship A 20, B 20, A 30, B 30
Auto Body 10, A 20, B 20, A 30, B 30
Career and Work Exploration 10, 20, A 30, B 30
Clothing, Textiles, and Fashion 10, 30
Commercial Cooking 10, 20, 30
Communication Media 10, 20, 30
Construction and Carpentry 10, 20, 30
Cosmetology 10, 20, 30
Ag Tech -Cow/Calf Production 10, 20, 30
Ag Tech -Dairy Production 10, 20, 30
Design Studies 10, 20
Drafting and Computer-Aided Design 10, 20, 30
Electrical and Electronics 10

Practical and Applied Arts (continued)
Electrical 20, A 30, B 30
Electronics 20, A 30, B 30
Energy and Mines 10, 20, 30
Entrepreneurship 30
Ag Tech -Feedlot Production 10, 20, 30
Ag Tech -Field Crop Production 10, 20, 30
Food Studies 10, 30
Forestry Studies 20, 30
Graphic Arts 20, 30
Horticulture 10, 20, 30
Housing 30
Information Processing 10, 20, 30
Interior Design 30
Life Transitions 20, 30
Machining 10, 20, 30
Mechanical and Automotive 10, A 20, B 20, A 30, B 30
Photography 10, 20, 30
PAA Survey A 10, B 10, A 20, B 20, A 30, B 30
Ag Tech -Pork Production 10, 20
Ag Tech -Sheep Production 10, 20, 30
Theatre Arts 20, 30
Tourism, Hospitality, Entrepreneurship A 30, B 30
Upholstery 10, 20, 30
Welding 10, 20, A 30, B 30
Wildlife Management 10, 20, 30

1.3.7   Christian Ethics and Catholic Studies

Policy

To meet the credit requirements for graduation of the 24 credit program, students may use Christian ethics or Catholic studies courses to fulfill the compulsory two credit requirement in the arts education/practical and applied arts areas of study.

1.4   Electives

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **nine** elective courses at the secondary level. These courses include at least **six** courses at grade 11 or 12.

Elective Courses (9 courses required)

Grade 10	Grade 11	Grade 12
	at least 6 courses	

Note:
- To fulfill elective credit requirements, students may choose courses from the required areas of study, the practical and applied arts, language courses and locally developed courses. In addition, students may acquire up to three credits for student initiated projects (see Special Project Credits).

1.5   French Immersion and Fransaskois Program Requirements

The following outlines the credit policy of the 24 credit program for French Immersion programs and Fransaskois schools.

1.5.1   Kindergarten

To support programming at the Kindergarten level for French Immersion programs, refer to the *Immersion française Maternelle* (2015). French Immersion follows an interdisciplinary curriculum that integrates the required areas of study; specific allotment of time for each area of study is not required. The French language instructional time allocations to support the goals of French Immersion Kindergarten are 100% as indicated in the *Handbook for Leaders of French as a Second Language (FSL) Programs*. The French language instructional time required for Kindergarten is 475 hours each school year.

To support programming at the Kindergarten **level for Fransaskois programs,** refer to the *Jouer et explorer : guide du programme d'apprentissage pour la petite enfance (2008)* and the *Maternelle Éducation fransaskoise* (2010). Fransaskois Kindergarten follows an integrated, holistic and play-based learning approach; specific allotment of time for each area of study is not required. The instructional time required for Kindergarten is 475 hours each school year.

Time and Credit Allocations

1.5.2 Elementary Level (grades 1 to 5)

Area of study	Minutes per Week			
	Grades 1-3		Grades 4-5	
	Immersion	Fransaskois	Immersion	Fransaskois
Language Arts: English and Français*	750	750	750	700
Mathematics	170	200	170	200
Science	120	120	120	160
Social Studies	120	110	120	120
Health Education	60	60	60	60
Arts Education	160	140	160	140
Physical Education	120	120	120	120
Locally determined options • maximum • minimum	120 0	120 0	120 0	120 0
Total time available	**1500**		**1500**	

* Depending on the type of program, English language arts (ELA) is introduced at different times. In French Immersion, the introduction of ELA may be in Grade 3 in order to maximize the benefits of learning French, the language of instruction in that program.

In Fransaskois education, ELA is introduced formally in Grade 4. Once English language arts is introduced, the suggested number of minutes for language arts must be divided between French and English language arts in a manner that meets the needs of students and the demands of the programs.

1.5.3   Middle Level (grades 6 to 9)

Area of study	Minutes per Week			
	Grade 6		Grades 7-9	
	Immersion	Fransaskois	Immersion	Fransaskois
Language Arts: English and Français	700	600	600	600
Mathematics	180	200	190	200
Science	120	120	120	120
Social Studies	120	120	120	120
Health Education	60	60	80	70
Arts Education	160	150	160	150
Physical Education	120	120	120	120
Career Education	40	40	40	40
PAA survey courses*	0	90	70	80
Locally determined options				
• maximum	120	120	120	120
• minimum	0	0	0	0
Total time available	1500		1500	

* Students entering Grade 7 are required to take at least three practical and applied arts (PAA) survey courses before completing Grade 9. Each course must be a minimum of 50 hours. The modules for these three PAA survey courses must be chosen using criteria recommended in the Practical and Applied Arts Handbook (2006) or the Arts pratiques et appliqués – Document d'orientation 2004. Students in grades 7-9 may use Christian ethics or Catholic studies courses to fulfill two of the three PAA survey courses requirement.

1.5.4   Secondary Level (grades 10 to 12)

Requirements for Bilingual Mention – French Immersion Programs

To meet the requirements for bilingual mention on the Transcript of Secondary Level Achievement, students are required to complete **a minimum of 12 credits** taken in French in addition to meeting the English program requirements with the exception of the English language arts area.

Note: A minimum cumulative total of 4 credits taken in French is required for Grade 10, 8 credits for Grade 11, and 12 credits for Grade 12.

The 12 courses necessary for bilingual mention must include three French language arts courses (Français Immersion 10, 20, 30). The other 9 credits can be obtained from courses in the remaining areas of study or electives that are taught in French.

French Immersion Program / Programme d'immersion française

Grade 10 / 10e année	Grade 11 / 11e année	Grade 12 / 12e année
minimum cumulative total of 8 credits (4 credits must be in French) / minimum de 8 crédits dont 4 en français	minimum cumulative total of 16 credits (8 credits must be in French) / minimum de 16 crédits dont 8 en français	minimum cumulative total of 24 credits (5 of which must be at the 30 level and 12 must be in French) / minimum de 24 crédits dont 5 crédits de niveau 30 et 12 en français
Compulsory Courses/ Cours obligatoires:	**Compulsory Courses/ Cours obligatoires:**	**Compulsory Courses/ Cours obligatoires:**
English Language Arts A 10 **or / ou** English Language Arts B 10;	English Language Arts 20;	English Language Arts A 30 **or / ou** English Language Arts B 30;
Français immersion 10;	Français immersion 20;	Français immersion 30;
Social Studies 10; **or** History 10 **or / ou** Histoire 10; **or** Native Studies 10;		Social Studies 30: Canadian Studies **or** History 30: Canadian Studies **or** Native Studies 30: Canadian Studies **or** Sciences sociales immersion 30
Science 10 / Sciences 10;		
a math at the 10 level/un cours de niveau 10 de mathématiques;	a math at the 20 level/un cours de niveau 20 de mathématiques;	
	a science 20 or 30* / un cours de niveau 20 ou 30* de sciences	
	a social science 20 or 30 / un cours de niveau 20 ou 30 en sciences sociales	
3 electives at level 10, 20 or 30/ 3 cours au choix de niveau 10, 20 ou 30	5 additional elective credits at level 20 or 30 / 5 autres cours au choix de niveau 20 ou 30	
2 credits in arts education or practical and applied arts at level 10, 20, or 30 / 2 crédits de niveau 10, 20 ou 30 dans les domaines de l'éducation artistique ou des arts pratiques et appliqués		
Wellness 10, Physical Education 20, or Physical Education 30 / Mieux-être 10, Éducation physique 20, ou Éducation physique 30		

* Science 20 or 30 prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

1.5.5   Requirements for the Fransaskois Program

All subjects other than English Language Arts are taught in French.

Note: To meet the requirements of the 24 credit program for Francophone bilingue mention on the Transcript of Secondary Level Achievement, students are required to complete **a minimum of 21 credits** taken in French in addition to meeting the English program requirements with the exception of the English language arts area.

Programme Fransaskois

10e année	11e année	12e année
8 crédits minimum **Cours obligatoires:** Français fransaskois A 10 **et** Français fransaskois B 10; English Language Arts A 10 **ou** English Language Arts B 10; Sciences sociales fransaskois 10; Sciences 10; un crédit en mathématiques de niveau 10;	16 crédits minimum **Cours obligatoires:** Français fransaskois 20; English Language Arts 20; un crédit en mathématiques de niveau 20;	24 crédits **minimum (dont au moins 5 de niveau 30)** **Cours obligatoires:** Français fransaskois A 30 **et** Français fransaskois B 30; English Language Arts A 30 **ou** English Language Arts B 30; Sciences sociales fransaskois 30;
	un crédit en sciences de niveau 20 ou 30*;	
	un crédit en sciences sociales de niveau 20 ou 30;	
Cours facultatifs: 2 crédits au choix de niveau 10	**Cours facultatifs:** 4 crédits au choix de niveau 20 ou 30	
un crédit au choix parmi Mieux-être 10, Éducation physique 20 ou Éducation physique 30;		
2 crédits de niveau 10, 20 ou 30 dans les domaines de l'éducation artistique ou des arts pratiques et appliqués.		

* Science 20 or 30 prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015.*

Comparison of French Immersion / Fransaskois Program Requirements

Area of study	Number of Credits Required	
	Immersion	Fransaskois
English Language Arts	3	3
French Language Arts	3	5
Mathematics	2	2
Science	2	2
Social Sciences	3	3
Health Education / Physical Education	1	1
Arts Education / Practical And Applied Arts	2	2
Sub-Total	**16**	**18**
Electives	8	6
Total	**24**	**24**

English Language Arts – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory English language arts courses at the secondary level. These compulsory courses include **three** courses in a Grade 10, 11 and 12 sequence.

