



## Administrative Procedure 307

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# STUDENT INFORMATION SYSTEM

## Background

The Student Information System (SIS) is a District database used to communicate student information to the Ministry of Education and Child Care, track academic achievement, attendance, student services supports, student demographics, incident management and to communicate with external partners. The goal of SIS is to provide educational policy makers and administrators at all levels of schools, school authorities and government with accurate information on British Columbia students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

## Procedures

1. The District is the primary contact between the schools and the Ministry of Education and Child Care for the data collection.
2. The roles and responsibilities of the Director of Information Technology are as follows:
  - 2.1 To train school personnel in the procedures for collecting and coding student data.
  - 2.2 To help school personnel establish and monitor the data collection and verification process required by the Ministry of Education and Child Care.
  - 2.3 To gather and consolidate student data from schools.
  - 2.4 To ensure the accuracy and completeness of student data.
  - 2.5 To transmit the required student information to the Ministry of Education and Child Care in a timely fashion to meet provincial processing schedules.
3. Principals must ensure:
  - 3.1 Collection and recording of student data is timely and accurate.
  - 3.2 The validity of all student data for completeness and accuracy.
  - 3.3 The [student registration form](#) (Form 300-1) is completed annually.
  - 3.4 That no student receives a timetable until the student registration form has been received and entered.
  - 3.5 The classroom teacher is entering all attendance daily into the SIS.

Reference: Section 17, 20, 22, 65, 85 School Act  
Adopted: December 15, 2020