

Enrollment Management & Student Demographics

April 2025 v4.17







Version History

Version	Date	Description
4.0	Jul 2020	Updates for 6.1
4.1	Aug 2020	Section 8.2 updated
4.2	Feb 2021	Updated section 10 to show correct section reference. Updated Student Address Label, Student Verification Report (option for custom message)
4.3	Aug 2021	Added Emergency and Incident Messages Reference table
4.4	Nov 2021	Permanent Student Record and Homeschooled Inclusion
4.5	Mar 2022	Withdrawing a Pre-Reg Students, YOG picklist functionality, updated gender identity, CIYC and YAG functionality
4.6	Sep 2022	Updated Sibling Information Section in the Student Information Verification Report Updated information for Inclusion Type field Updated Student Address Labels section with explanation for "Active Students Only" option Added to 3.1.3: ending secondary school associations for students leaving a district mid-school year Added Appendix E for Enhanced Characters
4.7	Sep 2022	School Email field added to school contact window
4.8	Jan 2023	Removed Appendix E: Enhanced Characters and moved it into the Fundamentals guide, Section 4.5 PSR Grade needs to be on E or W membership record Enrollment Breakdown (Next School) Report Frist peoples Graduation Program (check this name) FEATURE 36424 BC Student Address Labels – 5161/5690 now print for 'Next Year Students' Permanent Student Record – Inclusions updated to no longer reference that there is "a note in the Inclusions Section of the PSR" for Medical or Legal Alert. Adding to the Inclusion section that School Year list of values sorted in descending order. Added note that Absence Letter 5 will be cleared through an overnight processing job.
4.9	Jun 2023	Updated information on inclusions and PSR inclusions Updated Registration Wizard step 2 - Demographic to include the calendar. Also included the description for Calendar field in Demographic description. Updated Appendix B - Schedule and Block information added to the BC Class List w/Designations report
4.10	Sep 2023	Updated screenshots to 6.6
4.11	Oct 2023	Student Information Verification Form, print – Gender removed, Change to Student phone, emergency contacts
4.12	Nov 2023	Clarification PSR – Daily Abs numbers Enrollment Breakdown Report (Appendix A) Next Year Students filter
4.13	Feb 2024	PSR Grade Mandatory field for Withdraw and Transfer of student (sections 4.0 and 6.0) New Section 5.6 Import Document to All Students
4.14	Apr 2024	Updated Sections 4.0 and 6.0 with updates to the Transfer and Withdraw Wizard functionality Updated screenshot – removal of suffix field in student registration wizard Updated Appendix C with screenshot for removal of Doctor information on Student Information Verification Form print parameter screen
4.15	Jul 2024	Added additional fields to enrollment wizard
4.16	Aug 2024	Updated section 5.1.1.1 with Cultural and Traditional names New BC Student Directory Report – All Contacts Enrollment Breakdown and Enrollment Breakdown All Schools updated with additional parameter on print screen to Display selected parameters on report



4.17	Apr 2025	Screen shot updated in section 5.2.2.1 Create a related student record for two students in the
		system

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1.0 Enrollment in MyEducation BC

Enrollment Management encompasses student registrations, withdrawals, secondary associations, and transfers. Enrollment enables the smooth movement of student records from school to school or from district to district within British Columbia and the Yukon. This Document provides step by step instructions on how to register a student, withdraw a student, manage secondary associations, outlines how and when student transfers take place and which security roles are required to perform these tasks.

2.0 Registering Students

Most students in BC will be found within the MyEducation BC database or in the Student Archive environment if the student has been out of school for a while. See the *Registering a Student from the Archive Environment* section for details on archive criteria.

The first step of the Registration Wizard queries for an existing student record in MyEducation BC, if the search does not return a student, then a search of the Archive should be done. If no record is found in either the query or the archive, and the student Legal Last Name, DOB and Gender are confirmed to be accurate based on the student identification, then a new student record can be created.

The *MyEducation BC Standards Manual* provides guidelines for acceptable identification documentation and name formatting. Following the Ministry guidelines will help reduce the number of duplicate students created within the district. The *MyEducation BC Standards Manual* is found on the MyEducationBC.info site > School User Resources





2.1 Registration Wizard Step 1 - Query

In School view > Student top tab > Set Filter to All Active Students

- Options > Registration > Register Student
- Using the information on the legal identification enter:
 - o Legal Last Name
 - o Gender
 - Date of Birth

Spelling out the month allows the system to automatically format the date to match the user locale preference settings. This reduces the chance of entry error in day/month formatting, which will reduce duplicate student records.

If this student has a family member **in the school or district**, click the "New family member" checkbox, otherwise leave it blank. If this is a family member, see the *Registering Related Students* section.

Click Next

2.1.1 If a Student Match is Found in the Query

A number of possible scenarios will result from a search including:

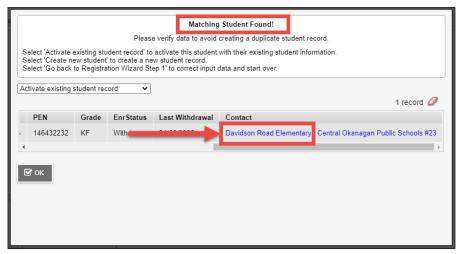
- Possible match(es) will display who is a match for the data elements being queried.
- Possible match(es) will display who is not a match for the data elements being queried.
- No match displays for data elements being queried but the student is archived.
- No match displays for data elements being queried but the student is NOT archived.
- A confidential flag message will appear indicating that the data elements being queried are associated with a student who has their confidential flag set.

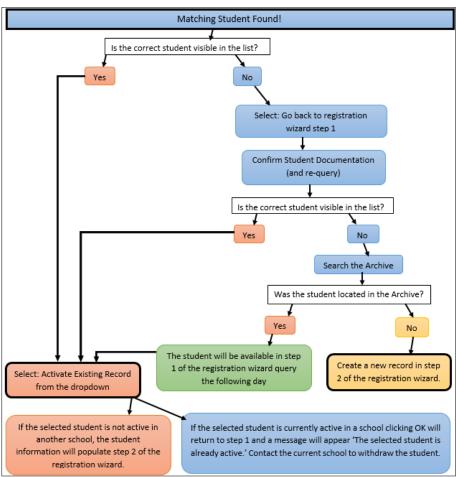
An overlay will appear in the Registration Wizard with a reminder to verify the student identification information before making a selection. Use the scroll bar to scroll right and see more information on the student, including Enrolment Status and Current School Name.





Scrolling over in the list, reveals existing school Information for the student being
registered including (phone number and email). Clicking the school's name in the
Contact information, opens an email to the school if an email address has been entered
in the School Details (refer to School Setup documentation for details).









Matching Student Found!									
Please verify data to avoid creating a duplicate student record.									
dent with their existing student information. d. nput data and start over.	tudent record.	create a new s	tudent' to	ct 'Create new s	Selec				
				· · · ·					
1 record 🥥			ent record	ate existing stuc ate existing stuc e a new studen	Activa				
-	Last Withdrawal		ent record	ate existing stud	Activa Create				
-	Last Withdrawal		ent record	ate existing stud e a new studen	Activa Create				

- Activate Existing Student Record
 - If the selected student is currently active in a school, clicking OK will return to step 1 of the registration wizard. A message will appear 'The selected student is already active.' The current school and district information is provided for contacting the school to withdraw the student.
 - If the selected student is not active in another school, the student information will populate step 2 of the registration wizard.

Note: A DOLS school will be unable to register a student outside of the catchment area boundary for the school unless the Exempt from Catchment Rules and Exempt from Catchment Reason flags are set.





Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurr	icular	
Student L	Student List :: 01 - Aalten, Chlose 🐥										
Details	Ор	tions 🗸 🛛 R	eports 🗸	Help 🔻							
Contacts		Save X	Cancel								
Attendance								Langu	lage &		
Conduct	Der	mographics	Address	es Alerts	Citizens	hip Pro	ograms Permis		ture	Buses	
Transcript	Phy	sical Address						Mailing A	ddress		
Assessment	s	treet address		51 1674 Silverwood	d Crt		Q	s ident			
Academics		R Number / P		ample City, BC V3Z	1L2				address 🕜 mber / PO Box	6651	
Schedule								City Pr	ov PC	Sam	
Membership	Pro	of of Address/I	Residence	BCID			The DOLS Exem f the DOLS Exem			ry	
Transactions	, <u> </u>	rict Online Lea		<u>pl (Do'_)</u>		-				_	
Documents		S Exemption									
At Risk		Save 🗙	Cancel								
Snapshots											

If the flag hasn't been set, you will receive an error message and must contact the existing school of record for the student

- Create a New Student If the student(s) returned by the Restricted Query is not a match, this option may be selected. It will move to step 2 of the registration wizard and create a new student record. A search of the Archive Database should be done prior to creating any new student record.
 - Click the Options menu, and select Flag Student for Retrieval, enter the student PEN - or – Legal First Name, Legal Last Name, Gender and DOB. See the *Registering a Student from the Archive Environment* section for details.
- Note: If the student is being registered to a DOLS (catchment area, boundaries are enforced), the student's postal code is outside of the catchment area boundary, and the student is exempt from the catchment area boundary rules, the flag and reason must be set before saving the registration.
 - Go Back to Registration Wizard Step 1 If the student(s) returned by the Restricted Query does not include the registering student and the user would like to run the query again after checking the student documentation, this option will return to the query screen.

This message may appear after the query if a student has been flagged as a confidential student based on the guidelines in the MyEducation BC Standards Manual. Contact the





previous school to withdraw the student. Once withdrawn, the confidential flag is removed, and the student will be found in the query. When the student is registered, the flag may be set again based on district practices.

