Staff FTE		Budget		
Custodial	0.000000	Salaries	$840,481	97%
Exempt	5.000000	Supplies, Equipment and Services	$28,381	3%
Support	2.000000	**Total**	**$868,862**	100%
Teacher	1.000000			
Maintenance	0.000000			
Total	**8.000000**			

Vision

Success, one student at a time.

Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

Values

Supporting the Vision, Mission and Priorities are the District 's cornerstone values of accountability, collaboration, equity and integrity.

District Priorities 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Profile

As part of the Technology and Information Management team, Student Information is responsible for providing accurate student data and information for the Division. This unit manages and reports information about student enrolment through the Provincial Approach to Student Information (PASI), courses, course completion and achievement to schools, district units, Alberta Education and external agencies. Student Information establishes and oversees protocols for student data collection, data sharing and data use to ensure integrity of division data management. This team supports school and central DU leaders in the collection of data for school-based innovations, student growth and achievement and division research.

Division Priorities 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Based on the three SMART goals that were established for 2019-2020, report on the results you achieved (with evidence, including referencing the School's Accountability Pillar results, if applicable) and describe how achievement of the goal supports the above Division's Priorities that were in effect when the goal was set.

Service Driver: Stakeholder Satisfaction and Service Oriented
Key Performance Indicator: Overall Satisfaction - Delivery of high quality supports and services that are results oriented and responsive to the needs of schools and central services.
CornerStone Values: Collaboration and Accountability
Metrics:
- Maintain a minimum of 95% satisfaction from schools and other central units on the District Feedback Survey.
- Ensure that all inquiries from schools, central units and the public are returned within 48 hours, with 80% being returned within 24 hours.
- Continue the transition to the request for support and service form to streamline requests from school and central units, increasing usage to 75% of requests.
- Based on the request for support and service form, develop two additional resources to assist schools with frequently asked questions.
- Based on the request for support and service form, undertake internal staff development activities to ensure increased capacity from staff to address school questions.
- Ensure that all report requests are addressed with 95% of the reports being produced in the requested timeline.
- Add two additional metrics and three enhancements to the Internal Dashboard to support schools and central units.

Results Achieved:

- **DEFERRED** Maintain a minimum of 95% satisfaction from schools and other central units on the District Feedback Survey.
- **MET** Ensure that all inquiries from schools, central units and the public are returned within 48 hours, with 80% being returned within 24 hours.
- **MET, This was facilitated by work form home in the spring and the form served as an extremely valuable transition tool.** Continue the transition to the request for support and service form to streamline requests from school and central units, increasing usage to 75% of requests.
- **MET, Resources for identification of refugee students and Citizenship 6 were developed.** Based on the request for support and service form, develop two additional resources to assist schools with frequently asked questions.
- **MET, Questions on the form served as the base for weekly Professional Learning activities with staff.** Based on the request for support and service form, undertake internal staff development activities to ensure increased capacity from staff to address school questions.
- **NOT MET, only 88% of requests were produced in the requested timeline. It is important to note that relative to Division level, Central Unit, and Catchment requests,this target was met. It was only on individual school requests that the target was not achieved.** Ensure that all report requests are addressed with 95% of the reports being produced in the requested timeline.
- **MET** Add two additional metrics and three enhancements to the Internal Dashboard to support schools and central units.

Service Driver: Resource Stewardship
Key Performance Indicator: Fiscal Accountability and Risk Management - delivery of high quality services and reporting that contribute to a maximization of student grants from Alberta Education and minimizes risks associated with Alberta Education audits of student data.
Cornerstone Values: Accountability and Integrity
Metrics:
- Presentation to 100% of the PowerSchool training courses relative to student enrolment issues.
- Development of three additional resources for school staff on common errors in student enrolment.
- Identification and production of two additional reports for schools on student grant opportunities.
- Operationalize the Internal Audit reports to follow up with targeted training to schools following these audits.
- Develop two additional internal monitoring reports and processes to identify potential enrolment issues and correct the errors in a timely way.