Compulsory English Language Arts Courses

Grade 10	Grade 11	Grade 12
English Language Arts A 10 or B 10	English Language Arts 20	English Language Arts A 30 or B 30

French Language Arts

French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory French language arts courses at the secondary level. These compulsory courses include one course at each grade level.

French Language Arts Courses

	Grade 10	Grade 11	Grade 12
Compulsory	Français immersion 10	Français immersion 20	Français immersion 30

Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **five** compulsory French language arts courses at the secondary level. These language-based compulsory courses include two courses at Grade 10, one course at Grade 11, and two courses at Grade 12.

French Language Arts Courses

	Grade 10	Grade 11	Grade 12
Compulsory	Français fransaskois A 10	Français fransaskois 20	Français fransaskois A 30
	Français fransaskois B 10		Français fransaskois B 30

Note:
- A 30 or B 30 can be taken during Grade 11 or 12.

Mathematics – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** mathematics courses at the secondary level. These courses must include one course at level 10 and one course at level 20 or 30*.

Compulsory Mathematics Courses

Level 10	Level 20 or 30*	
One of:	One of:	
Maths : fondements des mathématiques et précalcul 10 or Maths : milieu de travail et formation d'apprentis 10	Maths : fondements des mathématiques 20 or Maths : milieu de travail et formation d'apprentis 20 or Maths : précalcul 20	Maths : fondements des mathématiques 30 or Maths : milieu de travail et formation d'apprentis 30 or Maths : précalcul 30 or Calcul 30

Note:
- Students are encouraged to take both mathematics courses at the Grade 10 level.
- Immersion students have the option of selecting from the English list as well (see section 1.3.2) provided they respect the general requirement for the bilingual mention as specified in section 1.5.4).
- ***** Mathematics 20 or 30 course prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

Science – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory science courses at the secondary level. These compulsory courses include one course at Level 10 and one course at Level 20 (see *Requirements for Bilingual Mention – French Immersion Programs* and *Requirements for the Fransaskois Program*).

Science Courses

Level 10	Level 20 or 30*	
Sciences 10	Sciences de la santé 20 or Sciences de l'environnement 20 or Sciences physiques 20 or Informatique 20	Sciences de la terre 30 or Biologie 30 or Physique 30 or Chimie 30 or Informatique 30

Note:
- Sciences 10 is the foundation prerequisite course.
- Sciences de la santé 20 is the prerequisite for Biologie 30.
- Sciences de l'environnement 20 is the prerequisite for Biologie 30, and Sciences de la terre 30.
- Sciences physiques 20 is the prerequisite for Science de la terre 30, Physique 30 and Chimie 30.
- Informatique 20 is the prerequisite for Informatique 30.
- Immersion students have the option of selecting from the English list as well (see section 1.3.3) provided they respect the general requirement for the bilingual mention as specified in section 1.5.4).
- * Science 20 or 30 course prerequisites must be met unless the student is an adult by definition of *The Education Regulations, 2015*.

Social Sciences

French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level (see *Requirements for Bilingual Mention – French Immersion Programs*).

Social Science Courses

Grade 10	Grade 11	Grade 12
Social Studies 10 or History 10 or Histoire 10 or Native Studies 10		Social Studies 30: Canadian Studies or History 30: Canadian Studies or Native Studies 30: Canadian Studies or Sciences sociales immersion 30
	One additional credit required at level 20 or 30	
	History 20 Histoire 20 Native Studies 20 Social Studies 20 Economics20 Geography20 Psychology 20 Psychologie 20 Law 30 Economics 30 Geography30 Psychology 30 Psychologie 30	

Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **three** compulsory social science courses at the secondary level.

Social Science Courses

Grade 10	Grade 11	Grade 12
Sciences sociales fransaskois 10		Sciences sociales fransaskois 30
	One additional required credit	

Health Education/Physical Education – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **one** compulsory health education or physical education course at the secondary level (see *Requirements for Bilingual Mention – French Immersion Programs* and *Requirements for the Fransaskois Program*).

Compulsory Health Education/Physical Education Course

Grade 10	Grade 11	Grade 12
Mieux-être 10 or Éducation physique 20 or Éducation physique 30		

Note:
- No prerequisites are required for Mieux-être 10 or Éducation physique 20 or Éducation physique 30.
- French Immersion students have the option of selecting from the English list as well (see section 1.3.5) provided they respect the general requirement for the bilingual mention as specified in section 1.5.4).

Arts Education/Practical and Applied Arts – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **two** compulsory courses from the areas of arts education and/or practical and applied arts. These compulsory courses can be taken at grades 10, 11, or 12 from either or both areas (see *Requirements for Bilingual Mention – French Immersion Programs* and *Requirements for the Fransaskois Program*).

Arts Education/Practical and Applied Arts Courses

Two credits required at grade 10, 11, or 12 from:

Arts Education
Art dramatique 10, 20, 30
Arts visuels 10, 20, 30
Musique 10, 20, 30

Practical and Applied Arts
Adaptation au travail 10, 20, 30
Alimentation 10, 20, 30
Arts pratiques et appliqués, cours combinés 10, 20, 30
Formation d'apprentis A 20, B 20, A 30, B 30
Design technique et industriel 10, 20 ,30
Électro-technologies 10, 20, 30
Énergies et mines 10, 20, 30
Entreprise et innovation 10, 20, 30
Exploration de carrières et d'emplois 10, 20, A 30, B 30
Fabrication 10, 20, 30

Practical and Applied Arts (continued)
Faune10, 20, 30
Foresterie 10, 20, 30
Gestion des finances 10, 20, 30
Gestion et marketing 10, 20, 30
Logistique 10, 20, 30
Mécanique 10, 20, 30
Mode 10, 20, 30
Pratiques agricoles 10, 20, 30
Santé communautaire 10, 20, 30
Soins esthétiques 10, 20, 30
Technologie des communications 10, 20 ,30
Technologies de la construction 10, 20, 30
Technologies de l'information 10, 20, 30
Tourisme 10, 20, 30
Transitions dans la vie 20, 30

For course offerings in English in the practical and applied arts, refer to the list of *Secondary Level Courses*.

Note:
- Immersion students have the option of selecting from the English list as well (see section 1.3.6), provided they respect the general requirement for the bilingual mention as specified in section 1.5.4).
- The Français immersion intégré A 20 and B 20 may be used to meet the practical and applied arts requirements as well as the elective requirements.
- Français immersion intégré A 20 and B 20 can be taken during Grade 11 or 12.
- Français immersion 10 is a prerequisite for Français immersion intégré A 20 and B 20.

Electives

French Immersion Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **eight** elective courses at the secondary level. These courses include at least **five** courses at Grade 11 or 12 (see *Requirements for Bilingual Mention – French Immersion Program*).

Fransaskois Program Policy

To meet the credit requirements for graduation of the 24 credit program, students are required to take **six** elective courses at the secondary level. These courses include at least **four** courses at Grade 11 or 12 (see *Requirements for the Fransaskois Program*).

Christian Ethics – French Immersion and Fransaskois Programs

Policy

To meet the credit requirements for graduation of the 24 credit program, students may use Éducation chrétienne or Études catholiques courses to fulfill the compulsory two credit requirement in the arts education/practical and applied arts areas of study.

1.6   Special Project Credits

Policy

To meet credit requirements for secondary level completion, effective September 2009, the Ministry of Education will recognize up to three Special Project credits per student for student initiated projects on the basis of work proposed and completed by an individual student.

Special Project credits are not dual credit courses. Refer to *Dual Credit Course list*.

For more information, refer to the *Special Project Credit Policy*.

Special Project credits can be submitted to the Office of the Registrar in the same manner as all other subjects (i.e., a registration in the course and a mark is required upon completion). Please note the teacher certificate number is required for the supervising teacher/principal.

Special Project credits may be subject to auditing by the Office of the Registrar.

The school division shall retain a copy of each Special Project Proposal on file for a minimum of five years.

## 1.7	Apprenticeship Credits

Policy

Effective September 2009, students employed under the supervision of a journeyperson in a job in which the hours worked are eligible for apprenticeship time credit through the Saskatchewan Apprenticeship and Trade Certification Commission may earn up to four secondary level apprenticeship credits on the basis of work proposed and completed by the student. Apprenticeship A 20, B 20, A 30, and B 30 may be used to fulfill the requirements for graduation, and to meet the PAA/Arts Education credit requirements. Only students who are enrolled in a secondary school in Saskatchewan and are employed in a trade are eligible for apprenticeship credits.

The school division shall retain a copy of each Apprenticeship credit plan on file for a minimum of five years.

For more information, refer to the *[Apprenticeship Credit Policy](#)*.

## 1.8	Prior Learning Credit (Adult 12 Program)

The prior learning credit is intended to acknowledge those adults returning to pursue an Adult 12 who bring sufficient learning experience to be recognized for a high school credit. A maximum of one prior learning credit may be used as part of the seven credits required for completion of an Adult 12. Adults obtaining credit for Prior Learning 30 must ensure that they obtain the appropriate prerequisites for the post-secondary program of their choice, since some programs require seven academic subjects for admission.

Note: A prior learning credit is intended for adult learners and may be used only for completion under the [Adult 12 policy](#).

Contact the Office of the Registrar at one of the Saskatchewan Polytechnic campuses or a Regional College if a prior learning assessment is required.

For more information, refer to the *[Prior Learning Credit Policy](#)*.

1.9   Dual Credit Policy

Dual credit courses are ministry-approved programs that allow high school students to take college or apprenticeship courses and earn high school credits.

For the purpose of this policy, dual credit will refer to the situation in which credit is issued by the Ministry of Education and another entity that provides educational programming, typically, but not limited to post-secondary institutions. The entity could be an organization that has a well-defined learning program but is not considered a post-secondary institution (an example would be the Royal Conservatory of Music).

Notes:
- A student may take courses toward a certification or diploma without completing the diploma but still receive credit for secondary level credit.

For more information, refer to the *Dual Credit Policy* and the *Dual Credit Course list*.

