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Nova Scotia Student Information System

Nova Scotia Public Education System

# Annual Data Collection

User Guide

Revision Date:  
June 8, 2018

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## 1 VERIFICATION REPORTS (WEEKLY)

### 1.1 DUPLICATES BY STUDENT NUMBER

Reports on students who are enrolled in more than one school at the same time. The PSM Team will contact the school(s) to verify where the student is currently in attendance.

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*Action: Ensure the exit date is the next available teaching day, after the student's last day of attendance.*

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#### 1.1.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Transfers, Re-enrols & No Shows

### 1.2 DUPLICATES BY VITAL STATISTICS

Reports on students that were enrolled with incorrect vital statistics, causing a duplicate student number. The PSM Team will contact the school(s) to verify the legal information of the student and determine which student number to delete from the Student Registry.

Student Registry Website - <https://stats.ednet.ns.ca/sir/>

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*Action: Ensure legal information is used when searching for and creating student numbers in the Student Registry. Please note, MSI Health Cards are **not** considered a legal document, for this purpose.*

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### 1.3 PROGRAM TYPE CHECK

Reports on students that have been enrolled with an incorrect or invalid program type. Also reports on students in Grades 4-9, not enrolled in Core French, or another language course. Please refer to the document called "How to validate the Program Type Error" it will be sent with the first few reports.

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*Action 1: Correct any necessary information in PowerSchool, as per the error number(s) on the validation report.*  
*Action 2: Send an email to the PSM team with the reason the student is not scheduled into Core or another language.*

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#### 1.3.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Correcting or Changing Programs or Grades

## 1.4 WITHDRAWAL VERIFICATION

Reports on students that have an exit code of **With (Withdraw)**. The withdrawal exit code should only be used for students who were in attendance for at least one day, has left, and to your knowledge will not be continuing their education elsewhere, during the same school year. Withdrawn students will be included in a final Provincial report at the end of the school year.

Below are the planned destinations to be used for withdrawn students. For students that have withdrawn due to their age, please use **Unkn** as the planned destination.

- **Work – Joined the workforce**
- **Unkn – Unknown**

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***Action 1:** Correct any necessary information in PowerSchool, as per the error report number(s) on the validation report.*

***Action 2:** Confirm students under the age of 16, as of Oct. 1<sup>st</sup>, have left and to your knowledge, will not be continuing their education during the current school year.*

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## 2 NS DIRECTORY OF PUBLIC SCHOOLS (SEPTEMBER)

Each year, Statistics & Data Management produce the NS Directory of Public Schools (school and school board contact information). Please note, one hard copy of the Directory will be sent to each school when printed, and the online directory will be updated throughout the year on the NS Directory of Public Schools website.

Nova Scotia Directory of Public Schools Website - <http://ns-schools.ednet.ns.ca/>

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***Action:** Ensure your school's contact information is up to date in PowerSchool, especially the school's SIS contact. If any information changes, contact your Board's SIS administrator to update the Schools/School Info page in PowerSchool.*

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### 2.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Standard Data Entry in PowerSchool

### 3 BIRTH CERTIFICATE DOCUMENTATION VERIFICATION (OCTOBER/NOVEMBER & FEBRUARY/MARCH)

Reports on Pre-Primary and Primary students who were enrolled in PowerSchool with no birth certificate documentation or the birth certificate documentation is pending.

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*Action: Ensure all students are enrolled with a legal document. Please note, MSI Health Cards are **not** considered a legal document, for this purpose.*

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### 4 ADA/ADM FOR AUDITORS (OCTOBER & NOVEMBER)

The ADA/ADM for Auditors reports on student enrolment, as of Sept. 30<sup>th</sup> (students who enrol after Sept. 30<sup>th</sup> or have transferred out before Sept. 30<sup>th</sup>, will **not** be included on the report).

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*Action: Ensure the process for No Shows, Withdrawals, Transfers, etc. are completed before September 30<sup>th</sup>.*

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#### 4.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Transfers, Re-enrols and No Shows

#### 4.2 POWERSCHOOL REPORT

System Reports>Custom>PSM Audit>ADA/ADM for Auditors>ADA/ADM for Auditors

### 5 CLASS SIZE (NOVEMBER)

- **Grade PP-06** class size is reported based on the room number defined on the section for Homeroom Attendance Only AM PR to 6 (HRMATTAMP6).
- **Grade 07-09** class size is reported based on English or French Language Art courses, ensure all students are scheduled into one of these courses.
- **Grade 10-12** class size is reported based on all scheduled courses.

