

Secondary Level Mark Corrections

Student Data System (SDS)

Use this form to submit mark corrections after 30 days from course end date.

Learning ID (if known)

Please Print

Student Information															
Last Name															
First Name				Middle Name				Birthdate (dd/mm/yyyy)							
School Information															
Education Organization				School				7-digit Ministry Assigned Number (DAN):							
Course Information															
Ministry Course Code				Ministry Course Name											
Section Identifier				Teacher Name											
Final School Mark		_____ %		Teacher Certificate Number											
Course Start Date		Day		Month		Year		Course End Date		Day		Month		Year	
This is a: (see following page for definitions)		☐ Correction to an Existing Mark						☐ Remove Existing Mark							
		☐ Correction to an Existing Course						☐ Credit Recovery (school based)							
		☐ New Mark Addition						☐ Credit Recovery (summer school)							
		☐ Course Challenge						☐ Other (explain below)							
		☐ Dual Credit (Should be tied to the principal/designate. Their information should be included above.)													
Reason for the Correction:															
(*Required)															

Teacher Name (please print)

Signature (electronic signature acceptable)

(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

Principal Name (please print)

Signature (electronic signature acceptable)

(I acknowledge that in accordance with The Electronic Information and Documents Act, 2000, my electronic signature has the same effect as a signature.)

Submit form via **HEAT**.

Secondary Level Mark Corrections (SDS) and MySchoolSask/MonÉcoleSask (MSS/MÉS)

Correction to an Existing Mark – select this option to correct an existing mark that was submitted in error (e.g., typo, number reversals) on the SDS. More than 30 days have elapsed since the course end date, and the school no longer has access to update the mark.

Correction to an Existing Course – select this option to correct an existing course on the SDS (e.g., student was given credit for Visual Art 30, but they took Visual Art 20). More than 30 days have elapsed since the course end date, and the school no longer has access to update the course.

New Mark Addition:

- **Non-existing course registration** – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 30 days have lapsed since the end of the school year, the student was not registered in the class on SDS, and the school no longer has access to add a mark; or,
- **Existing course registration** – select this option when a student has completed a course, but a mark was not previously entered on SDS. More than 120 days have lapsed since the end of the school year and the school no longer has access to add a mark.

Course Challenge – the school wishes to submit a mark as per the Course Challenge Process: Policy and Procedures which can be found in the Registrar’s Handbook for School Administrators. A copy of the Education Organization’s course challenge policy and a completed Intent to Challenge Course Form must be attached to the Mark Correction form. The mark must be submitted to the Ministry of Education for entry onto the SDS.

Dual Credit – student has earned a credit from an outside entity eligible for Dual Credit recognition. The teacher is the individual at the school to whom the class/mark is attached (typically this is the principal or a supervisory teacher).

Remove Existing Mark – select this option to remove a mark from the SDS that was incorrectly or inappropriately submitted.

Credit Recovery (school based) – student has improved their mark in a course by doing additional work to meet the outcomes (e.g., hand in missed assignments, complete a project). The mark will replace the existing mark on the SDS. Credit recovery must be completed within 30 days after the course end date (for courses that end in May/June, credit recovery must be completed within 30 days of the next school year). Include credit recovery plan with submission of this form.

Credit Recovery (summer school) – student has completed a course at a school, AND has completed at least 60 hours of instructional time through a summer school registered with the Ministry in order to improve their mark. The mark will replace an existing mark on the SDS and is to be submitted by the base school. Include credit recovery plan with submission of this form.

Reason for the Correction – All Mark Correction forms must include a written explanation of the circumstances behind the correction and the reason that the addition/correction was not made by the school within 30 days after the course end date.

***School Supplemental** – Supplemental examinations for Grade 12 subjects (for which there are provincial exams) may be written for 100 per cent of the student’s mark. Students taught a Grade 12 subject by an accredited teacher shall have the opportunity to write a teacher-prepared comprehensive supplemental examination to raise their mark (Refer to the Registrar’s Handbook for School Administrators for more information). Marks obtained through school supplemental examinations should be entered by the school as a new mark record, not a change to an existing mark.

****Summer school** courses that are equivalent to 100-hour courses, not credit recovery (no prior registration in the course is required) should have marks submitted by the summer school, through the normal mark submission process.

Note: Use the [Secondary Level Non-academic Courses New Mark Addition Form](#).