1.10   Royal Conservatory of Music and Northern Lights Canadian National Conservatory of Music – Dual Credit

Effective 2015, Royal Conservatory of Music (RCM) courses will be processed for dual credit recognition for a 4502 Music 10 (Royal Conservatory), 6502 Music 20 (Royal Conservatory), or 8502 Music 30 (Royal Conservatory) credit.

Effective February 2017, students who successfully completed a Northern Lights Canadian National Conservatory of Music course for piano, will be processed for dual credit recognition for a 1520 Music 10, 2520 Music 20 or 3520 Music 30 credit.

Refer to *Appendix K – High School Credits for Music Statements Policy*

School administrators are required to send via email a copy of the student's exam history (available online at RCM or NLCNCM website) to credit.transfer@gov.sk.ca. DO NOT send original conservatory certificates, examinations or transcripts.

Students who earn a Music 10, 20 and/or 30 (Royal Conservatory) credit through the Royal Conservatory of Music, or a Music 10, 20, or 30 credit through the Northern Lights Canadian National Conservatory of Music, may also earn Special Project 10, 20 and/or 30 credits in other areas of interest.

1.11   Course Challenge Process

For course challenge recognition on the transcript, supporting documents (see policy) must be submitted to the Registrar. Credit recognition will appear on the student's transcript with the mark attained. The transcript will not indicate that the credit was attained through the course challenge process.
A maximum of two course challenge credits may be attained at the 10 or 20 level. A mark of 80 or higher is required to receive credit recognition.

The school division shall retain a copy of each Course Challenge plan on file for a minimum of five years.

For additional information, refer to the document *Course Challenge Process: Policy and Procedures*.

1.12   Additional Education Programs

Additional education programs include Alternative Grade 10, 11, 12 or Functional Integrated Program.

Alternative Grade 10, 11, and 12

An Alternative Grade 10, 11, or 12 Program is an approved locally developed program designed to meet the needs of students who require curricula that are qualitatively different from those available in the Regular Education Program. A student is able to complete courses that may include various combinations from Regular (which includes modified) and/or Alternative Education Courses.

For more information, refer to *Policy, Guidelines and Procedures for Alternative Education Programs: Alternative Grade 10, 11 and 12 (2016),* or contact the Director of the Student Supports Unit at 306-787-9042.

Functional Integrated Program

Functional Integrated Programs are for students with significant multiple or intellectual disabilities who require highly individualized programming in order to meet their needs. The specifics of a Functional Integrated Program will vary from student to student based on their particular learning needs.

For more information, refer to *Policy, Guidelines, and Procedures for Functional Integrated Programs 2018.*

Alternative Programs in the Fransaskois Education System

For a detailed explanation of the policy on alternative education for Fransaskois students, administrators and teachers are asked to consult the Ministry policy document titled *Politiques et procédures pour l'approbation de programmes alternatifs offerts en français : 10e, 11e et 12e année (2016)*.

1.13   Adult Secondary Education Requirements

Adult 12 Program

Under the Adult 12 Program, an adult may attain a Grade 12 standing by completion of 7 credits. A minimum of 5 credits must be at the 30 level. Prerequisite requirements may be waived for adults. Credits may be attained by taking the course from a Saskatchewan secondary school or a Saskatchewan post-secondary institution approved to offer secondary level courses. Adults also have the option of challenging departmental examinations.

An adult, as defined in *The Education Act, 1995*, means a person who is at least 18 years of age and who has been out of school for at least one year. Under the Ministry of Education policy, a person who is 19 is also considered an adult.

Grade 12

minimum 7 credits/5 credits at the 30 level
 	
Compulsory Courses:
 	
    English Language Arts A 30 and
    English Language Arts B 30;
 	
    one Canadian Studies
 	
    History 30: Canadian Studies, or
    Native Studies 30: Canadian Studies, or
    Social Studies 30: Canadian Studies;
 	
    one mathematics at the 20 or 30 level
 	
    one science at the 20 or 30 level
 	
Two electives at the 30 level (one may be a Prior Learning credit)

Alternative Education Adult 12 Program

Alternative Education Adult 12

The Alternative Education Adult 12 Policy reflects the principles of the 24 credit Alternative Education Program.

An adult, as defined in *The Education Act, 1995*, means a person who is at least 18 years of age and who has been out of school for at least one year. Under the Ministry of Education policy, a person who is 19 is also considered an adult.

The requirements for an Alternative Education Adult 12 are:
- minimum of seven credits, five of which are at the Grade 12 level.
- Courses may be alternative, modified, and/or regular.
- Locally developed courses may be used to meet elective requirements.
- Course credit requirements are:
  - English Language Arts A 30, A 31 or A 38;
  - English Language Arts B 30, B 31 or B 38;
  - one of mathematics 20, 21, 28, 30 or 38; and,
  - four electives at the 20 or 30 level*.
    *Career and Work Exploration is a highly recommended elective.
    *Additional electives should be selected tailored to the strengths and needs of the student.

Note:
• Courses from the following series may also meet requirements for completion: 21, 31
• Locally developed courses (designated with an L) may be used to meet **elective** requirements only.

2   Departmental Examinations

2.1   2018-19 School Year Examination Timetables

- All students must register in advance of the examination sessions.
- Contact the Registrar's office at 306-787-6012.

November Session—2018

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Monday, November 5	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, November 6	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, November 7	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday November 8	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

December Session—2018

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Monday, December 10	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, December 11	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, December 12	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, December 13	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

January Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Wednesday, January 23	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Thursday, January 24	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Foundations
Friday, January 25	9:00 - 11:30	Biology
	1:00 - 3:30	Physics
Monday, January 28	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

March Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Monday, March 4	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, March 5	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Biology
Wednesday, March 6	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, March 7	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

April Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Monday, April 8	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Tuesday, April 9	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Biology
Wednesday, April 10	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Thursday, April 11	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

May Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	**Time**	**Grade 12 (Level 30)**
Tuesday, May 21	9:00 - 11:30	English Language Arts B
	1:00 - 3:30	Math: Workplace and Apprenticeship
Wednesday, May 22	9:00 - 11:30	English Language Arts A
	1:00 - 3:30	Biology
Thursday, May 23	9:00 - 11:30	Math: Foundations
	1:00 - 3:30	Physics
Friday, May 24	9:00 - 11:30	Math: Pre-calculus
	1:00 - 3:30	Chemistry

June Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	Time	Grade 12 (Level 30)
Thursday, June 20	9:00 - 11:30 1:00 - 3:30	English Language Arts B Math: Workplace and Apprenticeship
Monday, June 24	9:00 - 11:30 1:00 - 3:30	English Language Arts A Math: Foundations
Tuesday, June 25	9:00 - 11:30 1:00 - 3:30	Biology Physics
Wednesday, June 26	9:00 - 11:30 1:00 - 3:30	Math: Pre-calculus Chemistry

August Session—2019

Candidates should be seated at least 15 minutes prior to the official exam start time for any exam to read the "Instructions for Candidates" and to complete all necessary forms.		
Date	Time	Grade 12 (Level 30)
Tuesday, August 6	9:00 - 11:30 1:00 - 3:30	English Language Arts B Math: Workplace and Apprenticeship
Wednesday, August 7	9:00 - 11:30 1:00 - 3:30	English Language Arts A Biology
Thursday, August 8	9:00 - 11:30 1:00 - 3:30	Math: Foundations Physics
Friday, August 9	9:00 - 11:30 1:00 - 3:30	Math: Pre-calculus Chemistry

2.2   Departmental Examination Dates 2019-2024 (dates are subject to change)

2019–20 School Year Examination Dates

November	2019	Monday, November 4 to Thursday, November 7
December	2019	Monday, December 9 to Thursday, December 12
January	2020	Monday, January 27 to Thursday, January 30
March	2020	Monday, March 2 to Thursday, March 5
April	2020	Monday, April 6 to Thursday, April 9
May	2020	Tuesday, May 19 to Friday, May 22
June	2020	Tuesday, June 23 to Friday, June 26
August	2020	Tuesday, August 4 to Friday, August 7

2020–21 School Year Examination Dates

November	2020	Thursday to Friday, November 5–6 and Monday to Tuesday, November 9–10
December	2020	Thursday to Friday, December 10–11 and Monday to Tuesday, December 14–15
January	2021	Monday, January 25 to Thursday, January 28
March	2021	Monday, March 1 to Thursday, March 4
April	2021	Monday, April 12 to Thursday, April 15
May	2021	Tuesday, May 25 to Friday, May 28
June	2021	Wednesday, June 23 to Friday, June 25 and Monday, June 28
August	2021	Tuesday, August 3 to Friday, August 6

2021–22 School Year Examination Dates

November	2021	Friday, November 5 and Monday to Wednesday, November 8-10
December	2021	Monday, December 13 to Thursday, December 16
January	2022	Tuesday, January 25 to Friday, January 28
March	2022	Monday, March 7 to Thursday, March 10
April	2022	Monday, April 11 to Thursday, April 14
May	2022	Tuesday, May 24 to Friday, May 27
June	2022	Thursday, June 23 to Friday, June 24 and Monday, June 27 to Tuesday, June 28
August	2022	Tuesday, August 2 to Friday, August 5

2022–23 School Year Examination Dates

November	2022	Monday, November 7 to Thursday, November 10
December	2022	Monday, December 12 to Thursday, December 15
January	2023	Tuesday, January 24 to Friday, January 27
March	2023	Monday, March 6 to Thursday, March 9
April	2023	Monday, April 3 to Thursday, April 6
May	2023	Tuesday, May 23 to Friday, May 26
June	2023	Thursday, June 22 to Friday, June 23 and Monday, June 26 to Tuesday, June 27
August	2023	Tuesday, August 8 to Friday, August 11

2023–24 School Year Examination Dates

November	2023	Monday, November 6 to Thursday, November 9
December	2023	Monday, December 11 to Thursday, December 14
January	2024	Thursday, January 25 to Friday, January 26 and Monday, January 29 to Tuesday, January 30
March	2024	Monday, March 4 to Thursday, March 7
April	2024	Monday, April 8 to Thursday, April 11
May	2024	Tuesday, May 21 to Friday, May 24
June	2024	Thursday, June 20, Monday, June 24 to Wednesday, June 26
August	2024	Tuesday, August 6 to Friday, August 9

Graduation exercises and extra-curricular activities should be scheduled to avoid conflict with examination sessions. Conflict could interfere with a student's right to improve marks by writing supplemental examinations.

