

STUDENT INFORMATION SYSTEM

Background

The Student Information System (SIS) is a database used to communicate student information to parents/guardians and home schools by tracking students' academic achievement, student demographics, individual school information and course registration information. The goal of a SIS is to provide Global Education administrators, teachers and schools with accurate information and securely store student information as per Ministry of Education and Child Care requirements.

Procedures

1. Global Education is the primary contact between the home schools for SIS data collection.
2. The roles and responsibilities of the Director of Global Education are as follows:
 - 2.1. Ensure Global Education staff and home schools are trained in the procedures for collecting, coding, uploading/downloading and entering required data as per their role description and security access.
 - 2.2. Assist Global Education staff establish and monitor the student data collection process as required by Global Education and the Ministry of Education and Child Care.
 - 2.3. To gather and consolidate student data from all schools.
 - 2.4. To ensure the accuracy and completeness of student data; and,
 - 2.5. To transmit student data to the Ministry of Education and Child Care promptly so as to meet Ministry requirements.
3. Global Education must ensure that:
 - 3.1. The collection and recording of all student data is accurate, complete and timely.
 - 3.2. Global Education home schools are provided with accurate, regular and timely student achievement information as per Ministry.

Policy 310

Legal References:

School Act ss 17, 20 and 22

Freedom of Information and Protection of Privacy Act, RSBC 1996

Canadian Charter of Rights and Freedoms, Constitution Act 1982

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