

## SECTION 3      STUDENT/COURSE REGISTRATION

### 3.1    Initial Registration and Rationale

Registration of students in the senior high school program is required only when a student begins their program of studies for the first time, typically in Grade 10. Registration must occur prior to the initial term in which results are to be recorded. This initial term is referred to as the admission term. (i.e., student and course registrations must be submitted to High School Certification in the fall so as to facilitate the upload of final marks in June).

To facilitate planning and feedback to schools, the student and course registration process takes place primarily during the **month of October** and concludes in **November**.

The registration process establishes an entry date for each student and is used to determine which graduation requirements are to be used to evaluate a student's high school record. The high school certification system is based on the assumption that all students enter the high school system in Grade 10.

The timely submission of accurate student, course and registration data to the Department of Education and Early Childhood Development is essential for a variety of other reasons:

- The generation of “fake monitor” reports which provide vital information regarding student programming and whether they are on a correct path to graduate and to obtain honours/academic status.
- To create a conflict matrix for the Public Exam Schedule in June.
- Data is used to purchase an adequate number of textbooks, etc.
- To ensure that transcript information is up to date.
- To ensure an appropriate number of public examinations are printed for the June examination period.
- Accurate student information for the printing of bubble sheets.
- To ensure an appropriate number of public exams are mailed to schools to adhere to security measures.

Schools that neglect to submit student and course registrations will be unable to upload mark information in June, impacting transcript generation for students.

## 3.2 Registration Process and Options

Registration for regular students, and their courses, will be in October/November of the school year, through the high school records and certification system web application.

Schools using PowerSchool™, Somac™, or Winsor™ will use the School Records and Certification System (SRCS) web application to transfer files containing their student/course registrations to the Department of Education and Early Childhood Development. The process involves submitting a student file that is created using the ASCII transfer module. If edits are required after successful file transfer, schools may contact the department and edits will either be processed directly by High School Certification staff or an opportunity for a new file transfer will be provided in March.

Editing student/course information will not be possible in June; only mark uploading will be available at this time.

On-line data entry schools will enter their registrations directly into the web application. Edits may be forwarded to the Department of Education and Early Childhood Development if necessary.

### **Please note:**

The **grade** and **new current electoral district (Appendix VIII)** of each student must be part of the registration data. Files will not be accepted unless this information is included.

Outlined below are key points to remember for successful submission of data to the Department of Education & Early Childhood Development:

1. Schools must use **Internet Explorer or Firefox** as the browser for this application.
2. Each year a set of instructions for uploading data will be sent to each high school outlining the process to generate the file from PowerSchool and the SRCS.

## 3.3 Registration for Modified Prescribed and Alternate Courses

A modified prescribed or alternate course description must be given approval by the district office before the student can be registered.

Modified prescribed courses are identified by a fifth digit 6 or 8 (e.g. 94 1262), while alternate courses are identified by a subject code of 70, as well as a fifth digit 7 and a sixth digit subject identifier (e.g., 70 1279 or Mathematics 1279). See **Appendix XIII** for a detailed breakdown of alternate course numbers as well as to obtain the necessary form to be completed and submitted for district approval. Once approved, this form must

be mailed or faxed, along with the course descriptor, to the High School Certification office (HSC).

**Note:**

- The Department of Education and Early Childhood Development does not require the submission of modified prescribed course information. However, course descriptions may be requested for monitoring purposes.

All alternate courses will fulfill the **ANY SUBJECT AREA** for graduation purposes and are counted towards the local course cap of four credits. **A student cannot use more than four alternate/local credits of the 36 credits for graduation.**

### **3.4 Student Transfer between Schools**

Notification regarding student transfers from one school to another is the responsibility of the **receiving school**. Upon the arrival of a student transferring from another high school in the province, the receiving school should contact the High School Certification office immediately to update the student and course registration information for that student.

### **3.5 Re-Registration of Students**

In the event that a formerly registered student returns to school after an absence of three or more consecutive terms, it will be necessary for the school to re-register the student, and to provide the Department of Education and Early Childhood Development with the date of the latest term in which final marks had been entered on the official record.

### **3.6 Changing Student Numbers (MCP)**

To avoid the possibility of duplication of MCP (student) numbers, changes of student numbers should be done by the High School Certification office. Please contact the High School Certification office to facilitate such changes.

For students transferring into the province without an MCP number, please contact the High School Certification office to obtain a pseudo number. Once an official MCP number is issued, contact the High School Certification office to make the necessary change.