

School Authority PASI/PASlprep Readiness Checklist for September, 2010

INTRODUCTION

The countdown to September 2010 implementation of PASI (Provincial Approach to Student Information) is approaching very quickly. Starting September 2010, all Alberta school authorities except those piloting a PASI-enabled Student Information System (SIS) MUST use PASlprep to prepare and submit their student enrolment data to Alberta Education.

The use of Edulink for the submission of student personal information and enrolments to the Ministry will be ending in August of 2010. However, Edulink SIS file creation and editing capabilities will continue to be available for school authorities who use Edulink to create and maintain the contents of their SIS file. Edulink will continue to be used to submit course mark, Diploma Exam Registrations, Special Education Reports and other non-enrolment records to Alberta Education.

All (100%) Alberta school authorities MUST be using a PASI-enabled SIS no later than August 2013 meaning that all school authorities will be required to implement a PASI-compliant SIS no later than during the 2012/2013 school year. No SIS will be designated as a conformant PASI-enabled SIS until the product has been successfully piloted with one or more school authorities.

The target is to select only one PASI-enabled SIS provider pilot for the province for September 2010. SIS product vendors and their "Memorandum of Agreement" school authority partners had until February 28, 2010 to provide PASI with a Letter of Intent to pilot their SIS software between September 2010 and August 2011.

If your SIS Provider has not provided a Letter of Intent to pilot, then you will be using PASlprep in September 2010. For those who have applied to participate in the piloting process, you are not guaranteed to be included in the September 2010 pilot if your vendor's product is not selected for piloting for September 2010 or if the pilot is not successful; you may need to use PASlprep in the interim.

Since the initial PASI implementation deadline is approaching quickly, each Alberta school authority should currently be thinking about, discussing and taking steps to prepare and be fully ready for PASI implementation in September, 2010.

The purpose of this checklist, which is in three sections, [i] General, [ii] PASlprep and [iii] PASI-enabled SIS pilot is to assist school authorities to adequately prepare for PASI implementation in September, 2010. Each school authority should complete Section A and one of B or C. If you have any questions regarding any of the checklist items, please call Sam Radke, PASI Project Director at (780) 427-6930 or e-mail at sam.radke@gov.ab.ca or John Myroon at (780) 638-2828 or e-mail at john.myroon@gov.ab.ca

