

# Student Tracking Protocol

## Introduction

The Prekindergarten to Grade 12 (PreK-12) education system in Saskatchewan is committed to the principle that all children should have the opportunity to learn. However, there continues to be a growing concern that many children and youth that should be, are not in school. The high mobility of families means that some children change schools during the school year, but there is no reliable way of finding out if a child who has withdrawn from one school has subsequently registered at another. School administrators, teachers, community organizations and other groups are expressing concern about the number of children who are not registered in school, or who are registered but not attending.

To address these concerns, the PreK-12 sector and the Ministry of Education partnered to expand its student records system functionality. The implementation of a provincial student information system called MySchoolSask/MonÉcoleSask (MSS/MÉS) will provide for a central repository of student information allowing for one student record and real time data for all organizations.

Education Organizations, which includes provincial school divisions, the Conseil des écoles fransaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan, have implemented the MSS/MÉS student information system as of August 2021. All First Nations, Independent schools and Post-secondary organizations were invited to implement the MSS/MÉS program.

A Memorandum of Understanding concerning PreK-12 education was signed February 27, 2003 between the Federation of Sovereign Indigenous Nations (FSIN) and the Minister of Learning that established an authentic partnership between the Government of Saskatchewan and First Nations. Additionally, the MSS/MÉS Data Sharing Agreement, signed prior to implementing the MSS/MÉS program, is intended to apply to the sharing of information for local education authorities to support the policy and program, student programming and/or statistical reporting of education.

## Purposes of Student Tracking

The overall purpose of a provincial Student Tracking Program is not only to determine how many students are not in school but also to help to understand why these students are not attending so that appropriate measures can be taken to ensure students are in school with access to quality education.

Meeting individual students' needs and taking appropriate measures to ensure students are in school is a shared responsibility between local education authorities, the ministries of Education, Social Services, Health, Justice, other provincial organizations (e.g., Métis Nation of Saskatchewan, Saskatchewan Teachers' Federation, Saskatchewan School Board Association, and the League of Education Administrators, Directors and Superintendents) and FSIN. A provincial student tracking system can provide information on how many students are not in school, who those students are, and factors that contribute to their non-attendance. This information can assist the education system and its partners in planning for the educational success of students and addressing their individual needs.

## Statement of Intent

This protocol is intended to provide a mutual understanding of the ongoing relationship between the Ministry of Education and the Education Organizations when accessing, entering and using this information.

This relationship is based on trust and respect for the privacy of the students. Information collected will be used solely for purposes outlined in this protocol.

In general, when personal information on students is requested, entered, or modified by the employees of these Education Organizations, the employees shall agree to:

- provide information required for specified purposes related to student tracking;
- use best efforts to ensure the information provided is accurate, complete and current;
- ensure that the information accessed is for the purposes outlined and not for other interests, personal or otherwise;
- maintain the confidentiality of the personal information;
- ensure that those representatives within their school who have been assigned the privileges of using the student tracking system, do so responsibly; and,
- use this information to improve services to students and for effective reporting.

The ministry will also provide appropriate management control reports/audit trails to ensure personal student information remains confidential, is secure, and retains its integrity (i.e., current, complete, and accurate for intended purposes).

## Collection and Use

Pursuant to clause 4(1.1)(v) of [The Education Act, 1995](#) the Minister may prescribe the form in which enrolment and attendance data are to be submitted to the Ministry of Education by the school divisions, the Conseil des écoles fransaskoises and the Saskatchewan Distance Learning Corporation . Under this authority, the ministry is expanding the student registry to include all PreK-12 students.

Consultation with the FSIN and the First Nations Directors of Education has occurred to include all First Nations students in the registry. By signing the *Agreement to Participate in the Student Tracking Program*, First Nations enter into an agreement with the Minister to participate in the initiative and agree to the terms and conditions to take part in the Student Tracking Program.

In accordance with section 25 of [The Freedom of Information and Protection of Privacy Act](#), this information is collected by the Ministry of Education for the following purposes:

- production of the official *Transcript of Secondary Level Achievement*;
- administration of Provincial Examinations;
- Student Tracking Program;
- to enable research and analysis to support planning and decision-making at the local and provincial level; and,
- to enable the Ministry of Education to meet its legal obligation to provide statistical information at the aggregate level on the Saskatchewan student population to the Government of Canada.