2.3   Policy Updates and Reminders (Examinations)

2.3.1   Accreditation

In Grade 12 subjects in which departmental examinations are prepared, pursuant to
Section 36 (5) of *The Education Regulations, 2015*, the final standing of a pupil is:
(a)   in the case of a pupil of an accredited teacher, determined by the teacher, subject to clause 175(2)(k)
        of *The Education Act, 1995* (i.e., subject to policies of the board of education and school regarding
        student evaluation);
(b)   in the case of a pupil of a teacher who is not accredited, the pupil's composite mark; and,
(c)   in the case of an adult who prepares for a departmental examination by home-study, determined by
        the mark obtained in the departmental examination (an adult is defined as 18 years of age and out
        of school for one year or 19 years of age).

In cases where an accredited teacher becomes ill or goes on other leave during the semester and is
replaced by a non-accredited teacher, students must write the departmental examination unless the
accredited teacher has taught the majority of the course (provided the direct instruction) and returns to
provide the final evaluation.

Refer to Section 5 – Educator Service Information for information on teacher accreditation records.

Refer to Section 2.3.13 for information on supplemental examinations and accreditation.

2.3.2   Mark Blend

The mark blend of 60/40 is applied to all departmental examinations (school mark/departmental examination
mark).   In order to generate a composite mark, students must write the departmental examination.

2.3.3   Chemistry

Chemistry 30 (8256) and Chimie 30 (8259) are closed-book examinations. No external materials such as
textbooks, student notebooks, lab manuals or dictionaries are allowed.

2.3.4   Calculator Use Policy

Silent, hand-held calculating devices that are permissible for mathematics and science examinations
include:
*   standard scientific calculators designed primarily for mathematical computations involving logarithmic
    and trigonometric functions; and,
*   calculators with graphing and financial application capabilities.
    o   All information stored in the memory of a programmable calculator must be cleared before the
         examination begins. Calculators must not have the ability either to transmit or to receive
         electronic signals. Before an examination begins, calculators must be removed from their
         cases and placed on the students' desks for an inspection by a mathematics or science teacher.
         Cases must be placed on the floor and left there for the duration of the examination.

Devices permissible for mathematics examinations also include:
- devices that can be restricted so that users are limited to a single graphing or financial application (app) with similar functionality to an approved graphing calculator. For example, iOS devices (iPhone, iPod, and iPad) can be placed in *Guided Access* mode which restricts access on the device and limits the device to a single app. **The Presiding Officer must enter a teacher-chosen passcode that locks the device for the duration of the examination.**
    - o Instructions for placing iOS devices in *Guided Access* mode are found at: https://support.apple.com/en-us/HT202612. It is the student's responsibility to become familiar with using *Guided Access* ***in advance*** of the examination.
    - o Prior to receiving their examinations, students must present their iOS device to the Presiding Officer so that it may be placed into the passcode protected *Guided Access* mode.
    - o Once the examination is completed and handed-in, it is the students' responsibility to present their device to the Presiding Officer so it may be unlocked.
    - o Android devices may be used on the examination if the device has the capability of limiting access to a single app, either by using a built-in feature or an app with similar functionality to *Guided Access*. It is the student's responsibility to demonstrate this functionality to the Presiding Officer ***in advance*** of the examination. If the Presiding Officer is not completely confident that the device is controlled and access is limited, the device may not be used on the examination.
- devices that can be controlled by classroom management software.
    - o Schools possessing a classroom set of devices (e.g. a classroom set of tablets) may use management software to control the entire set. The management software must limit each device's functionality to permissible graphing and financial apps with similar functionality to an approved graphing calculator.
    - o The Presiding Officer must ensure each device is controlled such that it cannot communicate with any other device, access the Internet/Wi-Fi, or retrieve any notes or images that may be saved on the device.

Calculating devices that are NOT permitted include:
- cell phones and personal digital assistants without *Guided Access* (or similar) capabilities;
- calculators with Computer Algebraic System (CAS) capabilities;
- calculators with a QWERTY keyboard; and,
- computers.

External support devices, such as manuals, printed or electronic cards, printers, memory expansion chips, or external (QWERTY) keyboards, may NOT be used during an examination.

In preparation for calculator failure, students may bring extra calculators and batteries into the examination room. See *Presiding Officers' Manual*.

2.3.5 Dictionary Use Policy

Print dictionaries may be used for the following examinations:

- English Language Arts A30 (8017)
- English Language Arts B30 (8018)

No electronic dictionaries, translation dictionaries, or any other notes or reference materials are allowed.

See references to this policy in See *Presiding Officers' Manual*.

2.3.6 English as an Additional Language Students

Students receiving support for English as an Additional Language (EAL) must possess the academic language proficiency required to write departmental examinations. It is recommended that students attain language proficiency at or beyond Level B.1.2 of the *Common Framework of Reference*. Schools may wish to contact eal@gov.sk.ca for more details. EAL students may NOT have a translation dictionary or other translation supports. They may use dictionaries pursuant to the Dictionary Use Policy 2.3.5.

2.3.7 Electronic Devices

All electronic devices (e.g., cellular telephones, iPods, iPhones, etc.), other than approved calculating devices, must be turned off and left with the presiding officer for the duration of the examination.

2.3.8 Disturbing Content on Examination Responses

Although examinations are treated in confidence, there may be cases where a written response contains offensive and inappropriate language or suggests that the student is experiencing emotional difficulties, poses a threat to self or others or is involved in a criminal activity. In these cases, the ministry may refer the student's response to the appropriate authority for further action, as considered necessary or required by law.

2.3.9 Time Allotment for Departmental Examinations

ALL STUDENTS shall have the option of taking up to 30 minutes of additional time (**after** the scheduled conclusion time) to complete the departmental examination(s). Submission of a special provisions application is not required for this additional time of 30 minutes. The examination centre must remain open an additional 30 minutes to accommodate students requiring this extra time. Presiding Officers DO NOT need to complete a *Summary of Variations from the Timetable* form for students accessing an additional 30 minutes.

Students with sensory disabilities, physical disabilities, acute or chronic illness, and learning disabilities requiring extended time beyond this 30-minute limit need to have a special provisions application submitted on their behalf.

2.3.10   Special Provisions Policy

Special provisions may be made in writing departmental examinations for students requiring supports, as identified by the school division. The special provisions must not compromise the integrity of the curricular outcomes. Requests for special provisions must be based on assessment of need by qualified personnel, and substantiating documentation must be on file at the school.

The special provisions that may be made include:
- extended writing time (beyond the 30 additional minutes provided to ALL students, see Section 2.3.9);
- use of a separate room for writing;
- specially printed examination paper (e.g., large print, Braille, coloured paper);
- use of a reader and/or scribe, or assistive device (An audio recording of the writing session, using media available at the school, is necessary. Effective September 2012–13, the recording is to be kept on file at the school for six months. DO NOT forward the recording to the ministry. Should an appeal be initiated, the ministry will request the recording from the school at that time. Interpretation or clarification of terms, questions, or content cannot be provided to the student. The scribe will write the answers verbatim with the student giving direction as to the form of the answer in the case of paragraphs and essays, and the spelling of significant words.); and,
- use of a word processor or brailler. Students are not permitted use of program utilities such as spell check, thesaurus, dictionary, or grammar check.

Decisions regarding special provisions or considerations are made by the Assessment Unit in consultation with the school and ministry personnel. Parents or guardians and other involved agencies may also be consulted.

Procedures

The principal must submit an *Application for Special Provisions* form to arrange for a special provision or consideration for a student writing a departmental examination.

This request must be directed to the Assessment Unit, Student Achievement and Supports Branch, as early in the session as possible. The principal will be notified in writing of the special provisions that can be made for the student.

2.3.11   Translated Examinations

Translated examinations are available for all examination sessions. Students who are enrolled in a Saskatchewan high school and who require French translated examinations must be pre-registered by their school.

Adult students and other students not enrolled in a Saskatchewan high school who require a French translated examination must pre-register by contacting the Registrar's office at 306-787-6012.

Students registering for a French translated examination in December, March, May or August must do so at least four weeks in advance of the session.

2.3.12   Examination Appeal Procedures

Applications for rereading of departmental examination papers must be made by the student.   The student will be required to complete the *Application for Departmental Examination Appeal* form. The Ministry of Education reserves the right to refuse applications for appeals received later than four weeks following the examination administration date. There is no charge for appeals.

Candidates who have written a departmental examination:
- may appeal if they have written a marker-scored examination, pursuant to *The Education Regulations, 2015,* Section 37(1);
- may appeal if they have received a composite score of over 42%; and,
- may NOT appeal more than two subjects at any examination sitting.

A written letter is no longer required. Use the *Application for Departmental Examination Appeal* form.

2.3.13   Supplemental Examinations

Students may write a ministry-prepared supplemental examination to raise their marks in a Grade 12 subject for which a departmental examination is prepared. Students may write any number of departmental examinations as supplementals at any of the sessions. When a student has multiple course attempts, only the highest mark attained will appear on the *Transcript of Secondary Level Achievement*. All results of multiple course attempts will be maintained on the student's unofficial profile, viewable by authorized users of the Student Data System.

To register for a supplemental examination, contact: Student and Educator Services, Office of the Registrar at 306-787-6012.

Supplemental examinations will be written for 100% of the final mark.

Students taught a Grade 12 subject by an accredited teacher shall have the opportunity to write either a teacher-prepared comprehensive supplemental examination or a ministry-prepared supplemental examination pursuant to *The Education Regulations, 2015*, Section 38(2). Students who elect to write a teacher-prepared supplemental examination are obligated to give the teacher adequate notification of this intention. Schools are encouraged to develop policy regarding teacher-prepared supplementals, indicating the time frame in which students can request a teacher-prepared supplemental examination. Schools are urged to ensure that when setting dates for teacher-prepared supplemental examinations there is no conflict with the examination dates set for departmental examinations.

