

September 2009

### BCeSIS Implemented in Summer Schools

In May the BCeSIS Team and the Ministry of Education worked closely with districts to implement BceSIS in summer schools for the first time.

Summer planning for schools can be a tricky time for school district staff as many activities culminate in July and August including registering new students, submitting Ministry reports, aligning with YET and alternate YET dates.

This year 26 schools were registered as summer schools within BCeSIS.

The BCeSIS team will be reviewing the process in order to refine steps for next year.

## Message from the SMC Chair



Each new school year is filled with promise. It's a fresh start, a chance for each of us to reinvent ourselves and improve. Such opportunity has a cost - that gut-churning feeling in your stomach when the bell rings on the first day or that nagging sense as Labour Day nears that you really could have done more to be ready. The work of BCeSIS has continued throughout the summer. Our service and software providers and your district representatives are ready for the new school year.

We are looking forward to working with teachers, support staff, district staff, and the Ministry of Education on improving BCeSIS to support student achievement. Systems with the size and scope of BCeSIS have flaws that must be acknowledged in order to be addressed. All of us are committed to improve and build on work done in the past. As an example, two user groups launched as the last school year ended, the province-wide Student Services User Group and the regional Lower Mainland BCeSIS User Group. It is heartening to see districts share and find creative ways to support one another. This kind of activity can build capacity and support and initiate deeper dialogue between educators, schools staff and districts. Working together we can.

I hope you have enjoyed a well deserved break this summer. Your energy, commitment and dedication will help us meet the challenges and opportunities of the new school year. On behalf of the Service Management Council, welcome back to a new school year.

## School Districts launch Lower Mainland BCeSIS User Group

Schools and districts are turning their attention to sustainability of their own internal operations as it relates to the use of BCeSIS. Shelley Wilcox from SD 34, Abbotsford sits on the Executive of the BCeSIS Service Management Council, decided to coordinate an initial meeting in January of neighbouring districts about the need for districts to work together to address local capacity and management issues. District representatives discussed a growing need

to support each other in streamlining training resources, trouble shooting, L1 support and to dialogue around data management planning across districts. Participating districts voted to formalize a regional user group and the Lower Mainland BCeSIS User Group was launched last April with its first meeting in Abbotsford entitled "Working together to sustain student information and achievement systems".

The user group focuses on

district needs and challenges rather than the provincial operation and governance of BCeSIS. The voluntary consortium plans to address a variety of issues including: sharing specialized experts, streamlining of training and getting the full use of the functionality available in eSIS. The group has also identified longer term goals including exploring ways to use the data in BCeSIS for school planning, tracking student achievement and sharing the development of resources.

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***“It’s important to understand how district and union policies affect the use of the system which in turn affects the use of information and how that may impact achievement”***

- Shelley Wilcox, SD 34, SMC Executive member

The end vision is to build networks between districts to enable greater sustainability for ongoing training and operation of BCeSIS.

One of the current challenges for the group is to examine the varying processes and standards for managing student information including the current combination of digital and hardcopy information. Districts are revisiting basic questions such as: what student information follows the student electronically around the province? Who sees it? Where is it stored or archived? How to transition student information expeditiously as students move between districts?

Another hot topic is examining the policies surrounding the input of “Notes & Incidents” data in a student’s record. Shelley Wilcox says, “It is important to understand how district and union policies affect the use of the system which in turn affects the use of the information and how that may impact achievement”.

Assistant Superintendents and educational leaders are invited to talk about higher level policies and understanding the different kinds of data other districts are looking at and how they are using it.

The Lower Mainland consortium plans to meet face- face three times a year. Dates are currently set for: Oct 21, Jan 13 and April 14. Registration of teams of up to 5 people per district are welcome. This approach may be a model for formation of other regional user groups. For more information on the Lower Mainland BCeSIS User group please contact Shelley Wilcox at [Shelley\\_Wilcox@sd34.bc.ca](mailto:Shelley_Wilcox@sd34.bc.ca)



## **Data Quality Essentials: Getting it right**

Approximately 83% of students in B.C. have a record in BCeSIS. This presents a new reality for school administrative staff across the Province who manage student records. BCeSIS provides schools and districts with the ability to seamlessly transfer students between schools because it can easily locate the student record within its central database.