A. GENERAL (Applies to both PASIprep and PASI-enabled SIS Piloting in September 2010)

#	Check List Items for September 2010 PASI Readiness With Preparations to August, 2013	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If “No” or “Do not know”, What do I need to do to change progress to a “yes”?
1	We are aware that all student personal information and enrolment submissions will be made into PASI as of September 2010. We know that Edulink can no longer be used to submit SIS files as of September 2010 but Edulink will continue to be used to submit other non-enrolment files (e.g. course marks, Diploma Exam registrations, etc).	September 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
2	We understand that student personal information updates must be done only through the student enrolment submission process; student personal data information updates will not be processed by the Ministry for non-enrolment submissions (e.g. course mark, Diploma Exam registrations, etc.).	Sept 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
3	We understand that student enrolment data and student personal information are treated separately in PASI and in order to accommodate that distinction, we have reviewed our business processes and have decided that we will implement either an integrated or decoupled business processes and approvals model.	Sept 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
4	A current PASI Coordinator has been designated and the Alberta Education PASI Team informed <i>NOTE: in the absence of the designation of a PASI Coordinator, PASI will use the school authority’s Student Information Data Coordinator as the “Primary PASI Contact”</i>	Immediately	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
5	We are interested in participating in the PASI pilot and made arrangements with our SIS Provider to submit a Letter of Intent by February 28, 2010 to participate in the September 2010 piloting process.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
6	We understand that all Alberta school authorities MUST be on a PASI-enabled SIS by no later that August 2013 meaning that the latest we can implement a PASI-enabled SIS is during the 2012/13 school year.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
7	We are not interested in piloting a PASI-enabled SIS for September 2010 but we have given some thought, discussion and analysis as to what school year (2011/12 or 2012/13) we might want to implement a PASI enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASI Readiness With Preparations to August, 2013	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
8	Our Primary PASI Contact (see checklist A.4 for details) and all our PASI sub-committee representatives (if any) have access to the PASI Community Site on the Alberta Education Extranet. NOTE: <i>PASI has provided access to the PASI Community Site to anyone that may require it.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
9	Information from the PASI Community Site has been shared and circulated within our school authority.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
10	We have received and shared the PASI Director's bi-monthly PASI Update Reports with appropriate staff in the central office and schools. NOTE: <i>Director's Reports available on the PASI Extranet Community Site at http://extranet.engage.education.gov.ab.ca/pasi.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
11	Our school-based administrators are aware of PASI and the approach we will be using for the submission of the September 2010 enrolment information.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
12	Our Finance and Administration staff at central office, as well as any other central office staff that might be involved in the preparation, review, approval and submission of student enrolment to Alberta Education, are aware of PASI and the approach we will be using for the submission of September 2010 enrolment information.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
13	We have reviewed the PASIPrep Summary Overview documentation and understand the scope and context of PASI. Overview document is available on the PASI Extranet Community site at http://extranet.engage.education.gov.ab.ca/pasi .		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
14	We have discussed PASI requirements with our SIS provider and have an acceptable understanding and confidence as to when our SIS provider will have a fully complaint and operating PASI-enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
15	In the case where our SIS provider has indicated they will not comply with PASI, we have started our search for a PASI-compliant SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
]16	We have completed the process of reviewing and assigning roles, responsibilities and accountabilities for central office and school-based staff involved in the PASI SIS process		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASI Readiness With Preparations to August, 2013	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
17	We have achieved Extranet Access for each central office and school-based staff member that will be involved in entering, reviewing and/or approving any PASI-related data/information on Extranet. https://phoenix.edc.gov.ab.ca/login/default.asp		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
18	We understand the Secretary Treasurer automatically has delegated authority to "authorize" the final submission of our enrolment data to the Ministry. However, if our school authority wanted to assign this responsibility to a different position then our school authority CEO (Superintendent, Director of Education, etc) has completed and submitted the " PASIScore Extract Approval Delegation of Authority " form that will be available by June 1, 2010 on the Extranet sign-in page https://phoenix.edc.gov.ab.ca/login/default.asp . (Contact the Helpdesk at cs-helpdesk@gov.ab.ca for assistance.) NOTE: This same form and authorization applies whether using PASIprep or a PASI-enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
19	We have reviewed the privacy and security provisions of the PASI Data Sharing & Usage Agreement and understand privacy requirements for the collecting and disclosing of student information; access controls; and audit capabilities. Our school authority CEO (Superintendent, Director of Education, etc) has signed and submitted the PASI Data Sharing & Usage Agreement form. <i>Note: This agreement will be available and will be posted on the Extranet sign-in page as well as the PASI Community Site in the Fall 2010.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
20	We have communicated to and informed the PASI Team of any major issue(s) or problems that we believe we will have with the implementation. Email: pasi@gov.ab.ca		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
21	We are monitoring the results of the incremental conformance testing of all the SIS Providers as they modify their SIS to be PASI-enabled and compliant.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
22	We are monitoring the feedback from other school authorities and their partner SIS providers that are "lining up" to pilot a PASI-enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASI Readiness With Preparations to August, 2013	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
23			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
24			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
25			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

B. PASIprep These checklist items are pertinent if your school authority is implementing PASIprep and not piloting a PASI-enabled SIS for September 2010 (go to Section C if you are piloting a PASI-enabled SIS for September 2010)

