



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Obtain NS Student Number (Interim)

Student Information System - PowerSchool

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I. OVERVIEW

Each student within Nova Scotia is assigned a unique student number. This number remains with the student for their duration within the NS public education system. The number that is assigned to the student is used within PowerSchool but is also vital to the Department of Education for use with other systems within the Department. In order to ensure that statistics are accurate, a student can only be registered once within the public education system and one way to ensure this is to assign a single, unique number to each student.

An interim process is defined to cover the gap until all Nova Scotia schools are setup and using PowerSchool. PowerSchool is customizing the product to automatically generate the Nova Scotia Student Number.

I.1.HIGHLIGHTS

Some highlights of the key information collected within this process are:

- Utilize the Student ID Registry site to obtain a Student Number

I.2.AUDIENCE

The roles involved with this workflow process include(s):

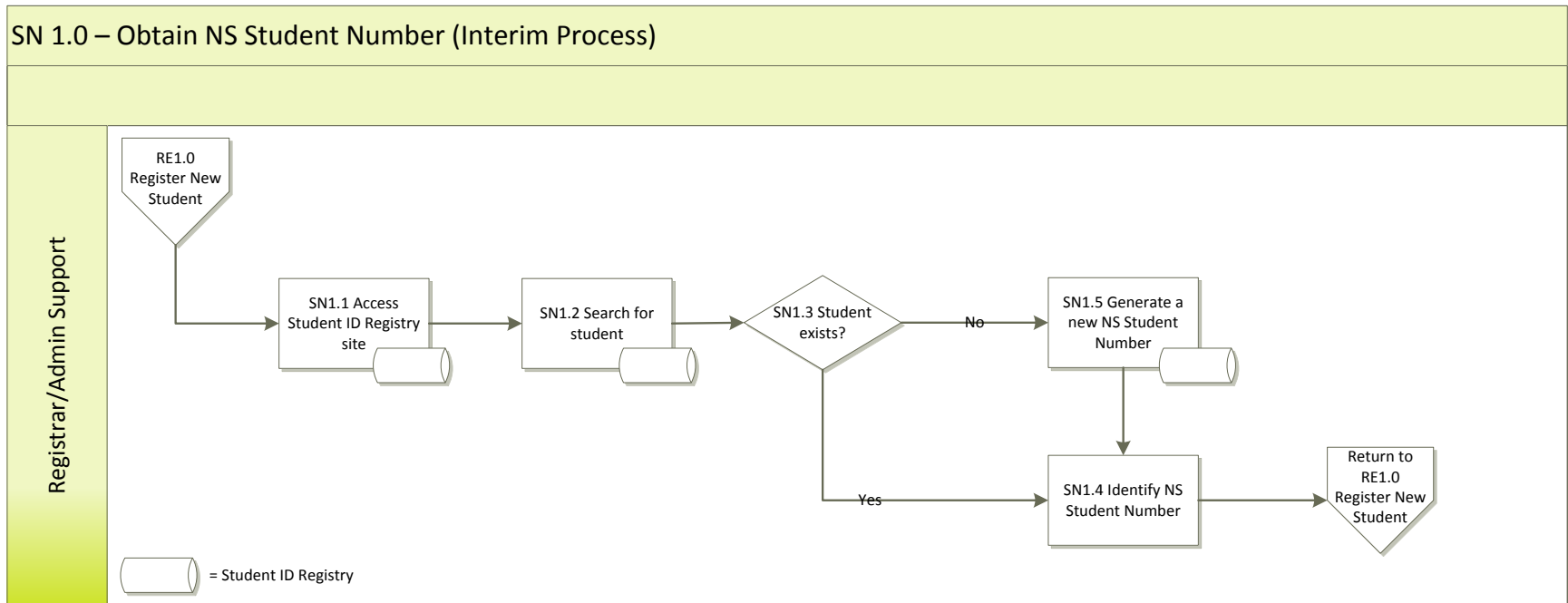
- Administration Support Staff (e.g., Secretary, Secretary Guidance)
- Registrar

2. OBTAIN THE NOVA SCOTIA STUDENT NUMBER (INTERIM)

2.1.ASSUMPTIONS

- Access to the Student ID Registry site is temporary.
- This process is retired once the PowerSchool application has the capability to automatically generate a Student Number.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
SN 1.1	<p>Access Student ID Registry site</p> <p>You need to go to a separate site (Student ID Registry) to determine if a NS Student Number exists for a student.</p> <p>Go to https://stats.ednet.ns.ca/sir/</p>		User Guide: Student ID Registry	
SN 1.2	<p>Search for Student</p> <p>To complete the search, you may enter a combination of:</p>			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	<ul style="list-style-type: none"> Student's legal name and/or Date of Birth and/or Gender 			
SN 1.3	<p>Student exists?</p> <p>A search of the Student ID Registry determines if the student already exists with a Student Number or if it is a new student.</p> <p>If a student is found in the Registry, then proceed to Task # SN 1.4.</p> <p>If no student is found to match the search criteria entered, then proceed to Task # SN 1.5.</p>			
SN 1.4	<p>Generate a new NS Student Number</p> <p>If a search of the Student ID Registry returns no students matching your criteria, then you must complete the necessary steps to have a new NS Student Number generated for the student.</p> <p>Refer to the Quick Reference Guide to assist you with this process.</p>		User Guide: Student ID Registry	
SN 1.5	<p>Identify NS Student Number</p> <p>Once a student number is identified, you may exit the Student ID Registry and return to complete the student's registration/enrolment.</p>			

2.3. OTHER RELATED MATERIALS

- Refer to the document entitled "Reports Catalogue" for a complete list of available reports.
- Other resources are available through the PowerSource internet website - <https://powersource.pearsonschools.com>.