Students who elect to write a ministry-prepared supplemental examination can do so in the next available examination session.

Note: students **cannot** write a ministry-prepared supplemental examination in the same session as receiving a final mark from an accredited teacher.

2.4   Regulations Governing the Conduct of Departmental Examinations

2.4.1   Security of Examinations

Absolute security of all examinations must be kept by the chief presiding officers and presiding officers when handling the examination booklets. **It is unlawful to reproduce any of the items appearing on the examinations**. All surplus booklets must be accounted for and returned to the Ministry of Education. Refer to the *Presiding Officers' Manual.*

The Chief Presiding Officer shall:
- ensure that departmental examinations are written only on the days specified and at the times indicated on the official timetable;
- ensure that examination centres remain open at least one hour from commencement time to allow for candidates arriving late;
- not permit a candidate to leave the examination room before the expiration of one hour from the commencement of the examination except in case of illness; and,
- ensure that examination centres remain open 30 minutes beyond the official conclusion time to provide **all** students the option of taking up to 30 minutes of additional time to complete departmental examinations (see Section 2.3.9).

Examination irregularities will be investigated by the Registrar. Strict adherence to proper examination procedures will eliminate the necessity for such investigations.

> **In cases of a candidate violating any examination procedure, the Registrar may cancel his or her examination paper and may prohibit him or her from writing any departmental examination for a period of not more than two years pursuant to *The Education Regulations, 2015*, Section 35 (4).**

2.4.2   Examination Centres

Regular students:
Examinations will be made available to students who are enrolled in a Saskatchewan high school and who are registered to write departmental examinations. The examinations will be sent to the principal as the Chief Presiding Officer.

Adult students:
Adult students are eligible to write departmental examinations at any of the official writing centres established throughout the province and listed on the reverse side of the official timetables. (See *Departmental Examination Timetables*.)

Adults must register in advance of the examination session and should verify the writing centre by contacting Departmental Exam Registration, Office of the Registrar at 306-787-6012.

2.4.3　Outside Writing Centres

Students who will be outside the province of Saskatchewan during the January and June departmental examination sessions may be permitted to write outside the province if:

- they are participating in a significant educational or cultural activity that requires their presence outside the province, such as a national or international competition in athletics or music; or
- after taking instruction at a recognized high school in Saskatchewan, they have permanently or temporarily moved outside the province and are unable to write the examination in Saskatchewan;

and also if:

- a Presiding Officer acceptable to the Office of the Registrar, Saskatchewan Ministry of Education, is available to administer the examination. The Presiding Officer could be, for example, a school principal, a teacher, a member of the clergy, a police officer, or a military officer. The Presiding Officer must **not** be a relative of the student.

Arrangements for writing centres outside the province cannot be made for the December, March, May, and August examination sessions.

Students who are on vacation or on an organized tour are not eligible to write departmental examinations outside Saskatchewan.

Students are responsible for costs incurred in establishing and administering an examination at an outside writing centre.

Students may apply to write at an outside writing centre by sending an application to the Registrar for the January and June sessions **no later than November 30 and April 30, respectively.**

Refer to [Section 7](#) for the *[Application to Establish an Outside Writing Centre](#)*.

2.4.4　Inclement Weather or Emergent Situations

The number of examination sessions has been expanded from six sessions annually to eight sessions annually. See Section 2.1 for available 2018-2019 examination sessions.

January Alternate Session

In the event students registered for a January examination are unable to write a departmental examination on the scheduled date due to unforeseen circumstances, an alternate examination week is scheduled for the first full week in February. The examination schedule for the alternate week will mirror the January examination session.

- This examination session is NOT a supplemental session.
- Students will not have to re-register for the examination(s).
- Schools should keep and use the Student Examination Forms (bubble sheets) originally assigned to students and sent to schools with the January examinations. The Student Examination Forms can be used when the students write the alternate exam during the alternate exam week.
- Schools need to request alternate exams by contacting the Office of the Registrar at 306-787-6012 **immediately** after it is determined that an alternate examination is required.

- Examinations will be mailed to schools, time permitting. Otherwise, examinations will be emailed. Instructions regarding administration of the exams will accompany the examinations.
- The original unwritten January examination(s) must be returned to the Ministry of Education.
- Students unable to write the examinations during the scheduled alternate examination week will be able to write in the next available session in March.

June Alternate Session

In the event students registered for an examination are unable to write a June departmental examination on the scheduled date due to unforeseen circumstances, an alternate examination **day** is scheduled for June 27, 2019.
- This examination session is NOT a supplemental session.
- Students will not have to re-register for the examination(s).
- Schools should keep and use the Student Examination Forms (bubble sheets) originally assigned to students and sent to schools with the June examinations. The Student Examination Forms can be used when the students write the alternate exam on the alternate exam day.
- Schools need to request alternate exams by contacting the Office of the Registrar at 306-787-6012 immediately after it is determined that an alternate examination is required.
- Examinations will be mailed to schools, time permitting. Otherwise, examinations will be emailed. Instructions regarding administration of the exams will accompany the examination.
- The original unwritten June examination(s) must be returned to the Ministry of Education.
- Students unable to write the examination(s) on the scheduled alternate examination day will be able to write in the next available session in August.
- A student may write only one morning exam and one afternoon exam in the alternate session. If the student has missed more than one morning or afternoon examination, the student must re-register to write the additional examinations in the next regularly scheduled examination session.

3 Additional Credit Requirements

3.1 Policy Updates and Reminders (Credit Requirement Policies)

3.1.1 Mark Adjustment

A final mark of 48 or 49 will be recorded as 50 and the student will be granted credit in that subject for secondary level standing.

Six floating marks will be applied to the mark earned by a student in any single subject at the grade 10, 11, or 12 level if the additional marks will complete the student's Grade 12 standing under the 24 credit policy. **Floating marks are applied by the ministry.** If this procedure is not enacted by the ministry, schools should notify Student Records. This floating mark policy does not apply to the Adult 12 Program.

Note that the above policy:
- *supports using any subject at any grade level;*
- *supports using only one subject; and,*
- *will be applied at the ministry level (not to be applied at the school level).*

The Ministry of Education employs a policy of scaling examination marks. Scaling never causes the student to lose marks. The procedure is one that will adjust examination marks to fall into a distribution similar to that of all teacher-submitted marks. The only marks that are ever adjusted are the marks the student obtains on the departmental examination. These procedures are used only to the benefit of the student. Scaling also ensures that the failure rate does not exceed 8% on a departmental examination.

3.1.2 Credits in Like-Course Areas

Students may **not** receive more than one credit in both a modified and a regular course. In most cases the credit value is assigned to the course of the higher value. For example, if a student took English Language Arts A10 and English Language Arts A11, the credit would be awarded to the English Language Arts A10, regardless of which had the higher mark. In cases of an advanced course or an advanced course taken along with a regular course, the credit value would be assigned to the course with the higher mark.

3.1.3 Transferring from an Alternative Education Program to a Regular Program

Transfer procedures must be followed to facilitate a student's request to transfer from an Alternative Education Program to a Regular Education Program. The transfer plan can be accessed from https://www.edonline.sk.ca/webapps/moe-alt_ed-BBLEARN/.

The following principles apply:
- Students transferring from an Alternative Education Program to the Regular Education Program must meet credit requirements under the Core Curriculum Policy for Secondary Level completion (24 credits).
- Required subjects cannot be waived.
- A course designated 18, 28, 38 cannot be used toward the completion of credit requirements for Regular Education Secondary Level.
- The transfer plan must be approved by the Ministry of Education.

3.1.4   Prerequisite Requirements

Based on the professional judgement of the teacher and principal, prerequisite requirements may be waived in the following cases:
1. A student transferring from outside the province may not meet the prerequisite requirements.
2. If a student transfers from a modified to a regular course of study, the modified course may count as the prerequisite, depending on the course. Please contact Student and Educator Services at 306-787-6012 for more information.

The required courses of study cannot be waived.

In addition, the prerequisite requirements for required courses of study cannot be waived.

Refer to the *Secondary Level Prerequisite List* issued annually by the Ministry of Education.

Alternative education courses (designated 18, 28) **cannot** be used as prerequisites for regular courses.

* Prerequisite requirements do not apply to adult students.

* An "adult" as defined in Section 36(1) of *The Education Regulations, 2015*, means a person who is at least 18 years of age and who has been out of school for at least one year. Under ministry policy a person who is 19 is also considered an adult.

4   Student Tracking and the Student Data System (SDS)

4.1   Students' Personal Information

The SDS collects and maintains students' personal information that is required to administer the K-12 education program. This information may include items such as:

- Name
- Address/Phone Number
- Age
- Gender *
- Health Services Number
- Citizenship
- Academic records
- Ancestry

* Effective August 1, 2018, gender choices on the SDS will be **M**ale, **F**emale or **U**nspecified. Refer to Section 4.1.5 for additional information.

Once the required information is obtained, it is maintained in the SDS database. School officials can then access this information when students enrol in their school, with exception of the Health Services Number. Security features are built into the SDS to ensure that students' information is accessible only to authorized school officials on a need-to-know basis.

When collecting personal information, school officials must ensure that parents understand how students' personal information will be used, and must obtain consent, either implied or expressed, for this use.

4.1.1   Health Services Number (HSN)

The HSN is collected in the SDS by the Ministry of Education to support the Student Tracking Program. The HSN is used by the Student Tracking Program to identify school-aged youths not registered in an approved education program, so that action can be taken to ensure their educational needs are being met. The number will not be used by the Ministry of Education for any other purpose. However, the number is collected and used at the school level to address emergent medical situations. Access, use, and disclosure are protected under the *Freedom of Information and Protection of Privacy Act* and the *Local Authority Freedom of Information and Protection of Privacy Act*. Once collected, the HSN is not displayed on any SDS screens viewed by school level users.

4.1.2   Aboriginal People of Canada

Information on Aboriginal people of Canada is collected in the SDS by the Ministry of Education to inform program decisions at the local and provincial levels. Effective January 2012, schools are **required** to use the following statement to collect Aboriginal Self-identification data on school registration forms and demographic verification forms. This will increase the opportunity for students to self-identify their Canadian aboriginal ancestry.