#	Check List Items for September 2010 PASIprep Readiness	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
1	We are aware that if we are not participating in the piloting process that we must use PASIprep in September 2010.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
2	Since we are implementing PASIprep for September 2010, we have discussed with our SIS Vendor, how our SIS Provider will offer us a PASI-enabled SIS for the school year (2011/12 or 2012/13) that we plan to switch from PASIprep to a PASI-enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
3	We have negotiated an addendum to the existing agreement with our SIS provider stipulating that our SIS Provider will have a PASI-enabled complaint SIS ready for the target date of our planned switch from PASIprep to a PASI-enabled SIS.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
4	Our central office staff involved in student information is aware that we are implementing PASIprep for September 2010.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
5	Our school-based administrators and staff involved in student information are aware that we are implementing PASIprep for September 2010.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
6	Business processes between central office and schools for the use of PASIprep have been assessed, updated and communicated.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
7	Our staff recognizes and understands that our SIS provider does not have to make any changes or revisions to our current SIS in order to be ready for PASIprep for September 2010.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
8	Our staff reviewed the PASIprep Summary Overview document available at: http://extranet.engage.education.gov.ab.ca/pasi .		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
9	Staff from my authority is scheduled to take or have taken the PASIprep training.	Early April 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
10	We know that we can reinforce PASIprep skills through viewing the PASIprep Training Videos that will be available online by April 15 at the PASI Community Site at: http://extranet.engage.education.gov.ab.ca/pasi		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASIprep Readiness	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
11	We have reviewed and decided upon the roles and responsibilities of school-based staff and central office staff in terms of preparing, reviewing, authorizing and submitting the student information through PASIprep.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
12	If we have used a "manual" (paper) method to submit SIS data to Alberta Education in the past, we now know that as of September 2010 we have to do so electronically using PASIprep unless our school authority is one of those that do not accept use of computer technology.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
13	We've ensured course mark and other non-enrolment records will continue to be submitted to Alberta Education via Edulink.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
14	We've verified that each person who will be using PASIprep has an Alberta Education extranet account. School authority PASI Primary Contacts (PASI Coordinators or Student Information Data Coordinators) are considered the "permissions administrators" for PASIprep unless a school authority decides differently. My school authority has contacted the helpdesk to arrange for users to be granted access to PASIprep, as well as indicating which permissions should be associated with each user.	After June 30, 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
15	We have had our PASI Coordinator or Student Information Data Coordinators submit our desired security permissions for all PASIprep users in our authority to the Client Services Helpdesk (cshelpdesk@gov.ab.ca). The PASI User Permission Request form will be available by June 1, 2010 on the Extranet sign-in page https://phoenix.edc.gov.ab.ca/login/default.asp . (Contact the Helpdesk at cshelpdesk@gov.ab.ca for assistance.)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
16	Our SIS staff is also preparing to attend the regular Alberta Education fall, 2010 Student Records workshops where further information on PASIprep will be provided.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
17			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASIprep Readiness	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know)	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
18			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
19			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
20			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

C. PASI-ENABLED SIS PILOT. These checklist items are pertinent **ONLY** if your school authority is piloting a PASI-enabled SIS for September 2010 (go to Section B if you are implementing PASIprep for September 2010)

#	Check List Items for September 2010 PASI Readiness	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know	If “No” or “Do not know”, What do I need to do to change progress to a “yes”?
1	We know all the steps required to be considered and selected for piloting a PASI-enabled SIS starting September 2010. The PASI Piloting Process Steps And Requirements are posted on the PASI Community Site at http://extranet.engage.education.gov.ab.ca/pasi .		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
2	We have a signed Memorandum of Understanding with our SIS Provider that we are willing to be a “partner” with our SIS Provider if selected to be a PASI pilot for September 2010 or any time during the 2010/11 school year		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
3	We have been included in a Letter of Intent with our SIS Provider to request that we be a PASI-enabled SIS pilot starting September 2010 or any time during the 2010/11 school year.	Feb 28, 2010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
4	We understand and accept the effort and risks associated with being a pilot		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
5	We are aware that even though we have applied to participate in the September 2010 piloting process, we may have to use PASIprep if our vendor’s product is not selected for piloting in September 2010 or if the pilot is unsuccessful.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
6	Our central office staff is aware that we are taking steps to be considered/selected for piloting a PASI-enabled SIS starting September 2010 or another time during the 2010/11 school year.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
7	Our school-based administrators and SIS involved staff is aware that we are taking steps to be considered/selected for piloting a PASI-enabled SIS starting September 2010 or another time during the 2010/11 school year.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
8	We have evaluated business processes between our schools and central office in terms of the use of our Student Information System (SIS) and made and tested any changes necessary to support PASI implementation.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	

#	Check List Items for September 2010 PASI Readiness	To Be Completed By Or Between (Date)	Progress: (Yes; No; Do Not Know	If "No" or "Do not know", What do I need to do to change progress to a "yes"?
9	We have reviewed and decided upon the roles and responsibilities of school-based staff and central office staff in terms of preparing, reviewing and authorizing the student information in our PASI-enabled SIS that will be on-line in real-time as it interacts with the PASI Core.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
10	We've ensured course mark and other non-enrolment records will continue to be submitted to Alberta Education via Edulink.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
11	<p>We have evaluated our SIS data formats against the new PASI student information Data Guidelines and Standards, have begun assessing their impact on our current SIS data and know what we need to do to align with the new standards.</p> <p><i>NOTE: Student Personal and Enrolment Data Guidelines and Standards and guidelines Student Personal and Enrolment Information Overview are available on the PASI Community Site at http://extranet.engage.education.gov.ab.ca/pasi.</i></p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
12	We have developed or updated internal data standards and related procedures to ensure data in our student information system remains aligned with PASI data standards.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
13			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
14			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	
15			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know <input type="checkbox"/> N/A	