A student’s record begins right from attending a Strong Start center and follows them throughout their academic life. As more students transfer between schools and districts, accurate records should follow.

However, problems arise when student demographic information is not entered correctly, or a query is not made to see if a record already exists. These practices lead to the problem of duplication. There have been several occasions where one student can end

up with multiple academic records. When this occurs the records then have to be merged. The Ministry of Education reports that an average of 900 duplicate student records are created every school year.

“Establishing consistency on how student records are created and transferred between schools and districts is very important when helping students.” says Morag Masterton, BCeSIS Coordinator. Inaccurate data entry can cause huge problems for staff in other schools running queries before registering a new student to their school.

By following the data quality essentials below, your school and district can ensure that student records are accurate and avoid the creation of duplicate records. For more information on data quality please contact Morag Masterton at [Morag.Masterton@gov.bc.ca](mailto:Morag.Masterton@gov.bc.ca)

**“Establishing consistency on how student records are created and transferred between schools and districts is very important when helping students”**

- *Morag Masterton, BCeSIS Coordinator, Ministry of Education.*

## **DATA QUALITY ESSENTIALS**

### **Essential #1 Use legal documentation**

Always use legal documentation when entering the student’s legal name, gender and date of birth. The use of non legal names, preferred names, as-spelled or misuse of middle or last names will lead to duplicate records. An inaccurate date of birth or assuming gender based on a name can also lead to duplication. The BCeSIS Standards Manual has more information on use of legal documents. An updated Standards Manual can be found on the ISW under the District Collaboration Center/ BCeSIS Business Standards/ BCeSIS Standards Manual

### **Essential #2 Run a restricted query on all students**

A restricted query should be run on all new students, including kindergarten and Strong Start students, to ensure a record for that student has not already been created in the system. For details on running restricted queries login to the ISW and visit: the Learning Resource Centre/ Reoccurring Events & Processes/

### **Essential #3 Keep your PEN contact information up- to- date**

The school PEN contact will receive email notifications about duplicate student records from the Ministry of Education. Please ensure that someone in your school receives these notifications, inform the Ministry of any changes in your PEN contact information as soon as the change happens.

## **Back to school with BCeSIS: Good Practices**

Over the last five years, the BCeSIS team has shared some of the good practices that will help alleviate pressure on the BCeSIS system. By following those practices users can help prevent slowing and/or freezing of the system. Below are some of those do’s and don’ts all BCeSIS users should know.

### **Do’s**

- ✓ Do refer to the most current version of BCeSIS Standards Manual Handbook and review the provincially- defined standards and practices it contains. The BCeSIS Standards Manual is located on the ISW under the District Collaboration Center/ BCeSIS Business Standards.
- ✓ Do adhere to FIOPPA practices: lock your computer when leaving it for any length of time, do keep your password to yourself. Do avoid use of all-inclusive security roles such as “All Forms and Reports”.
- ✓ Do use the fields for their intended purpose. If data is entered in the wrong field, this will result in loss of data integrity, downstream effect on other districts, inappropriate placements of data on reports and inappropriate exposure of data.

***“If users can ensure they adhere to these good practices and tips, all users province wide will benefit. The activities of one district can affect other districts.”***

- *Eric Maitland,  
BCeSIS Client Services  
Manager, Fujitsu Consulting.*

## BCeSIS Stats

The following stats are for the week of June 22-29

Current # of BCeSIS schools:  
**1754**

Current # of active students:  
**505,990**

Max.# of concurrent user connections:  
**2217**

Max# of users logging on in a day:  
**9439**

Number of distinct log-ins for the week:  
**37,031**

Number of reports run for the week:  
**88,683**

# Don'ts Don'ts

- ☒ A user may have two roles i.e. teacher and administrator. Don't have two accounts for a one role.
- ☒ Don't terminate your session by closing your browser. The session will still be running on the server and you will be unable to log in again. Be sure to exit or log out of the application first. Failure to follow this rule can result in user blocking, locking of the records and affects users across the province.
- ☒ Don't run GDE extracts and high volume reports during peak traffic times (8am-2pm). To stop a report, do not click the X to close the window- you must log out.

The BCeSIS Standards Manual is an excellent source of information for users. Each year school districts collaborate through the Operations and Standards Working Group on ensuring the manual is up-to-date. The latest version is made available on the ISW under the District Collaboration Center.



