

Q & A Introduction and Enrollments

1. Will we still be able to use Swift Reach with this system??

Yes – that is the hope, but it will be through Edsby – we have to work through the system yet!

2. Is there a way to search for a first name instead of only last? or filter by grade?

Yes -- if you go into Student TT -- then click on the Grid Icon beside the Filter -- choose the Legal, Preferred, Grade..... field set and then you can click on the header of the name you are wanting to sort by -- then in the search field box you could type in the name you are wanting -- or you could use the drop downs then too!

We will go into a bit more details on this type of thing in later sessions -- didn't want to overwhelm anyone at this stage!

3. Will admin assists use both MSS and Edsby if Edsby is for attendance?

Yes that is correct – there will be training for Edsby at a later time.

4. Will teachers update their info or will they be required to let admin asst know and we will change. Not sure if they will be using MSS too.

No – teachers will not be using MSS so it will be either admin assistants or L1's will update teacher information and only L1's can add new staff.

5. Will there still be an online registration that will tie in with this like there is now with PS?

Sorry no - there is no online registration available with MS at this time. The online registration can be used but the data will need to be entered manually by the school.

6. Is the format for dates D/M/Y?

Format for dates is Month/Day/Year. You can type in the dates using the three-letter month abbreviation, i.e. Jan 4 2021 and it will correctly format it for you or use the date picker calendar.

7. Will we have access to birth certificates again to confirm legal date and DOB?

When the 'new' student registers you need to see the birth certificates or passports—scan and send copy to data services and then you have no further access to it. The registration form will allow the birth certificate to go to schools until the end of the school year and in the fall for a month after the registration form is submitted.

8. Will they still be able to register online and then we can manually input from there?

Yes – the form will be emailed to the school and then you have to manually input the information into MSS.

9. Is there a MSS manual available with info that we can refer to in the fall when we are looking for help?

There will be as we continue to make them – some guideline pages are already uploaded to the MSS/Edsby training site on the Staff Portal.

10. Can the school listed in 'next school' access the students file before they start attending there?

Yes – the Next School can see the 'online' student file before they are registered in the school if the 'Next School' is filled in and schedule the students – at StudentTT use the filter to select Next Year Students to find them.

11. When new students register, they use the online form and we are unable to see the birth certificate or passport.

We are investigating how to make this work so you can validate the correct information – as of right now, new registrations will now have the birth certificate/documents remain attached to the registration until the end of this school year -- starting in the fall, these documents will be only available for 30 days from registration.

12. Parents often do not have BC/passport or baptism certificate. What do we do then?

Birth certificate, passport, permanent residence card, or confirmation of permanent residence, status card, other documentation of citizenship and immigration Canada, otherwise administrator of school needs to consult with Learning Superintendent

13. If I already have a registration for next school year, what do I do with that?

Start a folder on your desktop or somewhere you have access to so that you can start entering them when you have access to the production site fourth or fifth week of March.

14. When will MSS be going live?

MSS is live – as soon as you are given access to the site, you can start working in it – be careful to not be doing 'training' playing on the production/live site!!

15. Would a FN status card be acceptable id if no BC or Passport? It includes birthdate.

Birth certificate, passport, permanent residence card, or confirmation of permanent residence, status card, other documentation of citizenship and immigration Canada, otherwise administrator of school needs to consult with Learning Superintendent.

16. Can we pre-register K students into PowerSchool now? Would they be automatically entered into MSS for next year?

No – there is no automatic transfer of data between PowerSchool and MSS – it is all handled manually at this point by the L1's (Joan, Rhonda, Carlos and Andrew) – so entering pre-registrations for students for the fall will go nowhere and you will be doing it again in MSS – just save the registrations in a folder on your desktop or OneDrive so you can access them when you are given permission to get into the MSS production site.

17. How do we support students who want a name change?

That is only handled by the 'preferred name' field – legal names must remain the same unless there documents to support the legal name change.