Based upon the data entered, a student match has been found; however, the matched student cannot be enrolled at this time. Please select Cancel to return to the previous screen. If you are attempting to enroll a brand new student, please select Next to continue the registration process.
Activate existing student record
С ок

2.1.2 If a Student Match is Not Found in the Query

Step 2 of the Registration Wizard shows in the pop up. A search of the Archive Environment should be done prior to entering a new student record every time a search returns no results. Click the **Options** menu, and select **Flag Student for Retrieval**, enter the student **PEN** - or – **Legal First Name, Legal Last Name, Gender,** and **DOB.** See the *Registering a Student from the Archive Environment* section for details.

Only when there are no results in a regular query and the Archive retrieval do you proceed to step 2 of the registration wizard.



2.2 Registration Wizard Step 2 – Student Demographics

If the student was found in the Step 1 Query and selected, the existing demographic information will automatically populate into the fields. The demographic information can be updated with any new information in this screen. If a new student record is being created, the student demographic information can be entered in this screen. Follow the Ministry guidelines for acceptable identification documentation and name formatting found in the MyEducation BC Standards Manual. Required fields are identified with an (*) and any optional information not entered in the student details.

ldent Regi	stration: D	emograph	ics	Step 2 of 4
General	Address			
.egal first name	•			
egal middle na	me			
.egal last name	•			
f different than l	egal			
Usual first nar	ne			
Usual last nar	ne			
Gender *		•		
Gender Identity		•		
Date of birth (dd	/mm/yyyy) *		Age	
Home phone				
Nork phone				
Cell phone				
Home language	0		Q	
Homeroom	C		۹ 🗙	
Grade sub level		~		
Calendar	0		Q	
Proof of Age			~	

- Legal first name The legal first name found on the student's identification
- Legal middle name The legal middle name found on the student's identification
- Legal last name The legal last name found on the student's identification





Enter the usual name fields only if the student has a usual name that is different from the legal name.

- Usual first name The first name the student uses to identify themselves.
- Usual last name The last name the student uses to identify themselves.
- Gender Gender as it appears on the student's identification
- **Gender** Identity– The gender a student uses to identify themselves. (See the MyEducation BC Standards Guide for more information)
- Date of birth The birthdate as it appears on the student's identification
- **Home phone** The student's home phone number
- Work phone The student's work phone number
- Cell phone The student's cell phone number
- Home Language The primary language spoken in the student's home
- Homeroom The student's homeroom identifier
- **Grade sub level** TRAX and 1701 use subgrades to identify students with situations that are not met by the standard EL-12 grade levels.

Subgrades used by TRAX with the Adult Diploma: AD, AN and HS:

KH - A half day Kindergarten student has the YOG for KF and the subgrade KH **EU and SU** - When the school determines a student is not in a specific grade, the student YOG is related to the student age and SU (secondary ungraded) or EU (elementary ungraded) as the subgrade.

HS - A student registered at a school as a home-school student has a YOG related to the age and HS as the subgrade.

AD and **AN** - A student as defined by the Ministry of Education and has the Adult Diploma primary program of study will have a YOG for grade 12 and AN or AD as the subgrade. These sub-levels are for any students on the Adult Graduation program, and it are not age dependent. A student can enter the Adult Graduation program at 18 years of age.

GA - A student older than school age as defined by the Ministry of Education and has previously earned a diploma will have a YOG for grade 12 and the subgrade GA. Click the Address tab to display the address fields – See Student Demographics – Addresses section for more details.

- Calendar The student calendar is required for attendance, select from the picklist.
- Proof of Age Can be populated according to district practices

Physical Address:

• Street address – The street number and name of the student's residence





- **RR Number/PO Box** Rural Route or Post Office Box information
- City Prov PC Municipality, Province and Postal Code of the student's residence

Mailing Address:

- **Is identical** Check this box if the mailing and physical address fields are the same, the fields will auto populate.
- Street address If different than the physical address, enter the information here
- RR Number/PO Box if different than the physical address, enter the information here
- City Prov PC if different than the physical address, enter the information here

Proof of Address

• Proof of Address – Populate according to district practice

Click Next

Student Registration: Demographics							
General Addr	ress						
Physical Address							
Street address 🚱							
RR Number / PO Box							
City Prov PC							
Mailing Address							
Is identical							
Street address 🕜							
RR Number / PO Box							
City Prov PC							
Proof of Address/Residen							





2.3 Registration Wizard Step 3 – Enrollment

Information relating to the student in the school are in this screen. Required fields are marked with an (*) and any optional information not entered in the wizard can be entered in the student details.

- Year of Graduation the Year of Graduation (YOG) determines the grade level of the student. Grade level will fill in automatically once YOG has been selected.
- Enrollment Status When registering a student, the status will be Active or PreReg
 - $\circ~$ Active The student is active in the school
 - PreReg The student will be active in the school at a future time.
 - Pre Registering a student allows for future course section scheduling and reporting. The school will change the Enrollment Status to Active when the student arrives, or the status change will be done automatically over End of Year Rollover if the student is preregistering for the next school year. When Pre Registering a student, using the **current date** in this screen will allow the school to adjust the record as needed. Using a future date will cause complications with the student enrolment records and potential inaccuracies in the student PSR. This is not the date the student becomes active in the school. It is the date the student became pre-registered in the school and therefore is best represented by the current date. Each student's active date is populated en masse during the EOYR processing of student records.
 - Withdrawing a Pre-Reg cannot be done with Registration Wizard.
 Withdraw needs to be done in the Students Record>Membership Side Tab. Options>Registration>Withdraw Student>Code = No Show
- **PSR Grade** Grade when enrolled for the PSR card
- Date The date of registration
- **Code** Select the appropriate registration code from the picklist.





2.4 Registration Wizard Step 4 – Confirmation

Confirm and select the **Finish** button or return to previous screens to edit information if required.

Update the student demographics in the Student top tab > Details side tab screen for any additional changes to the student information. For more about the information on the Student Details page, see the section *Student Demographics*.

2.4.1 Registering a Student from the Archive Environment

The archive process moves eligible student records from Production into the Archive database. The student may be retrieved from the Archive database and returned to Production through an overnight process that is similar to the PEN request.

Retrieving a student from the Archive environment and returning their record to Production is a part of the standard registration process. An additional step of **Flag Student for Retrieval** should be done if the student is not found with the restricted query in Production and the student fits the archive criteria. Student archive criteria are: more than 6 years of age *-and-* withdrawn (inactive) for more than 4 years.

- Search for the student using the instructions in the section: Registration Wizard Step 1 -Query
- If the student is not found using the registration query and the student meets the archive criteria:

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessm	ent Sche	dule	Extracurriculars	Global	То
Student L	.ist											
Details	C	Options 👻 🛛 A	Reports 🔻	Help 🔻	Search on Nam	ne 🔍	70	a-z	th	⊠ 8		
Contacts		Modify List				Analytics				•		
Attendance		Mass Update Send Email				Assign Courie				School > Name	Hom	neroon
Conduct		Query				Assign Stude BC Create Pa	-	counts		Alex Hope Eleme	entary Div	16
Transcript		Snapshots				Blended Mark	s to Transcrip	pt		Alex Hope Eleme	entary Div (09
Assessment		Show Selecte				Course Exam				Alex Hope Eleme	entary Div (04
Assessment	3	Omit Selecte	d			Create Secor Create Stude				Alex Hope Eleme	entary Div	10
Academics						Create User /				Alex Hope Eleme	entary Div (03
Schedule						Delete At Ris	k Results			Alex Hope Eleme	entary Div (05FI
Membership						Exports				Alex Hope Eleme	entary Div 2	23
in an instancial rup						Flag Student GDE	for Retrieval			Alex Hope Eleme	entary Div	18
Transactions	5					Import Photos				Alex Hope Eleme	entary Div (09
Documents						Imports				Alex Hope Eleme	entary Div	18
At Risk						KEV Export				Alex Hope Eleme	entary Div 2	22
ALIVIER						Populate Hon				Alex Hope Eleme	entary Div (04
Snapshots						Program of S Registration	tudy Creator -	- Primary		Alex Hope Eleme	entary Div	18
						Requests				Alex Hope Eleme	entary Div (07
						Student Portf	olio Pages			 Alex Hope Eleme 	entary Div 2	20
						Validate Reco	ords			Alex Hope Eleme	entary Div (05FI
		Amrom	iahui	rts ed		1201016	128507020		202	8 Alox Hope Elema	ntany Divid	07

 In Options > Flag Student for Retrieval Enter the student PEN - OR – Legal First Name, Legal Last Name, Gender and DOB.





If a student match is found, the record will be flagged for retrieval. When the student is flagged for retrieval, the overnight process will bring the student back into Production in the same state they were when archived. The following day the school will find the student in *Step 1 – Query* of the registration wizard.

If no student match is found a message will return "No students found in the archive database for the passed criteria." the school can then create a new student record in *Step 2 – Student Demographics* of the registration wizard.

2.4.2 Registering Related Students/Siblings

In Step 1 – Query of the registration wizard, there is a checkbox available Search for related student. Searching for related student will populate some of the student demographic fields (home phone number, address, contacts) if a new student record is being created. If the student record is found with the query it will keep the information that is currently in the record.

- In Step 1 Query
 - Check the search for related student

Student Regist	ration: Select Student		Step 1 of 4
New student			
Legal last name *	Test		
Gender *	FV		
Date of birth (mm/dd/yyyy) *	2/6/2003 Age 17		
Search for relat	ed student 9		
Additional search fiel	ds 9		
Home phone			
Address Legal last name		1234 My Street	
Related student		Test ×	
Relationship		Sibiling V	
Relationship		Sibiling	

The **Student Pick List** appears. Find the related student and click **OK**. Then, select the Relationship to the student registering (such as *sibling*).

