



## Student Information System

### Background

The Student Information System (SIS) is a KTCEA database used to communicate student information, track academic achievement, attendance, student services support, student demographics, incident management and to communicate with KTCEA's transportation system and other external partners.

It is a requirement from Alberta Education that all school authorities using either PASI prep or a PASI enabled Student Information Systems (SIS) to access student information in PASI must adhere to security controls as per the PASI Usage Agreement. KTCEA uses the PowerSchool SIS system which is PASI enabled.

The goal of SIS is to provide educational policy makers and administrators – at all levels of schools, and KTCEA accurate information about their students. This information is crucial to the planning, decision-making, throughout the organization.

The SIS is maintained and monitored by Learning Services & Academic Success.

### Guidelines

KTCEA is the primary contact between the schools and Alberta Education.

#	Procedures	Roles and Responsibilities
1	<p>The responsibilities of the Data and System Analyst are as follows:</p> <ol style="list-style-type: none"> <li>1.1 To ensure the accuracy and completeness of student data.</li> <li>1.2 To transmit the required student information to Alberta Education in a timely fashion to meet provincial processing schedules.</li> <li>1.3 To train school personnel in the procedures for collecting and coding student data.</li> <li>1.4 To help school personnel establish and monitor the data collection and verification process required by Alberta Education.</li> <li>1.5 To gather and consolidate student data from schools.</li> </ol>	Data and System Analyst
2	<p>Principals must ensure:</p> <ol style="list-style-type: none"> <li>2.1 Collection and recording of student data is timely and accurate.</li> <li>2.2 The validity of all student data for completeness and accuracy.</li> <li>2.3 The student registration form is completed annually.</li> <li>2.4 Students will receive a timetable when the student registration form has been received and entered into the system</li> </ol>	Principals Teachers

	<p>2.5 Students will receive a bus timetable when the student registration form has been received and entered into the system.</p> <p>2.6 The classroom teacher is responsible for entering student attendance, completion of report card entries, diploma exam registration and other information into the SIS.</p>	
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**Definitions:**

Insert definitions if any

**Reference:**

AP 330 Student Attendance

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with Associate Superintendent Learning Services & Academic Success.