

Security Authorization for Student Data System

This form may be used to obtain a user ID and password to access the Student Data System (SDS) as required at the Education Organization or the Ministry of Education.

Note: the Education Organization is defined in the *Registrar's Handbook for School Administrators* and supporting documents.

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

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

USER INFORMATION (Please Print)											
<input type="radio"/> New User		<input type="radio"/> Existing User		User ID:				<input type="radio"/> Inactivate Existing User			
Last Name:				First Name:							
Title or Organization Role:				Phone Number:							
Email:				Teacher Certification Number:							
				(required for all educators)							
Signature (electronic signature acceptable)				Day	Mon	Year					

(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

EDUCATION ORGANIZATION INFORMATION											
<input type="radio"/> Add user (works at this organization)											
Education Organization:								7-digit Ministry assigned Number:			
Address:											
<input type="radio"/> Remove user (no longer works at this organization)											
Education Organization:								7-digit Ministry assigned Number:			
Address:											

Select the role within your organization for which you require access (see reverse):											
SDS Roles Add Remove <input type="radio"/> Principal/School Administration Activities <input type="radio"/> Counselling Students <input type="radio"/> Generate Reports (school level) <input type="radio"/> Educator Reporting (school level) <input type="radio"/> Teacher Activities <input type="radio"/> Electronic File Transfer <input type="radio"/> School Division/Conseil des écoles fransaskoises Activities <input type="radio"/> Generate Reports (SD/Conseil des écoles fransaskoises level)						MySchoolSask/MonÉcoleSask Roles Add Remove <input type="radio"/> School Admin Reports (School Level) <input type="radio"/> Counselling Students <input type="radio"/> View Student Enrolment <input type="radio"/> School Division Reports (School Division Level) <input type="radio"/> Assessment Reports <input type="radio"/> SSS (Student Support Services) ROLES <input type="radio"/> English as an Additional Language Reports (EAL) (School Division level) <input type="radio"/> Intensive Supports Superintendent/Coordinator (school division level)					
EAL Role Add Remove <input type="radio"/> EAL Superintendent/Coordinator/Consultant <input type="radio"/> View EAL reports						SSS Roles Add Remove <input type="radio"/> Intensive Supports Superintendent/Coordinator					
ASSESSMENT Role Add Remove <input type="radio"/> Assessment Teacher											

Security Administrator (in school divisions or the Saskatchewan Distance Learning Corporation) / **Ministry of Education** (First Nations school, independent schools, custody schools, care school and post-secondary institutions)

I have verified the role assigned is consistent with the level of access required by the user.

Name				Signature (electronic signature acceptable)				Day	Mon	Year	

(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

Director of Education or designate / Approved Program Supervisor											
Name				Position							
Education Organization				Signature (electronic signature acceptable)							

(I acknowledge that in accordance with *The Electronic Information and Documents Act, 2000*, my electronic signature has the same effect as a signature.)

Security Authorization for Student Data System (SDS)