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal
	Test, Sibby	Test	Sibby		F	28/11/2016	2125089		KF	Active	-
0	Test, Student	Test	Relatedstudent		F	14/10/2000	2125078		10	Active	-
											•

If this is a new registration, it will copy some of the demographic information (phone number, address, contacts) from their existing sibling. If the student record is found with the query it will keep the information that is currently in the record.





3.0 Cross-Enrolling Students

Students taking courses from more than one school at a time are *cross enrolled* from the primary (school of record) to a secondary school or schools.

3.1 Creating Secondary School Associations

To associate a student with a secondary school:

School view, click the Student top tab.

- Options > Create Secondary School Associations
- Select the top tab
 - Push Primarily used for Summer School, this will create secondary school associations for groups of students who are primary to the school for a different school.
 - Secondary school select the school the students need secondary associations to.
 - District year select the school year
 - Start Date The date the secondary association will start
 - End Date The date the secondary association will end
 - Students:
 - Selection select individual students from a list
 - Snapshot use a snapshot of students
 - Click OK a message will appear showing how many secondary associations were created and how many skipped

Push	Pull	
Secondary schoo District year Start date End date	Bulkley Valley Education Conn 2016-2017 09/08/2016 08/08/2017	T
Students		
Selecti		
Selected studer	nts: 0	
🗹 ОК 🗙 🤇	Cancel	





- **Pull** Create secondary school associations for students <u>coming to the school</u>, this is the standard method used for a single student.
 - Secondary School the current school
 - District year select the correct year
 - Start Date The date the secondary association will start
 - End Date The date the secondary association will end
 - Legal first name student legal first name (optional)
 - Legal last name student legal last name
 - Gender Gender as appears on student identification documentation
 - Date of Birth Date of Birth as it appears on student identification documentation

Click Search – a confirmation message will state the association was created or that no matching results were found

Push Pull	
Secondary school	Smithers Secondary
District year	2016-2017 🔻
Start date	09/08/2016
End date	08/08/2017
Legal first name Legal last name Gender	
Date of birth	Age
Q Search X Car	ncel

The student(s) should now appear in the Student list under the All Active Students filter with a

Cross-Enrollment icon (²⁴) in the Alerts column. See the exception to this in *Future Cross Enrollments below* for future dated students.

Note: A student being Cross-Enrolled to a DOLS (District Online Learning School) who is outside of the catchment area boundaries for the school, and is exempt from the catchment area boundary rules, must have the flag set on the student record indicating the exemption and reason by the primary school or the student cross-enrollment cannot happen.





3.1.1 Setting Attendance Management Type for Secondary Students

Depending on the school preference setting for Secondary School Management, the Attendance management type for secondary students may need to be set.

Option 1 – Setting attendance management type for an individual student

- School view > Student top tab.
- Select the student and click the **Membership** side tab > Schools sub side tab.

The student's list of former and secondary school associations will appear.

- Click the blue hyperlink for the record representing the school.
- Set the Attendance management type field as appropriate.

Option 2 - Setting attendance management type for multiple students

- School view > Global top tab > Favorite side tab > Student School Association table.
- Use the filter called: **Secondary Students** to filter to the students who are secondary students at the school. Check the *School>Name* field to ensure all records are for the school.
- Review the AttMag Type field and update using mass update or modify list functions.

3.1.2 Future Cross Enrollments

When cross enrolling a student during the current school year using a future date, follow the same steps as above, entering a future date for the secondary school association.

The cross-enrollment icon will display on the start date of the Secondary School Association and the student will show in the *All Active Students* filter. The *Future cross-enrollments* filter will display all secondary students in the school with a start date after today's date, and the student will show in the *All Secondary Students* and *All Students* filters.

See note above re DOLS

Note: **Future cross-enrollments** only refers to students who will be attending at a future date *in this current school year*. Students who will be cross-enrolled after the end of the school year are found in the **Build** view.





3.1.3 Ending Secondary School Associations

Please see the sections:

- Withdraw Student Wizard Students with an Active status that are Secondary to the school
- Withdraw Student Wizard Students with an Active no Primary status that are Secondary to the school

If a student moves to another district mid-school year and has a secondary school association that is being end-dated, the student may still be included in some filtered lists at the former district, until after EOYR. To ensure the student does not appear in lists at the former district, go to *Student TT* > *Membership ST* > *Schools*, and change the Type on the secondary school association record from "secondary" to "former."





4.0 Transferring Students

4.1 Transferring a Student from One School to Another

The Transfer Student function allows one school to *pull* a student in from another school in the province, without taking each individual step of withdrawing them and enrolling them at the new school during the current school year.

The MyEducation BC Standards Manual states that students moving between districts should be withdrawn from the sending school and registered to the receiving school. Transfer function should only be used within districts in BC.

The Transfer function is only currently available in the enterprise security roles: *District Support* (*Help Desk/Level 1*) and *Registrar* roles. In order to add this function to a role, add *Transfer students* in the **Other** column on the **Student** table see the Security Management guide for details.

When the Transfer Wizard is being used to pull a student into the receiving school the following information is removed from or updated in specific fields in the student record:

- Counsellor (removed)
- Homeroom (removed)
- Locker (removed)
- Next School (removed)
- End Date Current Year Programs (updated with the Transfer date)
 - Applies only to programs in the student's Primary Active School
 - If a General Program is assigned to a student at the School level and no Program School is indicated, the General program is not end dated on withdraw or transfer.
- Future Dated Attendance records will be deleted from the Primary Active School
- Student is removed from Group membership
- Student is removed from Snapshots

Note: If a student is being transferred to a DOLS (District Online Learning School) and has an address outside of the catchment area boundaries for the school, but is exempt from the catchment area boundary rules, the Exempt from Catchment Rules and the Exempt from Catchment Reason flags must be set on the student record indicating the exemption and reason by the primary school prior to initiating the transfer or the DOLS will not be able to accept the transfer.



Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracuri	ricular
Student	List :: 0′	1 - Aalten,	Chlose	.						
Details	0	ptions 🔻 🛛 F	Reports -	Help 🔻						
Contacts		Save 🗙	Cancel							
Attendance			Odificci					Langu		
Conduct	De	emographics	Address	Alerts	Citizenshi	p Pro <u>c</u>	grams Permiss	ions Cult		Buses
Transcript	Ph	ysical Address						Mailing Ac	ldress	
Assessmen		Street address	6	651 1674 Silverwood	d Crt		Q ′			
Academics		RR Number / P City Prov PC		ample City, BC V3Z	1L2				address 🕜 nber / PO Box	6651
Schedule						_		City Pro	ov PC	Samp
Membershi	p Pr	oof of Address/	Residence	BCID			he DOLS Exempt the DOLS Exemp			ry
Transaction		trict Online Lea		ol (DOL_)						_
Documents		DLS Exemption								
At Risk		Save X	Cancel							
Snapshots										

To perform a Transfer of a student from one school to another:

The sending school initiates the process:

School or District view > Student top tab > Details

- Transfer pending check the checkbox
- Transfer School > Name Select the receiving school using the magnifying glass picklist and click OK

School > Name	Alex Hope Elementary		Transfer pending	Ø
Next School > Name	Q		Transfer School > Name	Milloughby Elementary × Q X
Pre-transition Withdrawal Code	Publ School, Out Dist V	_	6 year Grad CohortID	
Out of Catchment				
Out of Catchment School	Q			
Out of District				
Home School Not in MyEducation				
HS not in MyEd Name	٩			

Click the **Save** button on the student details page.

The student is now ready for the Receiving School to accept the transfer.

The receiving school:

School or District view > Student top tab

- Options > Registration > Transfer Student.
 In the Transfer Student pop up window:
- Select the student using the magnifying glass pick list. The list presented are students that sending schools have tagged as transfers for the receiving school.



Name	Abromovich, AuvianaQ				
Withdrawal Current School	A E Perry Elementary		Entry Destination School	Haldane Elementary	
Date *	28/02/2024		Date	28/02/2024	
Code *	Admin Transfer Out	۹	Code *	Admin Transfer In	
Reason		Q	Reason		

- Withdrawal creates the Membership > Enrolment W record for the sending (current) school
 - Current school auto populates the sending school
 - **Date** date of withdrawal
 - **Code** the withdraw code for the sending school record
 - Reason not required, use per district practice
- Entry creates the Membership > Enrolment E record for the receiving (destination) school
 - **Current school** auto populates the receiving school
 - Date date of enrollment (for enrollment record and PSR consistency it is recommended that the withdrawal date and enrolment date are not the same day)
 - Code the enrollment code for the sending school record
 - o Reason not required, use per district practice
 - **PSR Grade** mandatory entry by the receiving school for a transfer

The student Membership > Enrollment record will be populated using the values entered above:

						o or o selected i	/			
Halda	ne Elementary -	Enrollment status: Active -	Year of graduation: 2030							
	Туре	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
	E	28/02/2024	Admin Transfer In		Active	Active	2030	Haldane Elementary		06
	w	28/02/2024	Admin Transfer Out		Active	Active	2030	A E Perry Elementary		06
	E	10/02/2023	First Time Entry		Active	Active	2030	A E Perry Elementary		05

To adjust the other fields, click into the details of the record





- Select the template for Default Fields + BC
- Change record details as necessary for accuracy
- Save

Haldane	e Elemer	ntary 2023	3-2024						School view 👻 🌙	Select scho	ol Chii	nda, Divn	oor 🔻	🕩 Log	g Off
Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin			
Student L	_ist :: 06	- Abromo	vich, A	uviana :: W -	28/02/202						◀	•	Q	►	
Details	0	ptions 🗸 🛛 I	Reports +	Help 🗸											
Contacts Attendance	G	Save X	Cancel									Default Fi BC Default			~
Conduct		pe*		w •								Default Fie SD73 Defa	lds + BC		
Transcript		ite * ode *		8/02/2024 Admin Transfer Out	Q										
Assessment	Re	ason atus		Active											
Academics Schedule		iroliment status		tive	•										
Membership		ar of graduatio hool > Name		30 E Perry Elementary											
Enrollment • Details		Imission Status		~											
Schools	PS	SR Grade		06 🗸											
Programs	E	Save X	Cancel												

4.2 Primary School Transfer

A *Primary School Transfer* occurs when a student needs to swap their Primary and Secondary Schools. To perform this task, we will make use of the **Transfer** function. See *Transferring a Student from One School to Another* for details.