> *Aboriginal people are those who identify themselves to be First Nations (Registered/Treaty/Status Indian, Non-Status Indian), Métis, or Inuit/Inuk. Based on this definition, do you consider yourself to be an Aboriginal person?*
>
> *Yes or No*
>
> *If Yes, please indicate which Aboriginal group you belong to:*
> *Registered/Treaty/Status Indian*
> *Non-status Indian*
> *Métis*
> *Inuit/Inuk*

4.1.3   Blocking Student Information

A security feature is available to protect or block a student's information from being viewed by any SDS user (i.e., by reason of court order). Please phone Student and Educator Services at 306-787-6012 if a situation such as this should arise in your school.

4.1.4   Exchange Students

Saskatchewan secondary schools with exchange students attending for credit (not cultural experience only) must forward official secondary academic records to the Office of the Registrar for an equivalency evaluation.

As is the case with all students, a credit may be withheld when prerequisite requirements are not met.

Exchange students seeking Saskatchewan high school credits for official transcript purposes must write the departmental examinations on the same terms as other students (i.e., exchange students are not permitted to use translation dictionaries).

For those students who are not requesting an official transcript (i.e., have not submitted previous records for an equivalency evaluation) and who are writing a departmental examination, the examination mark may be released to the principal upon request for inclusion in the high school report card.

4.1.5 Change of Name, Birthdate or Gender (current students)

To change a student's name or birthdate on the SDS, use the *Change of Name/Change of Birthdate* (Form 10).

The principal is required to verify that all required documentation has been received. Do not send copies of this documentation to the Ministry of Education.

Effective August 1, 2018, gender choices on the SDS will be Male, Female or Unspecified. For persons under the age of 18 years, a legal name change is possible with appropriate documentation.   Since gender identity is the way people perceive themselves, which may or may not align with their biological sex, the SDS gender field may be changed without legal documentation.

When changing student information due to gender identification, refer to *Appendix O: Transgender Name Change on Student Data System Process* for additional information.

School administration may refer to *Appendix P: Questions for Considerations Regarding Transgender Students*.

The goal is to respect and protect the student and family while avoiding duplicate Learning Identification Numbers (LID) and/or number of missing students.

4.1.6 Change of Name or Birthdate (adults*)

In order for adult* students to correct birthdate errors or the spelling of a name in the SDS, a copy of a birth certificate is required. To change a name (including change due to adoption, marriage, or divorce), a copy of a change of name certificate, marriage certificate, or other evidence of legal name change is required.

*   An "adult" as defined in Section 36(1) of *The Education Regulations, 2015,* means a person who is at least 18 years of age and who has been out of school for at least one year. Under ministry policy a person who is 19 is also considered an adult.

**   If you forward original documents, they will be returned to student's home address appearing on the system.

4.2   Data Submission Timelines

Submission timelines for demographic/enrolment information (all K-12 schools), attendance, course registration, marks, and transcript release dates (for secondary level schools only) are noted in the chart below:

Activity	2018-19 school year
For all K-12 schools	
Monthly attendance data collection	**By the 7th day of each month (Sept. due in Oct.)**
Updated grade enrolments, withdrawals, and new enrolments (admissions) are due. This includes mass re-enrolment to the next grade level.	**Friday, Sept. 14, 2018**
September 30 enrolment for Infrastructure Branch and Education Funding Branch.	**Friday, Sept. 28, 2018 4:00 p.m. CST**
Submit demographic changes (address) as soon as available and ongoing throughout the year.	Ongoing
Regularly submit additions, withdrawals, and changes throughout the year (according to *Student Tracking Program Standards of Practice for Student Enrolment and Withdrawal from the SDS*) via XML transfer, SDS web application, or paper forms. These efforts support SDS and Student Tracking.	Ongoing
Deadline for school divisions to identify students requiring intensive supports.	**Thursday, Dec. 13, 2018 5:00 p.m. CST**
For secondary level schools (grades 10–12)	
Registrations for all courses that finish on or before the end of January are due (supports a snapshot of teacher assignments).	**Friday, Oct. 26, 2018**
Registrations for all courses that finish on or before the end of June are due. To capture scheduling changes or additional registrations, registration files can be sent the first Friday of the month your marks are submitted. (Do not send registrations the week marks are due – this causes a system delay for schools attempting to meet the mark deadline).	**Friday, March 29, 2019**
Marks are due.	Second Friday of every month **Exceptions:** January final marks are due **Thursday, Feb. 7, 2019** June final marks are due **Thursday July 4, 2019**
Student profiles (unofficial transcripts) are available online the day transcripts are finished printing (check the website). The blended/departmental marks are also available for schools to request and import into their Student Information System (SIS) the day transcripts are finished printing.	(Note: to meet post-secondary admission deadlines, transcripts in February and July will be run immediately following the second Friday of the month).

For all K-12 Educators	
Complete the Electronic Educator Profile (EEP)– the educator information will be used by Infrastructure Branch and Education Funding Branch.	**Wednesday, Sept. 12, 2018**
For all Provincial School Divisions	
Non-Instructional Personnel and Administration (NIPA) Information captured through NIPA includes data related to school division governance, software licensing, school division owned buses, educational assistants, instructional support staff, and student data not captured through the SDS.	**Thursday, Oct. 4, 2018 at 5:00 p.m.**

Note:
- If, due to extenuating circumstances, you are unable to meet these deadlines (i.e., system problems), please call Student and Educator Services at 306-787-6012.

4.3   Submitting Data

Student data is maintained in SDS by staff in the school or school division. A user ID and password are required for any form of access. Refer to Section 4.5.

Every effort is made to support SDS users and provide training as necessary. Please see Section 4.4 for information regarding SDS training.

SDS Web Application

The SDS web application provides the functionality required to add and maintain SDS data. It allows for complete data entry, modification, validation, reporting and an interface for exchange of data using electronic file transfer.

Use of the SDS web application is required for data verification, error resolution, tracking school-age children and reporting. Reports such as Student Enrolment, Student Profiles, Mark Reporting Form, Student Registration Report (including Department Exam Registration), Locally Developed Courses, Students Without an Active Grade, and Active Accreditation are only available via the SDS web application.

Electronic File Transfer

Electronic File Transfer provides a means for schools to upload current data from a local
Student Information System (SIS) to SDS. Specifically designed electronic transfer utilities are part of most
commercial SIS software in use in Saskatchewan schools. Contact your SIS provider for detailed instruction
on procedures used locally for electronic file transfer. While electronic file transfer provides many options
for data input and retrieval, it does not supersede use of the SDS web application.

Remember: *If data submission requirements or timelines cannot be met because electronic file transfer
utilities are not available or not fully functional, schools are still responsible for meeting data
requirements and timelines.* In such a situation, the expectation is that schools use the SDS web
application to meet data submission requirements and timelines.

4.4   Training

SDS workshops and training sessions may be requested by school divisions, First Nations, Independent,
Custody and Care, and Post-Secondary school sites to respond to their specific needs.

Spring and fall webinars will be held to share SDS changes with SIS Coordinators and Security
Administrators. Information will be sent out via email.

Contact Charline Fleury at 306-477-4414 or charline.fleury@gov.sk.ca to book an SDS workshop or training
session.

4.5   Security Administration

The Prekindergarten to Grade 12 delivery system in Saskatchewan includes the following school types:

- Public, Separate, Fransaskois, Historical High Schools, and Associate Schools
  (refer to Section 4.5.1)
- First Nations Schools (refer to Section 4.5.2)
- Independent Schools (refer to Section 4.5.3)
- Custody and Care Schools (refer to Section 4.5.4)
- Post-Secondary sites approved to offer the Adult 12 program (refer to Section 4.5.5)

Security policy and procedures have been developed that are reflective of the privacy framework in each
jurisdiction. To obtain a user ID and password, please refer to the instructions appearing in the section
that represents your school type.

The *Security Authorization Form* includes authorization, organization assignment, and role definitions for
SDS, NIPA, Student Support Services (SSS), English as an Additional Language (EAL) and Assessments. On
page 2 of the form, the roles and responsibilities of users are described. Existing accounts are carried over
from one year to the next, unless the individual has changed schools or positions or there has been a role
change.

Note: If a user has not logged into the SDS and/or NIPA between June 30, 2018 and October 18, 2018 his/her SDS
role(s) will be inactivated by the Ministry of Education.

Who needs access to the SDS?
- Principals, Guidance Counsellors, Directors/Approved Supervisors and Office Managers at the school and division levels;
- Teachers (optional)—in schools that do not submit data electronically (XML) to the ministry, either individual teachers or a designated school representative may enter data directly into the SDS web application. Whether each teacher or an approved representative enters this data is the decision of School Divisions;
- Student Support Services Superintendents and/or Coordinators at the School Division level (for Intensive Supports data collection and electronic Inclusion and Intervention Plan (eIIPs));
- Student Support Services Consultants at the School Division level (for eIIPs);
- Teachers at the school level for eIIPs and Reading Assessment data entry;
- Superintendents, Coordinators and/or Consultants responsible for EAL at the School Division level; and,
- Human Resource official at the School Division level (for Educator Reports).

Who needs access to SSS functions on SDS?
- Intensive Supports Superintendents/Coordinators at the Division level;
- Consultants and Student Support Services team members collaborating on the eIIP process at the Division level; and,
- Teachers involved in the eIIP process at the School level.

Who needs access to EAL functions on SDS?
- EAL Superintendents/Coordinators/Consultants at the Division level.

Who needs access to Assessment functions on SDS?
- Assessment Teachers.

Who needs access to the Non-Instructional Personnel and Administration (NIPA)?
- Directors and Chief Financial Officers at the school division levels.

Note:
- The SDS Role of Principal/School Administration Activities allows for Division level access to Assessment reports and submission of XML files that include Assessment data.

Remote Security Authorization forms can be found on our website at: www.saskatchewan.ca.