Results Achieved:

- **MET** Presentation to 100% of the PowerSchool training courses relative to student enrolment issues.
- **MET, One of these resources of note is the use of a Google Meet for drop in question and answer for staff. This developed out of the shift to online classes in the spring and will continue in the 2020-21 school year.** Development of three additional resources for school staff on common errors in student enrolment.
- **MET, Of particular note is the report for students identified as ESL in a prior school authority. This was well received by schools.** Identification and production of two additional reports for schools on student grant opportunities.
- **NOT MET, Interrupted by the shift to online schooling in the spring.** Operationalize the Internal Audit reports to follow up with targeted training to schools following these audits.
- **MET, Flags were developed for Citizenship 6 review and to identify students with Implied Status as defined by Canadian Immigration.** Develop two additional internal monitoring reports and processes to identify potential enrolment issues and correct the errors in a timely way.

Service Driver: Innovative Practices
Key Performance Indicator: Targeted Change - Target adoption of a variety of new digital functions within PowerSchool and SchoolZone for school use.
Cornerstone Values: Accountability
Metrics:
- Initiate further development of the online Student Registration Form.
- Introduce enhancements to the SchoolZone Student Information Correction Form.
- Increase usage of the SchoolZone Student Information Correction Form to a minimum of 50% of schools.
- Implement the PowerSchool Diploma Exam Registration function at all District high schools.
- Explore strategies to create a library of reports distributed to schools.
- Implement additional internal data controls in PowerSchool to reduce the incorrect or contradictory recording of student data.
- Implement a flag in PowerSchool to track and verify complex student citizenship codes.
- Achieve a utilization rate of 50% for the Temporary Declaration process within PowerSchool.
- Complete User Acceptance Testing of the Provincial Approach to Student Information 2018 endpoint which includes new functionality relating to student credentials.

Results Achieved:
- **ONGOING** Initiate further development of the online Student Registration Form.
- **MET** Introduce enhancements to the SchoolZone Student Information Correction Form.
- **MET** Increase usage of the SchoolZone Student Information Correction Form to a minimum of 50% of schools.
- **MET** Implement the PowerSchool Diploma Exam Registration function at all District high schools.
- **ONGOING** Explore strategies to create a library of reports distributed to schools.
- **MET** Implement additional internal data controls in PowerSchool to reduce the incorrect or contradictory recording of student data.
- **MET** Implement a flag in PowerSchool to track and verify complex student citizenship codes.
- **ONGOING** Achieve a utilization rate of 50% for the Temporary Declaration process within PowerSchool.
- **MET** Complete User Acceptance Testing of the Provincial Approach to Student Information 2018 endpoint which includes new functionality relating to student credentials.

What were the biggest challenges encountered in 2019/20?

A number of challenges continue to exist for Student Information. The greatest would be the pace of change for PowerSchool and PASI as driven by Alberta Education. Alberta Education has continued to evolve and expand the role of PASI, this has resulted in significant expenditure of time and money to adjust to these changes. Additionally, changes to the Alberta Education Funding Manual require significant work to the unit to ensure that the Division's data is accurate and that only appropriate grants are claimed. In addition to this work, sigificant effort is deidicated to supporting and training front line staff in schools as they work with student registrations and the collection of relevant documents that support a student enrolment and subsequest funding.

What was most important for your school community as you prepared for the 2020-2021 school year?
While not a school community as such, the unit faced significant work in preparing for the reentry of students at all Division schools. The most significant task was the establishment, in conjunction with Programming Services and Human Resources, of two virtual schools to meet the needs of families who elected to have their children learn online rather than in person. This massive undertaking required extraordinary effort in a very compressed time frame, including some modifications to applications to fulfill functions they were not designed for. The establishment of these schools has had a significant impact on the annual fall work of the unit and much of that regular work has been delayed and will be addressed in November of 2020.

Division Priorities 2018-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

The following SMART (Specific, Measureable, Attainable, Relevant, Time-Framed) goals have been established for the 2020/2021 school year. Select the Division Priority number that the goal supports from the drop-down box. Schools are to set one goal for each priority. Central DU's can set their goals around one or more priorities.