There are six parts to performing a Primary School Transfer in MyEducation BC:

- 1. Take a screenshot of the student's schedule.
- 2. Set the transfer of the student from the original primary to the original secondary school (which will now make it the primary).
- 3. End the secondary association at the original secondary school.
- 4. Complete the transfer; and cross-enroll the student back to the original primary school (which makes it now the secondary).
- 5. Recreate the student schedule.

Screenshot of student schedule: (school A)

School or District view > Student > Schedule





• Take a screenshot of the student schedule for use later

Set the transfer at the primary school: (school A)

(For complete details see *Transferring a Student from One School to Another*) School or District view > Student top tab > Details

- Transfer pending check the checkbox
- **Transfer School > Name** Select the receiving school using the magnifying glass picklist and click **OK**
- Click the **Save** button in the student details page.

End the Secondary Association: (school B)

School > Student > Membership > Schools >

 Click into the details of the secondary association and enter or edit the end date to the day prior to the transfer. Using the current date will overlap the secondary associations with the primary associations for one day, while confusing to view it will clear up the next day.

Complete the Transfer: (school B)

(For complete details see *Transferring a Student from One School to Another*)

The receiving school:

School or District view > Student top tab

• Options > Registration > Transfer Student.

In the Transfer Student pop up window:

- Select the student using the magnifying glass pick list. The list presented are students that sending schools have tagged as transfers for the receiving school. Fill in the Withdrawal and Entry sections.
- Adjust the Membership > Enrolment records as necessary

Create Secondary Association: (school A)

See the section *Creating Secondary School Associations* for the steps to create the secondary association for school (A)

Recreate the student schedule using the screenshot taken: (school A)

School > Student > Schedule > Workspace

• Add the courses back to the student schedule. All marks and attendance will be restored.





4.3 Review Student Enrollment Information

All enrollment information is located in the Membership side tab.

Student top tab > select student > Membership side tab.

4.3.1 View Current and Past Primary Enrollments

Existing and historical Primary School enrollments, status change and YOG change records are found in the **Enrollment** side tab. See the sections on: *Changing a Student's Enrollment Status* and *Changing a Student's Year of Graduation* for details.

Edits to the details of a record for a primary student can be made by clicking into the details of the record.

		2	019-2020										School view 🔻	A Select school	Robs	on, Bridie 🔻	ه ا	.og Off
Pages	School	Student	Staff Attenda	nce Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin							
Student	List :: 06 -	-													◄	◄ 2		• •
Details	0	ptions 🔻	Reports - Help -	Search on Date	9	78 1	a z 1	6 B										↗
Contacts								0.0	of 3 selected	9							Д	II Record
Attendance	e Ale:	K Hope Elen	nentary - Enrollment	status: Active - Yea	r of graduatio	on: 2026												
Conduct	C	Туре	Date	Code		Reason		Status Enr	Status	YOG	School >	Name	Admiss	ion Status Code		PSRO	rade	
Transcript		E	8/9/2016	From Previous Scho	ol	EOY Trans	sfer	Active Activ	ve	2026								
Assessmer	ato	w	8/8/2016	To Next School		EOY Trans	sfer	Active Activ		2026								
Academics		E	1/4/2016	SchoolOutPr		Relocate		Active Activ	ve	2026						02		
Schedule																		
Membership)																	
Enrollment Details																		
Schools																		
Programs																		
Groups																		
Extracurric	ular																	

4.3.2 View Current and Past Cross-Enrollments

Current secondary school association, historical secondary school associations and former primary school associations are found in the Schools sub side tab.

Secondary and Former school associations allow the school to view student details, pull necessary reports and edit course records attached to their school as required.

For details on creating Former school associations, see section *Withdraw Student Wizard – Step 1 – Students with an Active status who are Primary to the school* for details.

For details on Secondary Associations, see the section *Creating Secondary School Associations.*





4.4 Change a Student Enrollment Status

When a manual change to a student status is required, these can be made in the registration set of the options menu. Enrollment changes can be made for Active and PreReg students.

Primarily this is used to update a student with the status of Pre Reg to Active during the current school year. (End of Year Rollover will set all Pre Reg students to Active for the following school year)

School or District view > Student top tab > Select the student

- Options > Registration > Change Student Status
 - **Name** populates if the student was selected, or the student can be selected using the magnifying glass picklist.
 - **Current Primary School** will populate the current primary school
 - Date the date the change will take place
 - Reason optional use per district policy
 - Status select the appropriate status
 - Active will be active in the school
 - Withdrawn will be withdrawn from the school
- Click Save

lame	Adrangi, Julietmatt
Current Primary School	Smithers Secondary
Date	30/11/2016
Reason	Q
Status	Active
Disable related user accounts	

The change made is visible in the following location:

Student top tab > select student > Membership side tab > Enrollment sub-side tab.

All changes to Enrollment Status will be indicated with a S.

Туре	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
S	07/04/2017		Pre-reg	Active	PreReg	2018	Smithers Secondary		
E	07/04/2017	From Previous School		PreReg	PreReg	2018	Smithers Secondary		11

Click into the details of the S record for more information on the Enrollment Status change:





4.5 Change a Student Year of Graduation

The Year of Graduation (YOG) can only be changed for an Active student. See *Changing a Student's Registration Status* for details on how to change a student Status to Active, and then change them back to their proper status once the YOG has been updated.

To change a YOG for a student:

School or District view > Student top tab

School View>Student top tab>Membership side tab>

- 1. Select the checkbox by the name of the student.
- 2. From the Options menu, select Registration > Promote/Demote Student.

				A E Perly Subrigotan Centre
Program	of Study Cre	ator - Primary		
Registrat	ion		•	Archive Student
Requests	3		•	Change Student Status
Student I	Portfolio Pag	00	•	Graduate Seniors
	Records	63		Promote/Demote Student
				Register Student
М	2596896	151359254	2035	Transfer Student
F	2541876	150363257	2037	Withdraw Student

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Sched
Student	List :: E	L - Abey, N	lattivino	ent 🛕				
Details		Options 🗸	Reports 🗸	Help 🔻	Search on Date		70 ==	a+z)
Contacts		Add		Registratio	n 🕨	Archive S	Student	
Attendance		Delete Modify List					Student Status	
Conduct		Query					Demote Student Student	
Transcript		Show Select Omit Select				Withdraw	/ Student	
Assessmer	nts							
Academics								
Schedule								
Membership)							





- 3. This will bring up the Promote/Demote Wizard
 - Date: when this change is to take place
 - **Reason:** Double promote = advance the grade, Repeat = go back a grade or blank
 - Year of Graduation Picklist or enter year. This will calculate the Grade Level based on the current school year

Promote/Demote	Student			Admis	sion Status Code
Name	Abey, Mattivincent	单 Mozilla Fire	fox		:
Current Primary School	A E Perry StrongStart Centre		os://lms01.myedu	ication.gov.bc.ca/aspen/registrat	ionGradeLevelPickList. 🏠
Date * Reason		Filter		O School grades	 All grades
Year of graduation *		< 1:-1		v >	14 records 万
		Search on F	ieldA005 🔍		
🖺 Save 🗶 Cance	el		YOG	2021-2022 Grade Level	2022-2023 Grade Level
		0	2035	EL	
		0	2034	KF	01
		0	2033	01	02
		0	2032	02	03
		0	2031	03	04
		0	2030	04	05
		0	2029	05	06
		0	2028	06	07
		0	2027	07	08
		0	2026	08	09

4. Click the **OK** button to make the changes.

View the change in the Student top tab > select student > Membership side tab > Enrollment sub-side tab.

All changes to Year of Graduation will be indicated with a Y.

	Туре	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
	Y	23/05/2017		Double promote	Active	Active	2018	Smithers Secondary		

Click into the details of the records for more information, PSR *Entry/Exit Grade* is not applicable here and can be left blank.

Student List :	:: 10 -	-	Δ								M	•	2	•	M
Details	Optio	ns v Repo	rts • Help •	Search on Date	III 852 1h	-									
Contacts							0 of 3 selected	0					,	All Record	ds
Attendance			- Enrollment stat	us: Active - Year of graduation: 2025											_
Conduct		Туре	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code		PSR	Grade		
Transcript		Y	30/08/2022			Active	Active	2025				10			
		s	22/08/2022			Active	Active	2024							
Assessments		E	22/08/2022	School Outof Country		PreReg	Active	2024				11			
Academics															- I
Schedule															
Membership															
Enrollment Details															

PSR Grade field can only be edited for an E or W membership record





5.0 Demographics

Student Demographics are the fields of identifying information for a student. The fields include the date of birth, contact information, parent/guardian and sibling information, grade level, programs, alerts, citizenship, diploma information and schools they attend.

5.1 Student Demographics

The registration wizard populates the legal and usual name, gender, gender identity, date of birth, Year of Graduation, PSR grade, telephone number(s), address(es), homeroom and home language. Additional demographic fields can be populated after the wizard completes.

5.1.1 Main Demographics Page

School or District view > Student top tab > select student > Details side tab.