18. Is there also a preferred pronoun option?

Not that we are aware of any at this time – there might be something in Edsby but we are not aware of that yet.

19. What program will support SwiftK12?

SwiftK12 will function out of Edsby we believe (it is not finalized at this time)– because attendance will be done in Edsby and transferred over to MSS at the end of the day (not sure what time this happens) – this would not meet the needs of schools that do attendance calls more than once a day.

20. Where can we find recordings of these sessions?

The recordings of these meetings will be uploaded to the MSS/Edsby site once we edit the best – they can be found attached to the Teams meeting as well.

21. Will there be a list of acceptable documents like birth certificate, permanent resident, passport etc in the manual?

Good suggestion – we will make sure to include the list - in the manual - but for now they are birth certificate, passport, permanent residence card, or confirmation of permanent residence, status card, other documentation of citizenship and immigration Canada, otherwise administrator of school needs to consult with Learning Superintendent

22. Will the preferred name show to parents?

Yes – it should be moved over to Edsby with the export – but on official transcripts it will be legal only.

23. So there will be overlap of students allowed then?? That will be helpful.

Yes – but only for a short period of time.

24. What type of calendar is there for PreK?

We will set up a calendar for them as well if they do not follow the Kindergarten one, or do not attend every day so don't fit into the Standard Calendar.

25. Is there a place to put preferred name on attendance or something like that for trans students who don't want parents seeing preferred names?

Short answer – no – that is something that we can't do!

26. At a 9-12 school, do we need to enter a home room for grade 9?

Yes you need to have homerooms for Grade 9 – it is a Ministry requirement.

27. Do we wait to withdraw students until the receiving school requests it?

As soon as you know that a student is moving – from parent or from new school request – but do not wait for the CUM request – but make sure the report cards are printed before you withdraw them but remember the Next School field can be filled in so the receiving school can access them.

28. Do we need to confirm DOB with BC from Div. Office for every Kindergarten student enrolling?

No –you should have access to it with the registration form now until end of June this year – as of next year, you will have access to the birth certificate for 30 days from the date that registration was submitted.

29. If withdrawing students and you don't know where they are going ie another SK school or leaving province, what withdrawal code do you use?

This is up to your discretion at this time – if you think that they are going to another school in Sask - even if you do not know which school use that just use that one unless you are confident that they are leaving the province.

30. How precise does a rural route address need to be in order not to create a duplicate. For example we have parents register address with different order...RR7 Site 708 Comp 13 or Site 709 Comp 13 RR7. Would this create a duplicate?

No – address does not create a duplicate – address formatting is very important though because if not exactly as the Ministry wants – you will get an error but try and keep your data clean.

31. Going back to the cross-enrolled students - is that how ours would be if we have students that attend PAA at another school?

Yes – any student that is taking a course at another school will have the cross-enrolled icon – you can also see the cross-enrolled school by going to StudentTT>MembershipST>School SST – there will be a list of schools that the students is registered in classes.

32. What would the proper procedure be for withdrawing those cross enrolled students? Should the primary school ask the secondary school to remove them from their classes and then the primary school withdraw them?

Yes student's need to be withdrawn from their Primary School – when that is done, if they are still enrolled in Secondary Schools – they will become Active No Primary – for the schools that have students in our division taking classes at another school in our division –and you know that the student is leaving our division – it would be best to contact the Secondary School and ask them to drop the students from those classes so that you can fully withdraw the student.

Ex. Valley Manor student taking IA/HomeEc at Lake Vista --- ask Lake Vista to drop them from the classes and Lake Vista should also go into StudentTT>MembershipST>SchoolsSST and change Secondary to Former and change end date and then you can withdraw them

33. So we only need to ask for birth certificates from students that are brand new to school right?

Yes – otherwise you will only need to get documentation like that for enrolled students where a duplicate has been made – then you will need copies of those identification documents to send with the duplicate merge request forms for the Ministry to complete the merge. There is a checkbox under the extended demographics tab when you have seen and verified the authenticating documents.

