Government

Student Document Metadata

The fields used to capture information on a student document is grouped under student document information and student image information. The screens adjust, as needed, to show and hide certain fields based on the document type selected to capture information that is specific to certain document types.

Field	Definition and Properties
Student Document Information	
Category Type	• A classification list grouping document types. • Defaults to All Category Types
Document Type	• A PASI predefined list of types of documents. • List filters based on selected Category Type
Relevant?	• Should this document be used to make current decisions for this student? • A Yes or No flag to highlight documents in the Student Document Information Grid. • Relevant documents may refer to student documents used to make current decisions for the student. • Relevant documents may include documents that schools need to look at first and are considered important for decision-making based on the current time frame. • Documents flagged as relevant may change as time progresses. • If a student starts with a new school, the new school would want to look at the "relevant" documents for that student to plan for the student when they start. • A student document can be marked as not relevant if a new version of the document exists.
Is this the only relevant document of this type for the student?	• This field is enabled if Yes was selected for the field Relevant? • Identifies a student document as the ONLY relevant document for the Student and document type • When Yes is selected, the system will set all other student documents of the same document type as relevant no. • When a document type is to have one relevant document per student only and a new document added is flagged as relevant, a rule is generated to highlight that there is more than one relevant document for the document type.
Document Language	• Identifies the language used in the content of the document as English, French or Other
Document Title	• Optional field, if left blank the pdf image file name is used • Provides the ability to identify a locally used document name if it differs from selected document type.
Document Digitized?	• Was the document scanned from a hard copy? • Indicates if the pdf image file is a digitized (scanned) copy of a physical (hard copy) document.

Field	Definition and Properties
School Year	• Indicates the school year the student document pertains to. • The field is a drop down list that defaults to the current school year and can be changed to a previous school year. • Field may or may not be enabled depending on the document type selected i.e. enabled if document type is Progress Report/Report Card • Prefills with Not Applicable for Document Type if field is not required for the selected document type.
Document Date	• Field may or may not be enabled depending on the document type selected i.e. Registration Forms • Represents the date when the document was generated or attributed to • Prefills with Not Applicable for Document Type if field is not required for the selected document type.
Document Expiry Date	• Field may or may not be enabled depending on the document type selected i.e. Canadian Study Permit • Indicates the date the student document expires • Prefills with Not Applicable for Document Type if field is not required for the selected document type.
Student Document Image Information	
Original File Name	• The name of the pdf image file name as it was added to PASI
Linked to Organization	• Field may or may not be enabled depending on the document type selected i.e. enabled if document type is Progress Report/Report Card • Indicates which school the student document belongs to and is linked within PASI • Prefills with Not Applicable for Document Type if field is not required for the selected document type.
Uploaded By user	• Indicates who added the student document
Uploaded Date/Time	• Student document addition to PASI date and time
Exempt from QA?	• Indicates if the student document is considered exempt from quality assurance
Text Searchable?	• Indicates if the student document has text character recognition or if searching is available for the document
Image Page Count	• Indicates the number of pages in the student document pdf image
Reference#	• A number assigned by PASI to identify the student document

Contact

• For questions on PASI Digital Student Record Management, please contact **PASI and Student Records** at StudentRecords@gov.ab.ca or phone 780-422-9337 (for toll-free access within Alberta first dial 310-0000)