The bulk of the information for a student is stored here, and along the top are several *Sub-tabs* where more information can be collected and stored. The information entered in the enrollment wizard will populate to the Details page. Additional information can be entered after the wizard completes.

In addition to basic student demographic information, the Demographics sub-top tab contains fields for populating additional school-level information, such as calendars, homerooms, and lockers.

Demographics	Addresses	Alerts	Citizenship	Programs	Permissions	Language & Culture	Buses	Miscellaneous	
--------------	-----------	--------	-------------	----------	-------------	-----------------------	-------	---------------	--

5.1.1.1 Cultural and Traditional Names Fields

The Cultural/Traditional Name fields are located on the Student Demographics tab.

These fields are considered additional information and are not connected to the enrollment wizard. These fields can be edited by the District/School that owns the student record and can be updated after the registration process.

- Cultural/Traditional Last Name
- Cultural/Traditional First Name
- Cultural/Traditional Middle Name

These are not required fields. The Cultural/Traditional fields will accommodate the BC Sans font.



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	Options V Reports V	Help 🔻			
Contacts	Save X Cancel				
Attendance	La Save				
Conduct	Demographics Addr	esses Alerts Cit	tizenship Programs	Permissions	
Transcript	Pupil #				
Assessments	Personal Education Number	r 😧			
Academics	Legal last name *	Potter			
Schedule	Legal first name *	Harry			
Membership	Legal middle name Suffix				
Transactions	Usual last name	Potter			
Documents	Usual first name	Harry			
	Usual middle name				
At Risk	Cultural/Traditional Last Na	me			
Snapshots	Cultural/Traditional First Na	me			
	Cultural/Traditional Middle	Name			
	Gender *	M 🗸		© Fujitsu 20)22

If you chose Cultural Names for reports and the student record does not have a value in any Cultural Name field the reports functionality will default to the legal names.

5.1.1.2 Formatting of Phone Numbers

Formatting of Phone Numbers in MyEducation BC follow a very specific format:

XXX-XXX-XXXX

Auto formatting occurs when no spaces are entered.

5.1.1.3 Updating Homeroom Information

Homeroom assignments can be handled for individual students by using the magnifying glass on the **Demographics** sub-side tab > **Homeroom** field to select the appropriate homeroom. Alternatively, homerooms can be assigned by selecting a group of students and using the *Mass Update* or *Modify List* functions in MyEducation BC.

If the **School Schedule** preference *Homeroom* – *Require room for homeroom fields on Staff* is selected, homeroom can only be selected using the magnifying glass pick list. With this preference turned on the Next homeroom field cannot be used.

If the **School Schedule** preference *Homeroom* – *Require room for homeroom fields on Staff* is not selected, homeroom can be selected using the magnifying glass pick list or homeroom can be typed as free text. With this preference turned off the user can enter a free text value into the next homeroom field.





5.1.1.4 Parent/Guardian Information

The **Contacts** side tab contains the parent/guardian information. For more information, see the *Contacts* section.

5.1.1.5 Locker Assignment

Locker setup for the school is covered in the *School Setup* documentation. Lockers can be assigned to students through the **Student** top tab:

- The locker field can be added to a field set in order to use *Modify List* functionality for populating multiple students.
- Click into the **Detail** side tab of a student and use the magnifying glass to populate the Locker field on the student's **Demographics** sub-top tab.

5.1.2 Addresses

In the **Addresses** sub-top tab, both the Physical address and Mailing address for a student can be entered. If the Mailing address is the same as the Physical one, check the *is identical* checkbox beside the **Mailing Address** field and it will auto populate the physical address information. The **Mailing Address** field populates mailing reports and is searchable using a *Query*.

Note: The User validated checkbox should ONLY be used if the system validation fails on addresses entered correctly. Address discrepancies with exports and reports can occur with addresses validated with the *User validated* option.

The Proof of address field can be populated per district practice.

5.1.2.1 Formatting of Addresses

Addresses in MyEducation BC are actually concatenated smaller fields that must fit a specific format. When saving the address, a validation procedure will be run, and will prevent saving the information if the address does not match this format.

Canada Post conventions for street types have been applied to the validation of addresses, so abbreviations must be used when entering a street type. The validation tool provides a selection list for valid street types, if required.

Details			
Contacts	Options ▼ Reports ▼ Help ▼	 tst01.myeducation 	n.gov.bc.ca/aspen/addressParser.do?value1=6130%20Schmo
	Save X Cancel Auto-saved at 8:09 AM	Street address	6130 Schmodt Ave
Attendance	Demographics Addresses Alerts Citizenship Programs Permissions		
Conduct	Demographics Addresses Alerts Citizenship Programs Permissions	User validated	
Transcript	Physical Address	Address components	
transcript	Street address 🚱 6130 Schmodt Ave	Apt / Unit / Complex	
Assessments	RR Number / PO Box	Street number	6130 •••
Academics		Street prefix	
	City Prov PC Blackcreek, BC V4Z 3L8	Street name	Schmodt
Schedule		Street type	Ave
Membership	Proof of Address/Residence BCID V	Street post direction	
Transactions	District Online Learning School (DOLS)	Street pre direction	
Transactions	DOLS Exemption ?	Street pre direction	
Documents	DOLS Exempt Reason		Format CA Civic Address 2 V
At Risk			
	Save X Cancel Auto-saved at 8:09 AM	🗹 ОК 🛛 🗶 Cance	9
Snapshots		4	





Address Component	User enters
Apt/Unit/Complex	Only the number or letter of the apartment, unit or complex. Do not preface the letter or number with <i>Apt</i> , <i>Unit</i> , etc.
Street number	The street number of the building
Street prefix	Street prefix if there is one.
Street name	Name of the street, without the street type
Street type	Street type as per Canada Post abbreviation conventions. Example: Rd, St, etc.
Street post direction	Street direction that comes after the street name, if there is one. This value should be the abbreviated street direction. Example: Gordon St SE
Street pre direction	Street direction that comes before the street name, if there is one. This value should be the abbreviated street direction. Example: N Gordon St

The second set of fields will be for RR Number or PO Box.

Details	Options ▼ Reports ▼ Help ▼
Contacts	Save X Cancel Auto-saved at 8:09 AM
Attendance	
Conduct	Demographics Addresses Alerts Citizenship Programs Permissions Culture Buses Miscellaneous
Transcript	Physical Address Mailing Address
Assessments	Street address 🔮 6130 Schmodt Ave Q 🏟 Is identical
	RR Number / PO Box Street address ?
Academics	City Prov PC Blackcreek, BC V4Z 3L8 RR Number / PO Box
Schedule	Citu Prov PC Blacksreek BC W/Z 31 8
Membership	Proof of Address/Residence BCID
Transactions	District Online Learning School (DOLS)
Documents	DOLS Exemption 😧 🗌 RR Number / PO Box
	DOLS Exempt Reason
At Risk	Save X Cancel Auto-saved at 8:09 AM
Snapshots	4

Address component	User enters
RR Number/PO Box	 This field may contain: RR, PO BOX, LOT, CONC or GD information. When entering data, these fields should be entered in block caps as follows: RR PO BOX LOT CONC GD

The last set of fields in the address will be City, Province and Postal Code.



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Details	Options Reports Help	
Contacts		🔖 tst01.myeducation.gov.bc.ca/aspen/addressParser.do?value1=6130 Sch — 🛛 🛛 🗙
Attendance	Save X Cancel Auto-saved at 8:14 AM	tst01.myeducation.gov.bc.ca/aspen/addressParser.do?value1=6130%20Schmod
Conduct	Demographics Addresses Alerts Citizenship Programs Permissions	City Prov PC Blackcreek BC V4Z 3L8
Conduct		City Prov PC Blackcreek BC V4Z 3L8
Transcript	Physical Address	User validated
Assessments	Street address 🚱 6130 Schmodt Ave Q 1	Address components
7.55655116113	RR Number / PO Box	City Blackcreek 😶
Academics	City Prov PC Blackcreek, BC V4Z 3L8	State/province BC 👻
Schedule		Postal code V4Z 3L8
Membership	Proof of Address/Residence BCID	Format CA Munc., Prov. Postcr 🗸
Transactions	District Online Learning School (DOLS)	
	DOLS Exemption 😢 🗌	C OK X Cancel
Documents	DOLS Exempt Reason	< · · · · · · · · · · · · · · · · · · ·
At Risk	Save Cancel Auto-saved at 8:14 AM	
Snapshots	Auto-saved at 8:14 AM	

Address Component	User enters
City	Name of the city, town, etc.
Province	2-Digit Provincial code, i.e., BC or YK
Postal code	Postal code in Canada Post convention format A1A 1A1

5.1.2.2 Entering Addresses in MyEducation BC

- 1. Type the address into the fields given.
- 2. Click on the 🔲 icon at the end of the address field to open the validation window.
- 3. In the pop-up validation window:
 - a. Uncheck the User Validated checkbox.
 - b. Verify that the address components appear in the correct fields, by clicking the **Validate** button.

Street address	9179 Main Ave
User validated	
Address components	
Apt / Unit / Complex	
Street number	9179
Street prefix	
Street name	Main
Street type	Ave •
Street post direction	
Street pre direction	
	Format CA Civic Address 2
🕑 OK 🛛 🗶 Cancel	

4. If a validation warning is received on entering this window, verify the address components appear in the correct fields.





a. The **User validated** override checkbox may be used if the address does not validate correctly. This will open the address fields to be populated manually.