- *Security Authorization for SDS and NIPA (General Form)*
- *Security Authorization for SDS (First Nations Schools)*
- *Security Authorization for SDS (Custody and Care Schools)*
- *Security Authorization for SDS (Post-Secondary Institutions)*
- *Security Authorization for SDS (Independent Schools)*
- *Discoverer Authorization Form (School Division Level only)*

Questions regarding security access should be directed to:
- School level - contact the School Division Security Administrator.
- Division level - contact the Ministry Security Administrator 306-787-6012 or email student.records@gov.sk.ca.
- Division level for access to Discoverer - refer to the *Discoverer Authorization Form*.

Questions regarding NIPA should be directed to:
Data Value and Interpretation Unit at 306-787-6997.

4.5.1   Public, Separate, Fransaskois, Historical High Schools, and Associate Schools

All SDS Security Administrators must complete the Security Administrator Form. The process, roles, and responsibility assumed by Security Administrators at the school and division levels are described on each Security Authorization Form.

The Director of Education authorizes an individual to assume the Security Administrator role at the division level. School level forms are to be submitted and retained at the school division office. Division level forms are to be submitted to the Registrar's Office. Historical High School forms are to be submitted to the Registrar's Office.

For more information contact Student and Educator Services at 306-787-6012 or email student.records@gov.sk.ca.

4.5.2   First Nations Schools

Upon completion, the *Agreement to Participate in Student Tracking* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for First Nations Schools is the Registrar's Office, Ministry of Education. Please contact 306-787-6012 or student.records@gov.sk.ca.

To add or delete roles or to delete accounts, check the appropriate box on the *Security Authorization for SDS (First Nations Schools) Form 4.1*, obtain the appropriate signatures, and submit to the Registrar's Office.

4.5.3   Independent Schools

Upon completion, the *Agreement to Participate in Student Tracking* must be submitted to the Director, Independent Schools and Home Based Education. The security authorization form is completed as part of that process.

The security administrator for Independent Schools is the Ministry of Education. Please contact 306-787-6012 or student.records@gov.sk.ca.

To add or delete roles or to delete accounts, check the appropriate box on the *Security Authorization for SDS (Independent Schools) Form 4.4* and forward to the Director, Independent Schools and Home Based Education.

4.5.4   Custody and Care Schools

Upon completion, the agreement entitled *Secondary Level Program and the Student Tracking Program Approval and Delivery in Custody and Care Schools* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for Custody and Care Schools is the Registrar's Office, Ministry of Education. Please contact 306-787-6012 or student.records@gov.sk.ca.

To add or delete roles or to delete accounts, check the appropriate box on the *Security Authorization for SDS (Custody and Care Schools) Form 4.2*, obtain the appropriate signatures, and submit to the Registrar's Office.

4.5.5   Post-Secondary sites approved to offer Secondary level courses

Upon completion, the agreement entitled *Secondary Level Program Approval and Delivery in Post-Secondary Institutions* must be submitted to the Registrar's Office. The security authorization form is completed as part of that process.

The security administrator for Post-Secondary sites is the Registrar's Office, Ministry of Education. Please contact 306-787-6012 or student.records@gov.sk.ca.

To add or delete roles or to delete accounts, check the appropriate box on the *Security Authorization for SDS (Post-Secondary Institutions) Form 4.3*, obtain the appropriate signatures, and submit to the Registrar's Office.

4.6   Student Data System (SDS) Support Model (Service Desk)

All schools, including First Nations Schools, Independent Schools, Custody and Care Schools, Post-Secondary, Public, Separate, Fransaskois Schools, and all School Divisions, use the SDS.

The SDS consists of an HTML web application as well as electronic file transfer mechanisms to capture information on students registered in an approved PreK-12 education program. SDS support contacts have been identified and trained for each School Division. These support contacts have specific knowledge of the systems in use in their division and are an important component of the tiered approach to supporting SDS. This tiered support structure complements the online Help available on the SDS web application.

Tier One – School Division Support

Each School Division has identified a person(s) as the local SDS support contact for issues within their School Division for SDS. The local support person(s) are knowledgeable in how to use the SDS and how locally employed Student Information Systems (SIS) transfer data to SDS. As the local support contact, their responsibilities include:

1. Co-ordinate issues from all SDS users from their School Division.
2. Assist users to resolve business issues relating to the use of the SDS application in their School Division.
3. Assist users in the electronic transfer of data between the local SIS and SDS. Refer to Section 4.7, SDS Reporting Functions.

4. Forward all local technical issues to the school's or school division's technical support person for resolution.
5. Gather as much information as possible and forward all unresolved issues (not covered by 2 or 3) to the ministry's SDS Support Desk for resolution.
6. Act as the central contact to disseminate information about the availability of the SDS.
7. Provide updates to school division users as to the status of unresolved issues.

Tier Two – First Nations, Independent, Custody and Care Schools, Post-Secondary sites and School Divisions.

The ministry's SDS Support Desk is the focal point for all support issue calls from the School Divisions as well as directly from First Nations Schools, Independent Schools, Custody and Care Schools, and Post-Secondary sites.

For more information, contact the Student and Educator Services Support Desk 306-787-6012 or email student.records@gov.sk.ca.

4.7   SDS Reporting Functions

This section provides information on reporting functions that are available for school officials to support the transfer of information to the ministry.

Enrolment Reports
- Active Student Enrolment
  - ➢ This report lists all students enrolled in your school, as well as specific demographic and enrolment information for each student.

- Active Student Enrolment Summary
  - ➢ A condensed version of the student enrolment report.

- Students Not Re-enrolled
  - ➢ This report lists all students (ages 6-16) who were withdrawn from your school and have not re-enrolled in another school within the province, grouped by the date of withdrawal (up to 30 days, 30–60 days, 60–90 days, 90+ days).

- Students Without an Active Grade
  - ➢ This report lists all students who are currently attached to your school or school division who have not been assigned a grade for the current school year and are therefore not considered enrolled.
    - o **Please run this report when September enrolments are complete. There are a number of students who are still attached to schools throughout the province who have not had a grade enrolment for many years.**
    - o **Please withdraw these students using the appropriate date.**

- Enrolment Activity
  - ➢ This report is to be used to support the September 30th enrolment verification. This report displays the enrolment activity at the user's school during the parameters that have been provided.

- Home Room Educator
  - ➢ This report displays home room educators and the students that have been assigned to them.

- Organization Affiliation
  - ➢ There are two reports - One report displays the students enrolled in a different organization that have an affiliation with the selected organization. The other report displays the students enrolled in the selected organization that has an affiliation with another organization.

- Prekindergarten Students
  - ➢ This report displays student's enrolments in Prekindergarten.

- School Division Enrolment Verification
  - ➢ This report is to be used to support the September 30th enrolment verification.

- School Enrolment Verification
  - ➢ This report summarizes enrolment information including base/non-base status, residency, tuition status, and program information by grade to support September 30th enrolment verification.

- School Enrolment Detail Verification
  - ➢ This report summarizes enrolment information including base/non-base status, residency, tuition status, and program information by student to support September 30th enrolment verification.

- Active Accreditation Report
  - ➢ This report lists educators who are accredited in the user's assigned organization(s) and the accreditation start and end dates.

Registration Reports – Including Department Examination Registrations
- Student Registration
  - ➢ This report lists course and examination mix (blended or 100% school) information in order by student for students registered in grade 10, 11, or 12 courses for a selected school year or session. **The closing section of this report lists all Department Exam registrations for your school.**
  - ➢ Final marks are listed on this report immediately following entry for 100% school registrations and following transcript release for blended registrations.

Mark Reports
- Mark Reporting Form
  - ➢ This report lists all students who are registered in a grade 10, 11 or 12 class for a specific session in order by course. This report does not indicate exam mix (100% school or blended).
  - ➢ Final marks are listed on this report immediately following entry for 100% school registrations and following transcript release for blended registrations.
  - ➢ Schools that submit information to the ministry using paper forms should request this report prior to the end of each session. Marks are manually recorded on the report and returned to the ministry by fax or mail.

Student Transcript Reports
- Individual Student Profile
  - ➢ This function produces a profile (unofficial transcript) for one or more students having a base or non-base enrolment in your school anytime during the year and one or more marks in a grade 10, 11, or 12 course.

- Student Profiles (batch)
  - ➢ This function produces profiles for all students in a selected grade having a base enrolment in your school. Profiles should be run after the notice has appeared on the SDS home page that transcripts have been released by the ministry.
  - ➢ Profiles are used to validate that all course attempts and related marks have been successfully received by the ministry. Schools are responsible for verifying that each student's profile is complete. **This is a critical step to ensure the student's permanent academic record at the ministry is accurate. School division records should not be destroyed until this has occurred.**
  - ➢ Batch profiles can be run for the current school year and for 120 days following the end of the school year, with the following exceptions: profiles for graduated students are not available as of graduated date (July 31st); and not available for withdrawn students as of withdrawal date.
  - ➢ Marks can be modified for 30 days following the end date of the course.
  - ➢ Student Profiles can be provided to students for mark verification.   Student Profiles are not to be altered or enhanced (e.g., with letterhead, seals etc.) or used for post-secondary or scholarship applications.

- Student Assessment
  - ➢ The Student Assessment Report displays the Student Assessment levels by Home Room Educator by student.

Other Reports
- Like Credit Report
  - ➢ This report identifies students who are taking courses which are considered similar and where two credits cannot be awarded (i.e., cannot receive credit in ELA A30 and A31 as the courses are considered like credits). The credit value will appear on the transcript for the course considered to be at the higher level of difficulty with zero credit value assigned to the remaining course.

- Prerequisite Hold Reports
  - ➢ This report identifies courses where the credit value is withheld due to a missing prerequisite (course appears on transcript with a zero credit value).

- Graduation Completion Requirements
  - ➢ This report shows requirements fulfilled as well as courses needed in order to graduate (supports counselling).

- Locally Developed Courses, Modified Courses, and Alternative Education Courses
  - ➢ This report lists course approval status for the school or school division.
    Note: As the Functional Integrated Programs do not include courses, this program area does not appear in this report.
  - ➢ School Divisions are responsible for monitoring renewal status for these courses.