## ***Share your story***

Are you using BCeSIS to support student achievement? Save time? Improve efficiencies? Please share your news!

For questions or comments or to pass on story ideas for BCeSIS news to your SMC executive rep or Stephanie Campbell at Stephanie.Campbell@gov.bc.ca

## Your BCeSIS Representatives

General questions about the **Service Management Council** or the governance of BCeSIS should be sent to Andrew Macauley by email at:

[Andrew.Macauley@gov.bc.ca](mailto:Andrew.Macauley@gov.bc.ca)

The following list is of districts currently without representation on the SMC Executive committee:

### School Districts:

19 Revelstoke  
22 Vernon  
33 Chilliwack  
40 New Westminster  
45 West Vancouver  
47 Powell River  
50 Haida Gwaii/Queen Charlotte  
53 Okanagan Similkameen  
62 Sooke  
67 Okanagan Skaha  
70 Alberni  
71 Comox Valley  
72 Campbell River  
78 Fraser-Cascade  
79 Cowichan Valley  
82 Coast Mountains  
83 North Okanagan Shuswap  
84 Vancouver Island West  
85 Vancouver Island North

Please contact Andrew with questions about BCeSIS or if your district has not selected a SMC executive member to be its representative.

For information or questions about BCeSIS, contact your representative on the SMC Executive Committee. SMC Executive reps and their contact information are listed below, followed by the school districts they represent.

*Allan Garneau*, Independent Schools  
[admin@traditionallearning.com](mailto:admin@traditionallearning.com)

*Doug Hogg*, SD #5 - Southeast Kootney,  
[doug.hogg@sd5.bc.ca](mailto:doug.hogg@sd5.bc.ca)

SD #05 Southeast Kootenay  
SD #06 Rocky Mountain  
SD #08 Kootenay Lake  
SD #10 Arrow Lakes  
SD #20 Kootenay-Columbia  
SD #51 Boundary  
SD #58 Nicola- Similkameen  
SD #74 Gold Trail  
SD #78 Fraser- Cascade

*Brian Kuhn*, SD #43 Coquitlam  
[bkuhn@sd43.bc.ca](mailto:bkuhn@sd43.bc.ca)

SD #37 Delta  
SD #38 Richmond  
SD #41 Burnaby  
SD# 43 Coquitlam  
SD #44 North Vancouver  
SD #59 Peace River South  
SD #69 Qualicum  
SD #75 Mission  
SD #93 Conseil scolaire francophone

*Brett Raycroft*, SD #36 Surrey  
[raycroft\\_b@sd36.bc.ca](mailto:raycroft_b@sd36.bc.ca)

SD #36 Surrey

*Darren Rowell*, SD #42 Maple Ridge, Pitt Meadows  
[Darren\\_rowell@sd42.ca](mailto:Darren_rowell@sd42.ca)

*Ernie Mannering*, SD# 91 Nechako Lakes  
[emannering@mail.sd91.bc.ca](mailto:emannering@mail.sd91.bc.ca)

SD#28 Quesnel  
SD#48 Howe Sound  
SD #49 Central Coast  
SD #52 Prince Rupert  
SD #57 Prince George  
SD #60 Peace River  
SD #81 Fort Nelson  
SD #87 Sitkine  
SD #91 Nechako Lakes  
SD #92 Nisga'a

*John Hunter*, SD #39 Vancouver  
[jhunter@vsb.bc.ca](mailto:jhunter@vsb.bc.ca)  
SD #39 Vancouver

*Jon Rever*, SD #23 Central Okanagan  
[jrever@sd42.ca](mailto:jrever@sd42.ca)

SD #23 Central Okanagan  
SD #27 Caribou Chilcotin

*Shelley Wilcox*, SD #34 Abbotsford  
[shelley\\_wilcox@sd34.bc.ca](mailto:shelley_wilcox@sd34.bc.ca)

SD #34 Abbotsford  
SD #35 Langley  
SD #64 Gulf Islands

*Gregg Ferrie*, SD #63 Saanich  
[gregg\\_ferrie@sd63.bc.ca](mailto:gregg_ferrie@sd63.bc.ca)

SD #54 Bulkley Valley  
SD #61 Victoria  
SD #63 Saanich  
SD #68 Nanaimo -Ladysmith  
SD #73 Kamloops/Thompson