

MANITOBA MINISTRY INFO MARK TRANSMISSION NOTES

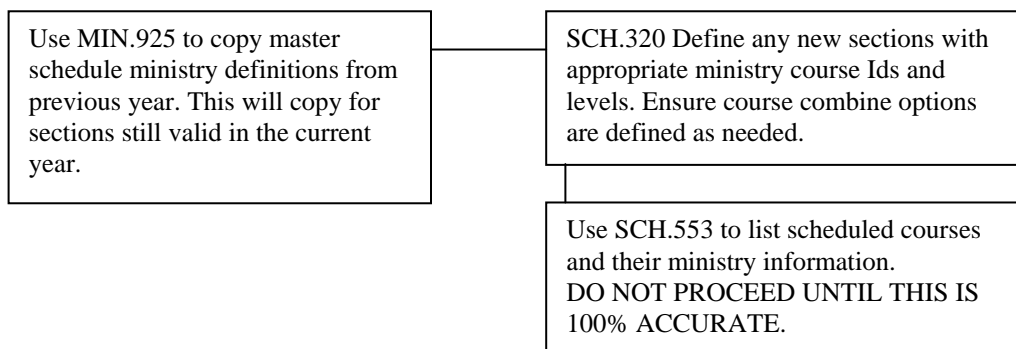
Exit Date/Code Explanation

The Ministry is utilizing this information to know where students are (9 - 12) at the end of each school year. This information is included in the transcript transmissions. If a student leaves during the year outside of the division, Exit Date and Yearend status code **MUST** be filled in indicating when and for what purpose (Yearend Status code is F4able). If you know that a student **WILL** be leaving at the end of the school year **MAKE SURE** to fill in the Exit Date and Status Code fields. By default, at the end of a school year if the system sees these two fields blank, it will assume 110 continuing.

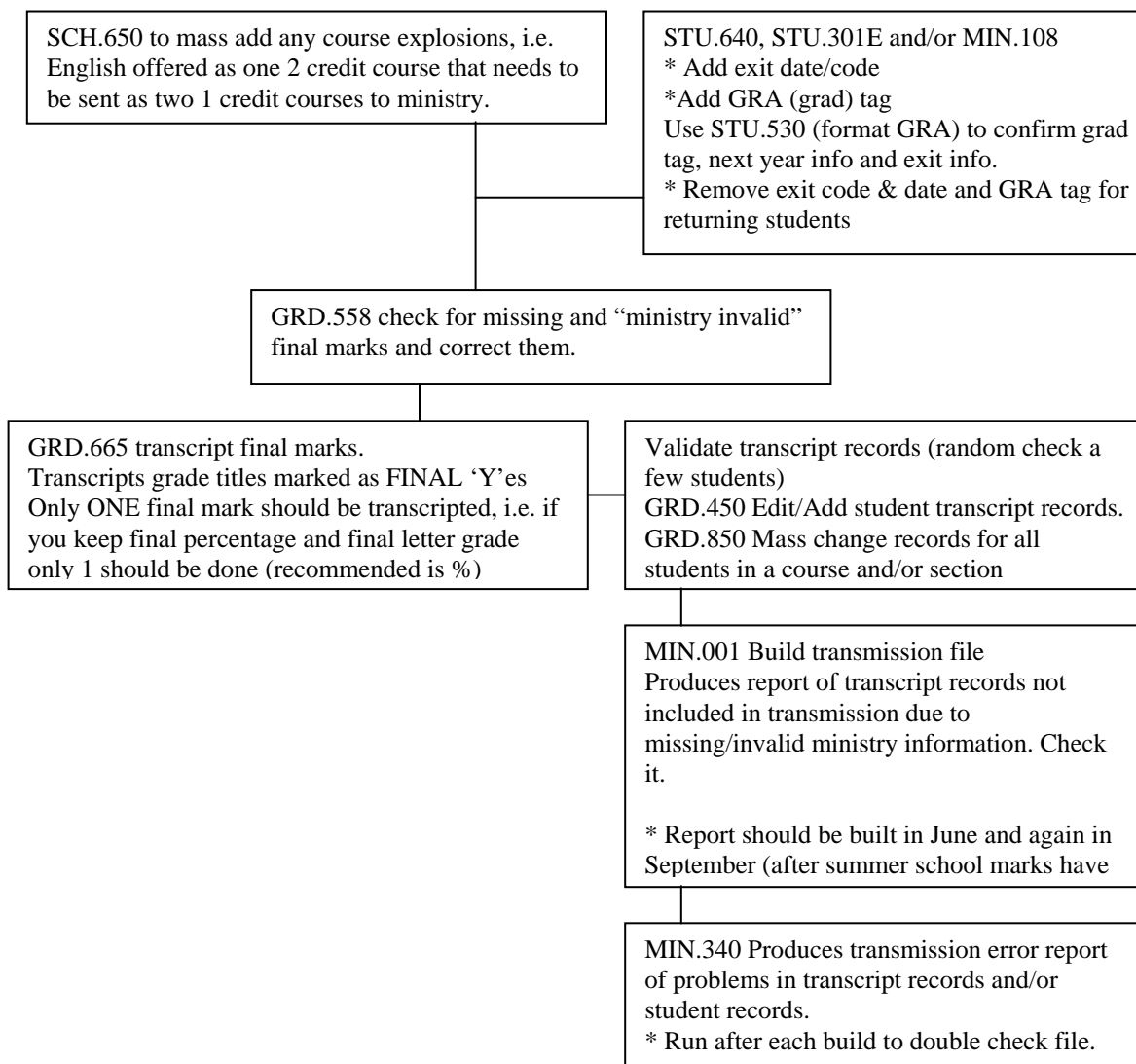
Special Note: When filling in the 'GRA' tag for graduating students **MAKE SURE** to also fill-in exit date and code.

