

STUDENT INFORMATION SYSTEM

Background

The District recognizes the importance of a common student information system that is shared by all participating public and independent schools and districts in British Columbia. The use of such software supports the operational needs of schools and the District and is an important tool that can help deliver education services and monitor student school performance.

Procedures

1. The roles and responsibilities of the District Principal are as follows:
 - 1.1. To train school personnel in the procedures for collecting and coding student data.
 - 1.2. To help school personnel establish and monitor the data collection and verification process required by the Ministry of Education.
 - 1.3. To ensure the accuracy and completeness of student data.
2. Principals must ensure:
 - 2.1. Collection and recording of student data are timely and accurate.
 - 2.2. The validity of all student data for completeness and accuracy.
 - 2.3. That no student receives a timetable until the student registration form has been received and entered.

Reference: Sections 13, 17, 20, 22, 65, 79, 85, 170, 170.1 School Act
Freedom of Information and Protection of Privacy Act
MyEducation B.C. Students Manual

Approved: April 4, 2006

Revised: October 14, 2014; November 23, 2020; August 15, 2021