

STUDENT INFORMATION SYSTEM

Background

The Student Information System (SIS) is a District database used to communicate student information to the Ministry of Education, track academic achievement, attendance, student services supports, student demographics, incident management and to communicate with external partners. The goal of SIS is to provide educational policy makers and administrators at all levels of schools, school authorities and government with accurate information on British Columbia students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

Procedures

1. The District is the primary contact between the schools and the Ministry of Education for the data collection.
2. The roles and responsibilities of the District Principal are as follows:
 - 2.1 To train school personnel in the procedures for collecting, maintaining, and updating student information.
 - 2.2 To help school personnel establish and monitor the data collection and verification processes required by the Ministry of Education.
 - 2.3 To analyze student data from schools.
 - 2.4 To verify the accuracy and completeness of student data.
 - 2.5 To provide student information to the Ministry of Education according to provincial data collection schedules and requirements.
3. Principals must ensure:
 - 3.1 Collection and recording of student data is timely and accurate.
 - 3.2 All student data is verified for completeness and accuracy.
 - 3.3 The classroom teacher is entering the record of student attendance into the student information system according to the procedures described in Administrative Procedure 330 - Student Attendance.
 - 3.4 The appropriate teacher is entering assessment and achievement data into the student information system according to the Administrative Procedure 361 – Reporting Student Progress.

Reference: Section 17, 20, 22, 65, 85 School Act

Effective: September 24, 2018