- System Users Report
  - ➢ This report is available to Security Administrators only. It lists users whose accounts Security Administrators manage. Please refer to the *Security Administration Guide* for details on running this report and its use as an audit tool.

As new reports become available, they will be posted on the Reports section of the SDS Web Application.

4.8   Locally Developed, Modified and Alternative Education Course Approvals

Please remember that course marks cannot be entered in the SDS if locally developed and modified course approvals are outstanding.

All applications for locally developed, modified and alternative education courses must be submitted by the Director of Education (or designated) or Approved Program Supervisor.

Policy and applications for locally developed, modified and alternative education courses are available online at:
Locally Developed Courses Online Application and Policy
Locally Modified Courses Online Application and Policy
Alternative Education Courses Online Application and Policy

A report identifying the approval status of all locally developed, modified, and alternative education courses is available on the SDS web application. This report assists officials at the school division level in monitoring the approval status of these programs. For information on accessing locally developed, modified and alternative course information, refer to *Appendix N: Accessing Locally Developed Course Information from the Student Data System*.

4.9   High School Transcripts

This document is referred to as the official *Transcript of Secondary Level Achievement*. As of January 29, 2014, all requests for high school transcripts are completed securely online using Interac debit, VISA, VISA debit and MasterCard. To request a high school transcript, refer to www.saskatchewan.ca.

For further assistance with High School and Adult 12 transcripts, please contact Student and Educator Services at 306-787-6012.

Please recycle all paper copies of the transcript request form and direct students to the online transcript service.

4.10   Frequently Asked Questions

How do I submit Driver Education marks?
- Driver Education marks can be submitted in the same manner as other marks. Please note the teacher certificate number is required for the supervising teacher/principal.
- For assistance, please contact Charline Fleury at 306-477-4414 or charline.fleury@gov.sk.ca.

5 Educator Service Information

5.1 Teacher Accreditation Records

The SDS also collects teacher accreditation information (pursuant to the *Accreditation — (Initial and Renewal): Policy and Procedures*). Once entered on the system, this information determines whether or not a departmental examination will be generated for a student. Accreditation approval is for five years with renewal required. This information is entered on the system for a school year (not by semester).

Marks will be rejected by the SDS if accreditation is outstanding.

An Active Accreditation Report is available on the SDS report function page to assist schools and school divisions in monitoring accreditation status of their teachers. This report should be run in November and April of each school year. For the Accreditation Report to be accurate, you must ensure course registrations are entered prior to running the report (the practicing accreditation field is derived from course registrations).

Refer to Saskatchewan.ca - Teacher Accreditation for further information:
- *Accreditation—(Initial and Renewal): Policy and Procedures*
- *Application for Accreditation*
- *Application for Accreditation (Short Form)* - *for use when transferring to a new division*
- *Approval for Renewal of Accreditation*
- *Appendix H: Teacher Accreditation Course List (acceptable courses to date)*

5.2 Educator Service Awards and Letters of Recognition for School Division Staff

Saskatchewan Ministry of Education is pleased to provide Educator Service Awards for retiring teachers and letters of recognition for all other retiring school division staff.

Please identify those educators and other school division staff in your jurisdiction who will be eligible for this award or letter as of June 30 using the form indicated below. Please submit the form at least 4 weeks prior to the division's retirement event to ensure delivery on time. Directors of Education are asked to present these awards and/or letters on behalf of the Minister of Education at an appropriate time.

Award Requirements
- **Only service in Saskatchewan** (public, private, federal and/or band schools) may be included.
- Awards will be prepared for those educators retiring/superannuating provided they have taught for at least ten years in Saskatchewan.
- At the request of the school board, awards will be prepared for directors who may be retiring.
- Letters of recognition will be prepared for all other retiring school division staff provided they have worked for at least ten years in Saskatchewan.

Please complete *Form 14: Educator Service Awards and Letters of Recognition Request Form* and submit to student.records@gov.sk.ca.

5.3 Electronic Educator Profile (EEP)

All educators are required to complete the EEP by mid-September. This is completed annually.

The ministry has worked with schools and school divisions to have school divisions submit accurate data at the division level rather than individual teachers entering the data manually which may result in inaccurate data (e.g., class / step, position, employment contract percentage, etc.).   Submitting data via XML at the division level results in accurate data and significant savings of the individual teacher's time.

If your school division does not submit the EEP information via XML on behalf of the educator, the educator is required to complete the online form by mid-September. Similarly, if an educator is hired mid-year or if an educator's assignment changes, they are required to update the EEP manually.

The XML schema for the EEP is posted online at www.k12.gov.sk.ca/sds/xml/.

For additional information on EEP data submissions via XML, please email student.records@gov.sk.ca .

To complete the EEP manually or to make changes to your existing profile, visit www.k12.gov.sk.ca/sdsprod/educatorProfileLogin.jsp .

5.4 Educator Separation Form

School divisions should complete an Educator Separation form if an educator has a break in service, the contract ends or the educator is no longer employed with the division. Link for separation form: www.k12.gov.sk.ca/sdsprod/educatorHome.jsp.

5.5   Teaching in Saskatchewan

With the proclamation of *The Registered Teachers Act* on July 1, 2015 the government of Saskatchewan granted the teachers of Saskatchewan the privilege of becoming a self-regulating profession.

If you would like to teach in Saskatchewan's Prekindergarten to Grade 12 education system, you must hold a Saskatchewan teacher's certificate issued by the Saskatchewan Professional Teachers Regulatory Board (SPTRB). Certificates are also required to work in registered independent schools and may be required by schools operated by First Nations. Teachers who have been issued a teacher's certificate and are working as teachers are required to register annually with the SPTRB.

Please contact the SPTRB online at www.sptrb.ca for further information.

For a letter of eligibility at an Independent School, please contact the Programs Branch at 306-787-2712.

6 Additional Information

6.1 Attendance Data Collection

Schools are asked to submit monthly attendance data to the respective school division Blackboard organization by the 7th day of each month for the previous month. For example, September attendance data collection is due by the 7th of October.

Refer to *Appendix J - Standardizing Student Attendance File Submissions* for guidelines on attendance data submission standards.

For more information, contact the Director of Data Value & Interpretation at 306-787-7937 or the Office of the Registrar at 306-787-6012.

6.2 Summer School Registration

As of April 2014, school divisions were no longer required to apply to the Ministry of Education to seek permission to offer summer school courses. *The Education Act, 1995* Section 87 provides the powers of the board, S. 87(1)(a) to offer courses during a summer vacation and charge a fee to individuals who enrol in the courses. However, school divisions are required to annually register summer school offerings with the Office of the Registrar. This information will be used for the purpose of answering inquiries from students and parents pertaining to summer school and course offerings as well as providing ministry staff with summer school contact information in order to resolve issues related to summer school marks and credits.

Please complete the *Summer School Registration form* to register with the Office of the Registrar via email at student.records@gov.sk.ca.

For more information refer to *Summer School Policy*.

6.3 Credit Recovery

The purpose of Credit Recovery policy is to ensure that all students have consistent and transparent processes for credit attainment.

Credit recovery plans are to be kept on file at the school in the student's cumulative record for a period of 5 years.

For more information refer to the Ministry of Education *Credit Recovery Policy* statement.

6.4   Saskatchewan High School Credit Options

A guide for high school students was created and posted on www.saskatchewan.ca. This guide provides an overview of nine credit options.

For more information, refer to the online *Saskatchewan High School Credit Option Guide* student handbook at http://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/high-school-credit-options.

7   Forms

1   **Application for Special Provisions**

2   **Application to Establish an Outside Writing Centre — for Grade 12 Departmental Examinations**

3   **Authorization for Guidance Counsellors to Access Student Information**

4   **Security Authorization for SDS and NIPA (General Form)**
        4.1   **Security Authorization for SDS (First Nations Schools)**
        4.2   **Security Authorization for SDS (Custody and Care Schools)**
        4.3   **Security Authorization for SDS (Post-Secondary Institutions)**
        4.4   **Security Authorization for SDS (Independent Schools)**
        4.5   **Security Authorization for SDS and NIPA (Administrator)**

5   **Student Demographic and Enrolment (SDS)**

6   **Course Registration (SDS) — Heritage Language and Independent Schools (Secondary Level only)**

7   **Summer School Registration**

8   **Secondary Level Mark Corrections (SDS)**

9   **Discoverer Authorization Form**

10   **Change of Name/Change of Birthdate (School Use)**

11   **Application for Departmental Examination Appeal**

12   **Application for Type 1 Post-Secondary to Secondary Level Course Credit**

13   **Application for Type 2 Secondary Level Courses for Post-Secondary Course Credit**

14   **Educator Service Awards and Letters of Recognition Request Form**

15   **Provincial Examinations – August Presiding Officers' Invoice**

8   Appendices

A   Student Tracking Protocol

B   Information Security and Acceptable Use Policy

C   Student Tracking Privacy Policy Framework

D   Secondary Mathematics Pathways Chart

E   Secondary Sciences Pathways Chart

F   Student Tracking Program

G   September 30 Count Process - FAQ

H   Teacher Accreditation Course List (to date)

I   SDS Task Reference List

J   Standardizing Student Attendance File Submissions

K   High School Credits for Music Statements Policy

L   FAQ online access to the SDS

M   SDS Privacy Policy and Legislation

N   Accessing Locally Developed Course Information from SDS

O   Transgender Name Change on SDS Process

P   Questions for Consideration Regarding Transgender Students

9   Supporting Policy Documents

1   **Apprenticeship Policy**

2   **Course Challenge Process: Policy and Procedures**

3   **Credit Recovery Policy**

4   **Credit Transfer Guide**

5   **Discoverer Viewer User Manual**

6   **Dual Credit Policy**

7   **High School Credit Options – Educators**

8   **Presiding Officers' Manual on Blackboard**

9   **Prior Learning Credit—Adult 12 Program**

10   **Security Administration Guide SDS and NIPA**

11   **Special Project Credit Policy**

12   **Summer School Policy**

10   Secondary Level Course Lists

1.   **Secondary Level Prerequisite List**

2.   **Secondary Level Course List**

3.   **Dual Credit Course List**

4.   **Locally Developed Course List** on Blackboard