Service Driver: Stakeholder Satisfaction and Service Oriented

Key Performance Indicator: Overall Satisfaction - Delivery of quality supports and services that are results oriented and responsive to the needs of schools/central services.

CornerStone Values: Collaboration and Accountability

Metrics:
- Maintain a minimum of 95% satisfaction from schools and other central units on the Division Feedback Survey.
- Ensure that all inquiries from schools, central units and the public are returned within 48 hours, with 80% being returned within 24 hours.
- Continue the transition to the request for support and service form to streamline requests from school and central units, increasing usage to 95% of requests.
- Based on the request for support and service form, develop one additional resources to assist schools with frequently asked questions.
- Based on the request for support and service form, undertake internal staff development activities to ensure increased capacity from staff to address school questions.
- Ensure that all report requests are addressed with 95% of the reports being produced in the requested timeline.

Priority 2

Service Driver: Resource Stewardship

Key Performance Indicator: Fiscal Accountability and Risk Management - maximize student grants and minimize risks associated with Alberta Education audits.

Cornerstone Values: Accountability and Integrity

Metrics:
- Presentation to 100% of the PowerSchool training courses relative to student enrolment issues.
- Development of two additional resources for school staff on common errors in student enrolment.
- Identification of changes resulting from the new Alberta Education Funding Framework and the integration of the new model into monitorig and auditing functions.
- Operationalize the Internal Audit reports to follow up with targeted training to schools following these audits.
- Develop a self service report for Internal Audit to allow streamline the production of student data samples for audit purposes.
- Develop two processes to transform data tasks into automated processes to streamline the use of staff resources and allow for the redirection of staff to higher value tasks.

Priority 1

Service Driver: Innovative Practices

Key Performance Indicator: Targeted Change - Target adoption of a variety of new digital functions within PowerSchool and SchoolZone for school use.

Cornerstone Values: Accountability

Metrics:
- Initiate further development of the online Student Registration Form.
- Introduce enhancements to the SchoolZone Student Information Correction Form and the Registration and Residency Confirmation Form (pre-enrolment) to mitigate Alberta Education audit challenges.
- Increase usage of the SchoolZone Student Information Correction Form to a minimum of 70% of schools.
- Explore strategies to create a library of reports distributed to schools.
- Implement additional internal data controls in PowerSchool to reduce the incorrect or contradictory recording of student data.
- Implement additional flags in PowerSchool to track and verify complex student citizenship codes.
- Achieve a utilization rate of 60% for the Temporary Declaration process within PowerSchool.

Priority 2

Budget Summary Report

	2020-21 Spring Proposed		2020-21 Fall Revised	
Resources		868,862		868,862
Internal Revenue		0		0
REVENUE TOTAL		**868,862**		**868,862**
Teacher	1.000000	119,674	1.000000	119,674
Supply Teacher	.000000	0	.000000	0
TOTAL TEACHER	**1.000000**	**119,674**	**1.000000**	**119,674**
(% of Budget)		**13.77%**		**13.77%**
Exempt	5.000000	561,693	5.000000	561,693
Exempt (Hourly/OT)	.000000	5,600	.000000	5,600
Support	2.000000	149,514	2.000000	149,514
Support (Supply/OT)	.000000	4,000	.000000	4,000
TOTAL NON-TEACHER	**7.000000**	**720,807**	**7.000000**	**720,807**
(% of Budget)		**82.96%**		**82.96%**
TOTAL STAFF	**8.000000**	**840,481**	**8.000000**	**840,481**
(% of Budget)		**96.73%**		**96.73%**
SUPPLIES, EQUIPMENT AND SERVICES		26,381		26,381
INTERNAL SERVICES		2,000		2,000
TOTAL SES		**28,381**		**28,381**
(% of Budget)		**3.27%**		**3.27%**
TOTAL AMOUNT BUDGETED		**868,862**		**868,862**
Carry Forward Included		0		0
Carry Forward to Future		0		0