Street address	1361 Parker Drive Rd
User validated	
Address components	
Apt / Unit / Complex	
Street number	1361
Street prefix	
Street name	Parker Drive
Street type	Rd 🔻
Street post direction	
Street pre direction	
	Format CA Civic Address 2
☑ OK 🗶 Cancel	

- b. Type the address components into the appropriate fields.
- c. Press **Format** after entering components. Select the appropriate format for addresses with Apt/Unit/Complex numbers using the dropdown selection.
 - i. CA Civic Address 1 Apt/Unit/Complex number at the end (e.g. 2614 Koby Ave 26A)
 - ii. CA Civic Address 2 Apt/Unit/Complex number at the beginning with a dash (e.g. 26A-2614 Koby Ave)
- d. Click **OK**, then the **Save** button.

Note: The User validated checkbox should ONLY be used if the system validation fails on addresses entered correctly. Address discrepancies with exports and reports can occur with addresses validated with the *User validated* option.

Shared Addresses

If an address is already in MyEducation BC, attached to a sibling or contact, the address can be selected from the magnifying glass picklist. Autofill suggestions may appear as the address is typed. When selected, this will automatically populate the entire address *and identify it as a shared address between the student and the sibling or the selected contact.* Subsequent changes to this shared address will prompt the user to choose if they want to update the address for any or all records attached to the shared address.

Demographics	Addresses	Alerts	Citizenship	Programs	Permissions
Physical Address Street address		imble Lane			⊃ a

The "Shared Address" icon will then appear.

Street address 3	4606 Fernway Ave)	0)



5.1.3 Alerts

On the **Alerts** sub-top tab, there are three Alert categories. Student alerts are important bits of information about a student that are represented by an icon next to the student's name on student pages. These icons alert users to information they should know about a student. The information entered about each alert will be visible to any user who has Read access to the Alerts table in their Security Role. <u>Note:</u> Alert icons and associated text may be visible in the Portal to users with a Parent role.

Demographics Addresses Alerts Citizenship	Programs Permissions La	anguage & Buses Mise	cellaneous	
Legal				
SeqNo Description		Start	End	Disabled
	🧔 Student Alert - Internet Ex	plorer —	X	
	http://tst05.canadacentral	.cloudapp.azure.com/aspen/childDetail.	do?prefix=ALR&	🕂 Add 👘 Delete
Medical	The Eult view ravolites	ious nep		
SeqNo Description	Sequence number	0		Disabled
	Description			🛨 Add 🛛 🛍 Delete
Other				
SeqNo Description			~	Icon
Oeitik hgolopv xocl wsk	jubquut 134-5 End Date			
	Disabled			🕈 Add 🛛 💼 Delete
🖺 Save 🗶 Cancel	Ger OK ★ Cancel			

- Identify the category for the Alert (see category details below)
- Click the Add button below the category
- In the popup window enter a sequence number to sort the alerts within the category if applicable
- Enter the Description per district policy, this information will display to the user when the student Alert icon is clicked.
- Enter the start date
- Enter the end date
- Check 'Disabled' check box to disable the alert before the end date is reached
- Select the icon from the picklist for Other Alerts
- Click the OK button
- Click Save in the student details when the popup window closes







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5.1.3.1 Legal Alerts

Legal alerts are most often used for child custody, safety or legal issues surrounding the student's family situation. Some court documentation is typically on file at the school for these students. While the Legal Alert is active by date, the student PSR will display a checked Legal Alert box on the student PSR. A permanent inclusion record for the PSR can be created using the instructions in the *Inclusions* section of this guide

If the Legal Alert is active by date, the student PSR will display a checked Legal Alert box on the student PSR.

5.1.3.2 Medical Alerts

Medical alerts Can inform users about a student's <u>life-threatening</u> medical condition. While the life-threatening Medical Alert is active by date, the student PSR will display a checked Medical Alert box on the student PSR. A permanent inclusion record for the PSR can be created using the instructions in the *Inclusions* section of this guide. (Other health conditions that are not considered life-threatening will be stored in the *Other Alerts* category using *Health Alert*).

If the life-threatening Medical Alert is active by date, the student PSR will display a checked Medical Alert box on the student PSR.

5.1.3.3 Other Alerts

Other alerts can inform users about any other important information staff members should know about a student, such as *Health Alerts*, *Family Alerts, Information Alerts*.

The Health Alert is used for non-life-threatening medical conditions.

The *Family Alert* icon is most often used to note information on a student's family situation that is not related to safety or legal matters for that student.

The *Information Alert* would be used for any other informational alert that users may need to know about the student.

5.1.4 Citizenship

The **Citizenship** sub-top tab contains information about a student's *Country of Birth, Country of Citizenship* and corresponding *Citizenship code*. This page will also contain information for international students, such as *Length of Stay, Visa Status* and *Expiration Date*. Country of Citizen and Citizenship Code are used in 1701 and TRAX and should be filled in. The other fields are optional based on district practice.





Details	Options • Reports • Help •								
Contacts	Elsave WConcel								
Attendance	Demographics Addresses Allerts Citizenship Programs Permissions Language & Buses Miscellaneous								
Conduct									
Transcript	Country of Birth CAN Q Canada Length of stay								
Assessments	Country of Citizenship CAN Q Canada Citizenship Code Canadian Citizen V								
Academics	Lacestra in y cools Cellandari Cacett V Immigration Cools Cellandari Cacett V								
10000011100	Visa Status Q								
Schedule	reseral immigration IU								
Membership	Province Entry Date								
Transactions	Estime XCancel								
Documents									
At Risk									
Snapshots									

5.1.5 Children and Youth In Care and Youth Agreement

Children and Youth in Care (CYIC) and Youth Agreement (YAG) fields are available to aid administrators and district and school staff in ensuring the health, safety, and educational achievement of vulnerable children. In MyEducation BC, CYIC fields are in the Student Demographic information (Student top tab).

These fields are NOT visible in the Family or Student Portal.

5.1.5.1

District and School View > Student top tab > Details leaf > Demographics Sub top tab

Assessment Schedule Extracurriculars Global Tools Admin	s School Student Staff Attendance Conduct Grades Asse
	ent List :: 09 - Aartoplayer, Liankarmylla 🛛 🔮 📄 🛕
	Options • Reports • Help •
	cts
Language &	ance
prams Permissions Language & Buses Miscellaneous Culture	Demographics Addresses Alerts Citizenship Programs
	pript Pupi # 938542
	sments Number (PEN) 131165524
	migs Legal last name * Aartoplayer
	Legal first name * Liankarmylia
	Legal middle name Indu
	ership Suffix stons Usual last name Aartoplayer
	Usual frst name Liankarmylia
	Usual middle name Indu
	Gender*
	hots Gender Identity
	Date of birth (ddimm/yyyy) * 19/12/2006 Age 14
	Proof of Age • Birth Certificate •
	Home phone
	Number
	Student email pithenp@0ouninytok.dk8
	Agreement or Order 🖗 💽 🗸
	Deterrite Hannes - Deterrite Deservation
	Pre-transition
	Wendrawai Code
a <u>x</u>	Work phone Wash Thema Extension Daily of the status of

There are 3 fields available to record CYIC and YAG information:

- 1. Who has custody?
- 2. CYIC or YAG
- 3. Agreement or Order





5.1.5.2 Accessing CYIC and YAG Student Data

There are specific filters available in the District, School and Staff Views to identify and report on CYIC and YAG student records.

5.1.5.2.1 District and School View Filters

Administrators and school staff can filter a list of students at the district or school level who have data in either CYIC or YAG or Agreement or Order.

The CYIC or YAG Student filter is available in the District View, School View and Staff View.

District View > Student top tab > Filter = CYIC or YAG Students School View > Student top tab > Filter = CYIC or YAG Students Staff View > Student top tab > Filter = CYIC or YAG Students

Pages Di	strict St	tudent	Staff	Attendance	Conduct	Grades	Assess	ment			
Student Lis	t										
Details	Options	▼ Rep	orts 🔻	Help 👻 S	earch on Name						
Contacts	< 1:Aa	alghalya, F	Ralfdominil	Manage Filte							
Attendance	s	School > ID	Pupil #					Homeroo			
Conduct	6	225164	240193	All Primary S All Seconda				HR1			
Transcript	6	225163	224389		y oludonio			HR1			
Assessments	6	262013	938542	Former Stud	lents			A101			
710000011101110	6	262032	201737	Next Year St	Next Year Students 0						
Schedule	0	6299164	200826								
Membership	6	262004	216672	Active Remedy = ? 2 Designated students with Draft IEPs 13							
		262020	224968	EOVE Fut	wo VOG Elago	od to Gradu	ato	05			

5.1.5.2.2 Attendance Filters for CYIC and YAG Student Data

School View > Attendance top tab > Daily History side tab > Filter = CYIC or YAG Students recent attendance

Administrators and school staff can filter on attendance data to list and run the daily attendance report for any students in the school who have data in either CYIC or YAG or Agreement or Order.



Pages	Sci	School Student Staff Attendance Conduct Grades Assess								ment	s	
Daily Att	enda	ance	Histo	ry								
Daily Office	•	Optio	ns 🔻	Repo	orts 🔻	Help	▼ S	earch on Date	9			Ę
Daily Roster							Manage	e Filters			_	
Roster		✓ Recent Attendance										
Daily Batch		Date Student > Name All Records										
							CYIC o	r YAG students	recent atten	dance		
Daily History							COVID	Attendance af	ter 13-Mar-20)20		
Details							Current	Month				
							Current	Week				
Daily Summary			Current Year									
		Learning Group = ?										
Class Office		Today - Abs Unexcused										
Onice												
Class												

School View > Attendance top tab > Class office Select Filter = CYIC or YAG Students

Administrators and school staff can filter on attendance data to list and run the class attendance report for any students in that school who have data in either CYIC or YAG or Agreement or Order.