34. What if we can't find a student?

Check with us if unsure – student possibly registered using a preferred name or birth dates are wrong in MSS – this would be a case where the student is in Grade 11, has always been in Saskatchewan but you can't find him.

35. What does "enrollment status cannot be adjusted because the student has one or more active cross-enrollments" mean?

Students with cross-enrolled status means that they are still enrolled in another school --if you need that solved and please let us know and we will attempt to help.

36. Is getting the date of graduation wrong a big deal? In my opinion it would make more sense for the list to have the DOB year in line with YOG line.....

When registering a student, if you click on the YOG magnifying glass –expand the popup and you will see the current grade level and the grade level for the next year – that helps getting the YOG correct and yes – it is important to have it correct.

37. Permissions tab no longer have the choices of publishing images with first name not last name or image with no name. Is it all or nothing now? And will the registration form reflect those choices for parents?

Yes – these are the only choices available for the future so far – we will let you know if things change. We will talk to Carlos and Andrew and see if they can fix the registration form to match. Thanks for bringing that to our attention.

38. Will there be training sessions for Edsby as well?

Yes of course – in May and/or June we will be setting up training sessions for Edsby.

39. Sorry, remind me when we can begin registration for students for Fall? Using Sept 1 enrollment day will give us access to schedule classes.

As soon as you are given access to MSS Production, you can start entering new students.

40. Where do we enter medical information?

In MSS- under Details ST > under tab Alerts tab is an area to enter in Medical Alerts using the Add button – there is also some discussion that Medical information will be placed in Clevr.

41. Will MSS connect with MyStop? Laralyn at the bus garage says that we wont be able to print bus passes or run bus reports from MSS or Edsby. Do you know if in the future, there might be a capability for us to access bus passes? If a student is marked as a bus student in PS will that transfer over to MSS?

Carlos is working on the bussing information and how it will work – it is a work in progress! No there will be no automatic transfer to bussing information in MSS from PS.

42. So if the demographics have not been updated since July, how do we know what we have changed and what we have not?

Unfortunately, you are going to have to go through student-by-student and verify that the information for students is correct in MSS – Print and save Alerts report, Demographic Report, and bussing report to cross reference in the fall or even as you have time this spring.

43. When registering a new student if you get a popup that lists several students and there is a Courier Value – you need to decide if you want this student to be the ‘family rep’ or some other student in that list THAT IS IN YOUR SCHOOL!

If doing an address change and a popup screen appears that allows you to copy address change to other students– only do this with students that are in your school.

44. Will you be setting up the Kindergarten Calendar or will it be the same as now where we send you our A and B days and you set it up from your end.

Please send us your Kindergarten/PreK calendars and we will set them up from Division office.

45. If we receive a registration for a student that is coming to us in the fall, then we can email that school now for next year?

Yes, email the sending school and ask that they set the student's Next School to your school and then you will have access to that student to schedule.

46. How does this affect enrolling twins – if registering students only uses last name, gender and DOB?

It will work – just say ok when you come to the page that displays the first registered twin – in the dropdown choose 'Create a new student' and complete the registration

47. When I went to withdraw a student, there was not an option to send them to another SK Public school?

You need to use the dropdown or the right side arrow to get to the second page – it is listed at the bottom of the second page.

48. How do we make the student active at WHS after previous school is done – say after S1 going into S2? Also after summer rollover, next school students would be Active Students?

When the sending school is done with the student, you need to enroll the student in your school – even though they are already in classes, you still need to register them to make them Active in your school. And yes, 'next school' students become active during the summer rollover.

49. When setting a withdrawal date, but have to wait for marks to be uploaded, how long should we mark this for?

Do not withdraw the student before you are done with him – once they are withdrawn and the other school makes them active, you no longer have any access to the student record – and for Grade 10 -12, if marks have not been sent to the Ministry – mark correction forms will need to be completed!!