

Administrative Procedure 307

STUDENT INFORMATION SYSTEM (SIS)

Background

The Student Information System (known as "SIS") is a Division database used to communicate student information to Alberta Education, track academic achievement, attendance, student services supports, student demographics, incident management and communicate with the Division's transportation system and with external partners. The goal of SIS is to provide educational policymakers and administrators at all levels of schools, school authorities and government with accurate information on Alberta students. This information is crucial to the planning, decision-making, and evaluation of educational programs throughout the province.

Procedures

1. The Division is the primary contact between the schools and Alberta Education for the data collection.
2. Principals must ensure:
 - 2.1. Collection and recording of student data is timely and accurate.
 - 2.2. The validity of all student data for completeness and accuracy.
 - 2.3. The student online registration is completed annually.
 - 2.4. That no student receives a timetable until the student registration form has been received and entered.
 - 2.5. The classroom teacher is entering all attendance daily and student achievement data into PowerSchool.

Reference: Education Act, Sections 3, 33, 52, 53, 56, 197, 222	
	Date Approved: August 2025
	Reviewed or Revised:

References shall be updated as required and do not require additional approval.