5.1.5.3 Viewing Student Data using the CYIC or YAG Field Set

```
District View > Student top tab > Field Set = CYIC or YAG
School View > Student top tab > Field Set = CYIC or YAG
Staff View > Student top tab > Field Set = CYIC or YAG
```

The Field Set is available in the District View, School View and Staff View and displays the following CYIC or YAG Student information: Custody, CYIC or YAG, and Agreement or Order. These columns of information are both mass updateable and list updateable under the Options menu.





5.1.6 General Student Programs

The **Membership** side tab **Programs** sub-side tab is where *General Student Programs* are assigned. If a student is assigned a program, it will be done here, and other users may view what programs a student is assigned to. A variety of BC templates are available for *General Student Programs*, the templates provide **program specific fields** that can be populated per district policy.

To assign a program to a student:

- Set the data dictionary unter to General Programs
- Options > Add to bring up the Student Program pop-up.
- Select the appropriate *template* for the program type (ELL, Ab Program, Career Program)
- Choose the *Program code* using a pick list.
- Assign the program *school*
- Enter the start date and end date (per district practice).

To modify existing general program assignments, click the blue, hyperlinked name of the program and update the information in the fields as required.

Programs are also visible on the Student > Details > Programs sub top tab. The second part of this Programs page is the **Years of ELL** section.

The Years of ELL is loaded by the Ministry of Education each year. It is recommended that districts not adjust the Ministry provided information in this field. Contact the Ministry of Education if there are concerns with the Years of ELL value loaded by the Ministry.

Considerations:

- Students with active Enterprise ELL Programs will display the ELL Alert icon
- District Created funded and non-funded ELL Programs can also be set up to display the ELL Alert icon (see District Setup guide for instructions)

5.1.6.1 School View > Student Top Tab > Options > Assign Student Programs

You can mass assign a Student Program to: Current selection, All, YOG or Homeroom

Assign Student Programs								
School								
Program	Q X							
Students to include	Current selection							
Search value								
Start date								
End date								
Active students only								
Run Cancel								



5.1.6.2 School View > Global Top Tab > Favorite Side Tab>Student Program Participation

Global Tables to view all students who have a Student Program. In this table you can sort by column headers, Modify list (Program, Prog Sch, Start, End), Mass Update (Start Date, End Date, Program Code).

Pages	Sch	ool Stu	lent Staff	Attendance	Conduct	Grades	Assess	nent	Schedule	Extracurr	iculars	Global	Tools	Admin						
Favorite	Table	es :: Stud	lent Progra	ım Participati	on											M	•	Q	►	M
Analytics		Options -	Reports -	Help 🗸	Search on Start	0	Te		a-z th	8										
Favorite List Audit Reco	rda	< 1:3/4	/2020 Q	♥ >]				c) of 1080 sele	cted 🥖								All Re	ecords
		🗌 Na	me	L	egalLast	Lega	alFirst	PEN	Pupil #	Grade	YOG	Program			ProgSch	Start 🕶	End		Prima	ry
Student										04	2028	Q				3/4/2020			Y	
Staff										03	2029	R				2/24/2020			Y	
Admin										04	2028	Q				1/24/2020			Y	
										02	2030	35 Aborig Otl	her Approved	Program	Alex Hope Elementary	1/16/2020			N	
System										07	2025	35 English as	a Second L	anguage	Alex Hope Elementary	1/6/2020	6/25	/2020	N	
Other										06	2026	35 ESL - Inte	mational		Alex Hope Elementary	1/6/2020	6/26	V2020	N	
All										04	2028	35 ESL - Inte	mational		Alex Hope Elementary	1/6/2020	6/26	/2020	N	
										07	2025	35 ESL - Inte	rnational		Alex Hope Elementary	1/6/2020	6/26	V2020	N	
										08	2028	35 ESL - Inte	mational		Alex Hope Elementary	1/6/2020	6/26	2020	N	

5.1.7 Student Services 1701 Designation Programs

The 1701 Designation is managed through the School View > Student top tab > Membership side tab > Programs and is restricted by an add-on security role.

To assign a 1701 Designation Program:

- School or District View > Student top tab > Select the Student > Membership side tab > Programs.
- Set the Dictionary Menu to **Student Designations** and the Field Set to **Default Fields** (Student Designations)

Pages Sch	ool Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Glo
Student List	:: 01 - Aalten,	, Chlose	.						
Details	Options -	Reports v	Help 🔻	Search on Pro	gram	9	a+z	16 8 10	
Contacts						0 0	of 0 s	dent Learning Groups	1
Attendance	Program				ProgSch			t Designations	
Conduct						No	mate _ Genera	I Program	
Transcript									
Assessments									
Academics									
Schedule									
Membership									
Enrollment									
Schools									
Programs Details									
Groups									
Extracurricular Programs									



- Options > Add
 - o Select the Student Designations template in the upper right corner

Options▼ Reports▼ Help ▼	Z
B Save ★ Cancel	Student Designation Template V
Student Designation* E Q Primary designation? Image: Comparison of the c	
Save X Cancel	

- Select the appropriate Designation from the pick list
- o If this is the **Primary Designation**, check the Primary designation check box
- Enter the Start Date
- End Date may be entered or may be left blank per district standards
- o Save
- School View>Global Top Tab>Favorite Side Tab>Student Program Participation to see all students program information.

Considerations

- Students with an active 1701 Designation Program will display an Other Alert identifying the student has a designation on file.
- Students may have multiple designation programs assigned, if they are applicable, but *only* the primary designation will populate the 1701 Designation field.
- The Primary Designation is identified by the Primary Designation check box in the Program Screen. Only one Designation may be the Primary Designation.
- When a new Primary Designation is created, the previous primary designation will automatically end date. The end date may be removed if applicable.

5.1.8 Update Designation/ELL Tallies

If a student's Primary Designation or ELL (ESL) program participation is added, deleted, or changed, there is a procedure to update the class composition.

When the procedure is run (or is scheduled to be run) at the District level, it will update all students and all course sections, given the parameters selected. This procedure is available in the following locations:

School view: Student > Select a student > Membership > Programs > Options > *Update Designation/ELL Tallies.*

District view: Student > Select a student > Membership > Programs > Options > Update Designation/ELL Tallies.





Tools > Jobs > Options > Add...>

- 1. Select a Tool = Procedure
- 2. Procedure = Update Designation/ELL Tallies
- 3. Input parameters > Select All Active Schools or an individual school

Build view

Workspace top tab > Master side tab > Options > Update Designation/ELL Tallies – Build > *Choose a Scenario.*

5.1.9 Permissions

The **Permission** sub-top tab indicates which permissions that parents, or guardians have given for student information. The fields that appear on this tab include **Send Email & Autodialer Calls, Release of Info/Photos Outside of District, Permission to Walk Home, Allow Internet Access, Field Trip Permission**, and **Release of info to PAC**.

These fields are strictly informational and do not have functionality outside of this page; if *Send Email* is set to "No", it will not remove the parent from the email list when emails are sent using bulk-send to all parents/contacts from the system.

5.1.10 Language & Culture

The **Language & Culture** top tab contains two sections. The left side indicates the language spoken in the home, which language the student uses most and the first language of the student. Home Language is used in 1701 reporting and should be filled.

The right side of the screen provides fields for Aboriginal Ancestry reporting, populate these fields as applicable for the student and per district policy.

- Aboriginal Ancestry provides a dropdown selection list
- Band of Origin the band the student originates from
- Band of Residence the band where the student currently resides
- Status Card Number freeform field

Band of Residence is the field used for Nominal Roll reporting, identifying where the student currently resides for educational reporting and funding purposes.





5.2 Student Contacts

MyEducation BC stores information about a student's contacts and related students. This data can be shared between other students, as can their addresses and other contact information. Updating existing contacts with different demographic information will change the existing Person Record across the province, do not update existing contact fields with information for a different person.

Parents/Guardians/Other Contacts

School or District view > Student top tab > Contacts side tab

The **Contacts** side tab lists the student contacts in a customizable field set. Click into the details of the record to make changes if required.

In the screenshot below, the outlined fields belong to this student contact *relationship*. Changes to the outlined fields are limited to this screen for this student only.

The remaining fields, including the address tab, is demographic information that belongs to the contact's **person record**. If the person record fields are changed, they will be changed for the person everywhere they appear in MyEducation. **Note:** Updating existing contacts with different demographic information will change the person's demographic information across the province, **Do Not** update existing contact records with information for a different person.

Alex Ho	ope Elei	menta	ary 201	9-202	20											School view		Robson, I	iridie 🔻	⊮ Log Off
Pages	School	Stu	Ident	Staff	Attendar	ice (Conduct Gra	ades Asses	sment	Schedule Extracu	rriculars	Global To	ols Admin							
Student	List :: 0	6 -	-	-		Ĺ	2											•	2	▶ ▶
Details	C	ptions •	Rep	orts 🔻	Help 🔻	Se	arch on Priority	9		aaz 1h 🖶										Ø
Contacts													0 of 3 selected 🥔							All Records
Contacts Details		D PI	nority 1	itie	Name		Туре	Relationship	LivesWith	Parent or Guardian?	PickUp?	Include on IEP	Address	HomePhone	WorkPhone	CellPhone	Email1	GradeMail	Login	
Related		1					Regular Contact	Mother	Y	γ	γ	Y					n 1wm4191j@i8q41.gpv	Y	gsapitula_	sc215032
Students		2						Father	Y	γ	γ	Y		1			8766st@ar6.c8o	γ	tchaaban,	sc620844
Attendance	•	3					Emergency	Friend	N	N	Y	N						N		
Conduct																				
Transcript																				
Assessmer	nts																			
Academics																				
Schedule																				
Membershi	P																			
Transaction	15																			
Documents																				