FLOW OF OPERATIONS

** Year-start



** Year-end



P R E P A R I N G F O R M A R K T R A N S M I S S I O N

- 1) Course definitions are KEY to success. Use SCH.553 to list all your scheduled courses and their associated Ministry info. Check this at peak course add/change times to ensure definitions are always "intact".

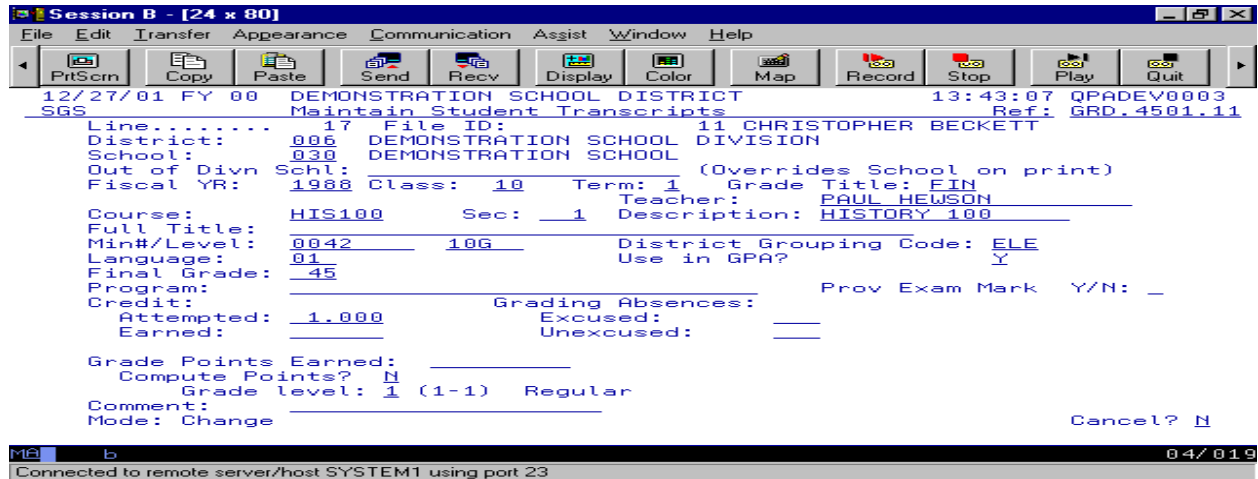
Courses that have exams must be marked differently so Ministry can identify that a combined mark has been entered.