ROLE DEFINITIONS

<p>SDS (Student Data System) ROLES:</p> <p>Principal/School Administration Activities:</p> <ul style="list-style-type: none"> • Submit XML files, monitor status of XML files • View, Update, Add – Student Demographics, Student Address, Student Enrolment, Course Registration, School Marks, Student Assessment, Credit Transfer • Generate Reports – Student Enrolment, Student Registration, Mark Reporting Forms, Student Profiles, Like Credit, Missing Prerequisite, Graduation Requirements, Locally Developed (Locally modified and alternative education), Teacher Accreditation, Credit Transfer, Student Assessment, School Educator Report • View Final Marks <p>Counselling Students:</p> <ul style="list-style-type: none"> • View – Student Demographics, Student Address, Student Enrolment, Course Registration, School Marks • Generate Reports – Student profiles (prior to enrolment), Graduation Requirements, Credit Transfer • Add – Credit Transfer, Student Enrolment <p>Generate Reports (school level):</p> <ul style="list-style-type: none"> • Generate Reports - Student Enrolment, Student Not Enrolled, Student Registration, Mark Reporting Forms, Student Profiles, Like Credit, Missing Prerequisite, Graduation Requirements, Locally Developed (Locally modified and alternative education), Teacher Accreditation, Credit Transfer, Student Assessment, School Educator Report <p>Educator Reporting (school level):</p> <ul style="list-style-type: none"> • Generate Reports – School Educator Report <p>Teacher Activities:</p> <ul style="list-style-type: none"> • View – Student Name, Course Registration, School Marks, Final Marks • Add – School Marks (only for classes taught by them) <p>Electronic File Transfer:</p> <ul style="list-style-type: none"> • Submit XML files, monitor status of XML files • This role is for a user who is not allowed to do anything else in the system. The Principal/School Administration and Education Organization Activity roles include the ability to submit and monitor XML files. <p>Education Organization Activities:</p> <ul style="list-style-type: none"> • View, Update, Add – Student Demographics (including address), General Proficiency Award, Student Enrolment for Home-based students that report directly to the Education Organization office. • Submit XML files, monitor status of XML files. • Generate Reports – Student Enrolment, Student Registration, Mark Reporting Forms, Student Profiles, Graduation Requirements, Missing Prerequisites, Locally Developed (Locally modified and alternative education), Teacher Accreditation, Like Credit, Assessment Reports, Educator Profile Control Report. <p>Generate Reports (Education Organization level):</p> <ul style="list-style-type: none"> • Generate Reports – Student Enrolment, Student Registration, Mark Reporting Forms, Student Profiles, Graduation Requirements, Missing Prerequisites, Locally Developed (Locally modified and alternative education), Teacher Accreditation, Like Credit, Assessment Reports, Educator Profile Control Report 	<p>Educator Reporting (Education Organization level):</p> <ul style="list-style-type: none"> • Educator Profile Control Report <p>EAL (English as Additional Language) ROLE (represents the position in the organization):</p> <p>Superintendent/Coordinator/Consultant (School Division/Conseil des écoles fransaskoises level):</p> <ul style="list-style-type: none"> • Read/Write Access – EAL screens and reports <p>MSS/MÉS (MySchoolSask/MonÉcoleSask) ROLES:</p> <p>School Admin Reports (School Level):</p> <ul style="list-style-type: none"> • Generate Reports – Student Enrolment, Student Not Enrolled, Student Registration, Student Profiles, Like Credit, Missing Prerequisite, Graduation Requirements, Locally Developed (Locally Modified and alternative education), Teacher Accreditation, Student Assessment. <p>Counselling Students:</p> <ul style="list-style-type: none"> • Generate Reports – student profiles (prior to enrolment), graduation requirements, credit transfer. <p>View Student Enrolment:</p> <ul style="list-style-type: none"> • View – student enrolment and individual class registration <p>School Division Reports (School Division Level):</p> <ul style="list-style-type: none"> • Generate Reports – Student Enrolment, Student Registration, Mark Reporting Forms, Student Profiles, Graduation Requirements, Locally Developed (Locally Modified and Alternative Education), Teacher Accreditation, Like Credit, Missing Prerequisites, Student Assessment, Educator Profile. <p>Assessment Reports:</p> <ul style="list-style-type: none"> • Generate Assessment Reports <p>SSS (Student Support Services) ROLES:</p> <p>English as an Additional Language Reports (EAL) (School Division level):</p> <ul style="list-style-type: none"> • Generate Reports – English as an Additional Language reports <p>Intensive Supports Superintendent/Coordinator (school division level):</p> <ul style="list-style-type: none"> • Intensive Supports (includes IS Reports) <p>Submit form as follows:</p> <p>School level – submit to Education Organization office (retain form at the school).</p> <p>Education Organization level – email form to student.records@gov.sk.ca. (Director's signature is required; signing authority for the Director is the Ministry of Education) (retain form at Ministry of Education).</p> <p>Historical High Schools – submit to Director, Independent Schools and Home-based Education (retain form at Ministry of Education).</p>
--	--

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