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*Action: Ensure students are scheduled correctly and if courses are dropped, ensure the date dropped is the next teaching day, after the last day of attendance in the course(s).*

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#### 5.1 POWERSCHOOL REPORT

System Reports>Custom>Enrolment>Class Size Report>Select Report to run>Submit

## 6 FTE FRENCH PROGRAMS (FEBRUARY)

Reports on the total French enrolment, minutes of French instruction and calculates a Full-Time Equivalency (FTE) number that will be used as part of funding calculations.

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*Action: Ensure all students are scheduled correctly and student's program types are correct.*

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### 6.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Correcting or Changing Programs or Grades

### 6.2 POWERSCHOOL REPORT

System Reports>Custom>Enrolment>French Programs>FTE Summary>All>Submit

## 7 COURSES TAUGHT (MARCH)

Reports on the courses taught by teachers and the total minutes of instruction based on your schools scheduling setup.

Student Records Website - <https://studentrecords.ednet.ns.ca>

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*Action 1: Run the Courses Taught report and ensure the information has been validated as per the data requiring validation in the User Guide.*

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### 7.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>NS Provincial Guides>Courses Taught

### 7.2 POWERSCHOOL REPORT

System Reports>Custom>Administrator>Courses Taught Report>Courses Taught>All>Submit

## 8 SCHOOL COMPLETION VERIFICATION (JUNE)

School Completion Information provides data on grade 12 students who graduate and their planned destination upon graduation. Statistics & Data Management extracts the School Completion Information report, by board, and combines them for provincial reporting. Figure 1 below lists valid and invalid exit codes and planned destinations.

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*Action: Run the School Completion Verification report to verify accuracy of school completion data and make any necessary corrections in PowerSchool.*

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## 8.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>NS Provincial Guides>School Completion Verification

## 8.2 POWERSCHOOL REPORT

System Reports>Custom>Verification>School Completion Verification

Figure 1

Grade	Valid Exit Code	Valid Planned Destination	Invalid Exit Code	Invalid Planned Destination
12	Grad (12)	Appr	Chan	Boar
RG	Comp (RG)	Coll	Comp	Corr
	NC	Comm	Medi	Grde
	Dece	Left	NOSHOW	Home
	Tran (International students)	Othe	PR	Inca
		Prov	With	Priv
		Retu		Prog
		Scho		
		Univ		
		Unkn		
		Work		

## 9 EXIT CODES

For accuracy in reporting, students are to be transferred out of PowerSchool if they haven't been in attendance for approximately **two weeks**.

**Action:** Ensure exit dates are the next available teaching day, after the last day of attendance for the student.

## 9.1 INSCHOOL QUICK REFERENCE GUIDE

Board & School Admin>User Guides>Registration>Transfers, Re-enrols and No Shows

Exit Code	Description
<b>CHAN</b>	Use only when a student is changing programs or grades within the same school year. Planned Destination of <b>Prog</b> or <b>Grde</b> .
<b>COMP</b>	Use for Returning Grads who have completed the course(s) they returned for. <b>Note</b> – students who have completed their studies early should have the exit code and date entered, but not be transferred out until the end of year roll over process.
<b>DECE</b>	Deceased.
<b>TRAN</b>	Use when a student was in attendance for at least one day, has left, and will be continuing their education elsewhere, during the same school year. If the student is transferring to a school within your board, ensure you complete the two step transfer process.
<b>NC</b>	Use for students who have not completed their studies during the school year, or grade 12 students who plan to return next year.
<b>GRAD</b>	Use for Grade 12 students who have graduated. <b>Note</b> – students who have graduated early should have the exit code and date entered, but not to be transferred out until the end of year roll over process.
<b>MEDI</b>	Use for students who have left the school due to medical reasons and will <b>not</b> be continuing their education elsewhere, for the current school year and to your knowledge.
<b>WITH</b>	Use for students who were in attendance for at least one day, have left, and to your knowledge, will <b>not</b> be continuing their education elsewhere, during the same school year. Planned Destination of <b>Work</b> or <b>Unkn</b> .
<b>PR</b>	Promoted.

<b>NOSHOW</b>	Use for students who registered or were rolled over from the previous year, but have not attended for at least one day during the current school year.
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## 10 WEBSITES

Useful Websites	Links
Dept. of Education & Early Childhood Development	<a href="https://www.ednet.ns.ca/">https://www.ednet.ns.ca/</a>
iNSchool	<a href="http://www.inschool.ednet.ns.ca/">http://www.inschool.ednet.ns.ca/</a>
NS Directory of Public Schools	<a href="http://ns-schools.ednet.ns.ca/">http://ns-schools.ednet.ns.ca/</a>
Student Records	<a href="https://studentrecords.ednet.ns.ca">https://studentrecords.ednet.ns.ca</a>
Student Registry	<a href="https://stats.ednet.ns.ca/sir/">https://stats.ednet.ns.ca/sir/</a>

## 11 CONTACT INFORMATION

### PSM Support Team (PowerSchool Matters)

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