- a) When defining a Ministry Course ID (MIN.310) indicate whether the course and section final mark includes a provincial standard exam mark.
 - b) When manually adding a transcript record for a student make sure to answer the "Prov Exam Mark" to mark whether the final mark includes a standard exam mark. (see MAINTAINING TRANSCRIPT)
- ** Transcript records can be maintained on an individual basis to change the default provincial exam flag after year end mark transcription.
- 2) Use SCH.553 to check for course/sections missing ministry course info. BEFORE any final marks are entered. This is important because ANY COURSE FINAL MARKS are automatically transcribed for a student when the course is DROPPED. IF YOU HAVE NOT appropriately marked the courses, the transcript will have potentially wrong/NO ministry information.
 - 3) Notes re: Exploding and Combining Courses for Ministry:
 - a. Combines: If you keep more than one course in CIMS that must combine to a single course in the transmission file, mark, in MIN.310, **ONE** of the courses to combine and indicate the courses/sections to JOIN.
 - b. Explosions: A course in CIMS that must explode into more than one course for the Ministry. (see EXPLODING COURSES)** THIS MUST BE COMPLETED before transcribing marks.
 - 4) Add prov. exam courses and marks. (see PROVINCIAL EXAM MARKS)
 - 5) Transcript student marks (GRD.665). ALL report card marks and edits must have been completed. Transcribing must be completed BEFORE YEAREND ROLLOVER. (see TRANSCRIPTING MARKS)
 - 6) Exit Date and Yearend status code are included in the transmission. Graduates and all leaving students must have a valid exit code and date recorded in the Demog Screen. (see GRADUATING STUDENTS)
 - 7) ***BEFORE SUMMER HOLIDAYS*** Build ministry grade transmission file (MIN.001) and produce error listing (MIN.340). Correct all errors (see MARK TRANSMISSION ERRORS). After yearend rollover it is more difficult to correct demog and mark info.
 - 8) After summer school marks have been inputted, build the transmission file FOR REAL (rerun step #7) from the previous year "live" files, correct errors. Prepare checklist report for District Office.

MAINTAINING TRANSCRIPT

The transcribing process (GRD.665) takes final marks for all course requests for a student, matches the Course and Section with the valid Ministry ID, and "dumps" the information into the student's historical file. From this point onward, adjustments for marks, invalid ministry information etc. MUST BE HANDLED within the transcript.

For out-of province entries and any other courses not entered in a student's course requests entries may be made directly into the transcript (Refer to notes below):



DISTRICT, SCHOOL: The Ministry build will include ONLY entries recorded with your school district/number. Enter summer school marks and out of province marks with appropriate school IDs. Use description to indicate additional information if you wish to print SUMMER or OPC with the course.

FISCAL YEAR: The Ministry build file requests for 'What Fiscal Year' to build for. If you wish entries to be included in the current build, ensure that the fiscal year is inputted.

CLASS: Indicate appropriate S1, S2, etc. for manual entries. Class will autofill from students current class for transcribed records.

TERM: Indicate term/semester course was completed in. Enter 1 if unknown.

GRADE TITLE: Enter appropriate FINAL grade title for manual entries IF school is your own, else leave blank (ie for summer school and out of province credits)

MIN#/LEVEL: This is critical information for Ministry assigned courses. If ministry# and level is not filled in, records WILL NOT be transmitted to the ministry.

LANGUAGE: This is critical information for Ministry assigned courses. If Language is not filled in errors will prevent you from transmitting the file.

FINAL GRADE: This is critical information for Ministry assigned courses. If grade is not between 0-100, S, or M errors will prevent you from transmitting the file.

PROV EXAM MARK: This is critical information for Ministry assigned courses. If a 'Y' (mark includes exam mark in calculation) or 'N' is not answered errors will prevent you from transmitting the file.

CREDIT INFORMATION: For GPA calculation and for credit totals, a valid credit attempted and earned **MUST** be filled in.

NOTE: The transmission file build allows each school to exclude records based on certain marks (eg: Exclude any record where the course/section shows mark values of I or NM). There is **NO** need to remove these courses from GRD.450 or remove Ministry course/level.

MARK TRANSMISSION ERRORS

- 1) Valid Birthdates: Can't be younger than 8, can't be blank.
- 2) Valid Postal Code: Can't be blank and must be letter, number, letter, number, letter, number format.
- 3) Valid Marks (0 - 100, M, or S)
- 4) Valid Enrollment Line - must have a enrollment line 'IN' in the year being transmitted
- 5) Valid Grade Level (DEMOG screen valid grade level)
- 6) Valid Resident Division (DEMOG screen valid resident division)
- 7) Valid Yearend Status and Exit Date (Note: If these fields are blank, when we build transmission file they are filled with 110 Continuing)
- 8) Valid Course Code (confirms ministry course ID is valid. NOTE: If there is no ministry course# & level in the transcript record, the record will not be in the transmission file so NO error would be produced)
- 9) Valid Course Level (confirms level with course is a valid combination)
- 10) Valid Course Credit (confirms course credit matches course definition ie: can't put .5 credit for a course/level looking to be 1 credit)
SPECIAL NOTE: A student's transcript record holds credit attempted and credit earned. The transmission file uses EARNED if not zero, else it transmits the credit value kept in MIN.310.
- 11) Valid Language