Pages Sci	nool Student St	taff Attendance Conduct Grades Assessm	ent Sch	edule Extracurrio	ulars Global	Tools Admin				
Student List	:: 11 - Aalizadeh, I	Mithran :: Minasyants, Arvinesh 📋 🛕								ia a Q 🕨 🕨
Details	Options - Report	s 🕶 🛛 Help 💌								0
Contacts	Save X Cance									BC Default Template
Contacts + Details		resses								BC Detault remptate
Related Students	Primary District	36		Receive grade mailing	0			Parental Auth or Guardian?		1
Attendance	Emergency priority	-		Receive conduct mailing	0			Contact can pick up?		
Conduct	Title Legal first name *	Arvinesh						Contact lives with student		
Transcript	Legal last name *	Minasyants Q		Receive email Include on IEP				Contact has family portal access		
Assessments	Suffix Usual first name	Arvinesh		Prevent Autodialing				Volunteer?	0	
Academics	Usual last name	Minasyants								
Schedule	Gender	Fv								J
Membership	Relationship	Mother V Regular Contact V								
Transactions	Shared Contact									
Documents	Home phone	604-091-6546				Work phone	604-834-9457			
At Risk	Cell phone	604-304-3545				Work Phone Extension				
Snapshots	International Phone #					Pager Number				
	Primary email Alternate email	c9kqhad@qoeamf.v0								
L										
	Language of Correspondence	~				Home Language	Punjabi	~		
	Speaks English	Nov								
	🔁 Save 🗙 Cance	a -								

Primary District field has been introduced on this template. This will facilitate the school users to identify the ownership of the student contact before updating it. Contacts are sorted by Emergency Priority. Each contact requires a different number to print correctly on student information reports and exports as well as requiring specific contact type and/or checkboxes selected. The MyEducation Standards Manual provides a complete listing of Contact Related Standards including assigning Emergency Priority.

5.2.1.1 Add a Contact That Already Exists in MyEducation BC

Select the contact through the picklist to avoid creating duplicate person records. Each contact record should identify a single person. Click the magnifying glass at the end of the surname when inputting a new contact and it will attempt to match the surname or next closest surname. If the contact cannot be located see the section for *Adding a New Contact in MyEducation BC*.

There are three filter options in Selection Type:

- Related Contacts a list of contacts connected to a related student (if available)
- All Contacts a list of contacts in the district
- All People a list of contacts, staff and students in the district

If there are multiple people with the same first and last name, match the person using the physical address.





.egal	first name				Email			
.egal	ast name robs	on			Contact phone			
0	All People 🔿 All Co	ntacts	Contacts					
_								Clear Search
								6 records 🥖
	LegalLast	LegalFirst	PhysAdrs > StreetAddress	HomeP	hone	WorkPhone	Email1	Email2
0	Dewat	Ryanedward						
0	Clegghatter	Yuang		778-759	9-1440			
0	Devani	Madesyn	1915 c/o Sheil Reid St	604-649	9-3310			
	Nordahl	Thushan	1915 c/o Sheil Reid St	778-404	4-9300		10xfxmubsvoj0s4d@5bp45.28g	
0	Triff	Sei	1915 c/o Sheil Reid St	604-690	0-7353		qfwt1j0@4seaw.f2h	
0	Trowski	Khauner		778-995	5-5909			

Once a contact is shared, the Shared Contact icon will appear at the end of the surname.

General	Add	resses
Primary District		23
Emergency prior	ity	þ
Title		
Legal first name	*	Noahjas
Legal last name	*	Abascal
Suffix		~

When a shared contact is selected the existing person demographic fields will auto-populate. Demographic fields for a contact include *Title*, *Legal first* and *Legal last name*, *Suffix*, *Usual first* and *Usual last* name, *gender*, *Home (or primary) phone number*, *Cell phone, email addresses*, *place of employment, Work phone and extension, pager* and *addresses* on the address tab.

The Address sub-top tab will indicate if the contact has a shared address. This may not mean that the contact has the same address as the student; the contact could have a shared address with another student or another contact that they are attached to.

General	Addresses			
Physical Address				
Street address	4606 F	ernway Ave) c
RR Number / PC	Box)
City Prov PC	Bamfiel	ldi, BC V4Z 2L6		





5.2.1.2 Add a New Contact in MyEducation BC

Before adding a new contact, please refer to district policy on creating new records. To add a contact that has never existed in MyEducation BC, go to the **Contacts** side tab, click **Add** from the **Options** menu:

In the New Contact page, enter the demographic information for that contact.

Demographic fields for a contact include *Title*, *Legal first* and *Legal last name*, *Suffix*, *Usual first* and *Usual last* name, *gender*, *Home (or primary) phone number*, *Cell phone, email addresses*, *place of employment, Work phone and extension, pager* and *addresses* on the address tab.

Fields in the context of the relationship to the student include *Emergency Priority*, *Relationship*, *Type of contact*, the contact's *Language details*, and several check boxes, some with system functionality and others for information only:

- Parental Authority or Guardian used with BC demographic reports
- Contact can pick up information only
- Contact lives with student information only
- Contact has family portal access used with Portal account creation
- Volunteer information only
- Receive grade mailing used with staff view email functions
- Receive conduct mailing information only
- *Receive other mailing* information only
- Receive email used with email functions
- Include on IEP used with IEP report
- Prevent Autodialing used with BC AutoDialer export

Pages Sci	ool Student S	taff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin					
Student List	: KF - Abdulzahn	nan, Pamelajoyce :: Nordahl, Isabellamay 🛕					
Details	Options • Report	fsv Sielp v					
Contacts	Store Marcel						
Contacts - Detaile		dresans					
Related	Emergency priority		Receive grade mailing	2		Parental Auth or Guardian?	8
Attendance	Title		Receive conduct mailing	2		Contact can pick up?	2
Conduct	Legal first name *	Thushan Q. T	Receive other mailing			Contact lives with student	2
Transcript	Suffix		Receive email Include on IEP	2		Contact has family portal access	2
Assessments	Usual first name	Isabelarray	Prevent Autodialing	8		Volunteer?	
Academica	Usual last name Gender	Nordali					
Schedule	Relationship	Mother V					
Membership	Туре	Regular Contact 🛩					
Transactions	Shared Contact	Information					
Documents	Home phone Call phone	778-404-6000			Work phone		
At Rink	International Phone #				Pager Number		
Snepshots	Primary email	10xtmubsvoj0x46@50p40.28g					
	Alternate email						
	Language of Correspondence	v			Home Language		
	Speaks English						
	Slave Reason						

Enter or select the address on the **Addresses** sub-top tab.

If the contact address is the same address as the student, *connect* this address with the student's address. Autofill suggestions may appear when enough of the address is typed to





trigger a match in the system. Clicking the autofill suggestion will fill in the rest of the fields and display a "Shared Address" icon when saved:

Details Contacts Contacts • Details	Coloury Reports Heap Y 2000 RContol Accessed of VCIPD Control Advesses		
Related Students	Physical Address	Mailing Address	
Attendance	Street address 9 1915 ols Shell Reid St. Q	Is identical	R
Attendance	RR Nurber /PO	Street address 😐	1915 olo Sheil Reid St
Conduct	City Prov PC VULCAN, BC VIZ 6L8	RR Number / PO Box	
Transcript		City Prov PC	VULCAN, BC V82 6L8
Assessments			
Academics			
Schedule	Mensional Address		
Membership			
Transactions	Eleve XCover Advanced #1:01PM		
Documents			
At Risk			
Snapshots			

Clicking the magnifying glass at the end of the *Street address* field will bring up a pop-up with a list of addresses that match the entered address, and an "owner" field indicating who lives there. If none appear, the address may exist differently in the system. Selecting one and clicking OK will autofill all fields and display the "Shared Address" icon.

Physical Address		
Street address 😯	3887 MacDonald Loop Ave	
RR Number / PO Box		····
City Prov PC	0Victoria, BC V4Z 5L3	

If the contact does not have a shared address with another person in the system, simply fill out the remaining fields and click the **Save** button. There will be a "Not-Shared Address" icon displayed at the end of the *Street address* field:

Physical Address]
Street address 📀	5311 Thimble Lane	🗋 🗔 🔍
RR Number / PO Box		
City Prov PC	Kelowna BC V1W 4T9	•

5.2.1.3 Delete a Contact

If a contact is no longer applicable to the student, the contact can be deleted, this will remove the connection to the student.

Once deleted, the record for the contact will still be available to select for another student in the pick list as shown in the Section– Adding a Contact That Already Exists in MyEducation BC.

To delete a contact, check the box beside their name in the **Contacts** side tab, and then select **Delete** from the **Options** menu.





5.2.2 Related Students

This screen displays the *relationship* between students. The student relationships must display both sides of the relationship to function correctly on reports and searches: Student A must connect to Student B, and then Student B will connect to Student A.

Related students with a two-way connection will print on the Student Information Verification form in the Sibling Information area.

When a student is enrolled through the registration wizard as a sibling (see the Section – *Registering related students*), the relationship from one student to another will appear in the **Contacts** side tab > **Related Students** sub-side tab. Related students can also be added from this location.

5.2.2.1 Create a related student record for two students in the system

Student top tab > select the student A > Contacts side tab > Related Students sub-side tab > Options > Add.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurricu
Student	List :: 04	- Olivares	aedo,	Shylie 🐴					
Details	Opt	ions 🔻 🛛 Re	eports 🔻	Help 🔻	Search on Nam	e C	V 70 I	a-z I	L 8
Contacts								0 of 2	selected Ø
Contacts		Related St	tudent Nar	ne					
Related Students Details		Kreitner, Li	ngzhou						
Details		Kreitner, Li	ngzhou						
Attendance	•								
Conduct									
Transcript									

In the New Related Student screen select the related student from the Name picklist then click OK in the popup. Assign the relationship (Sibling is the recommended relationship) from the dropdown list and click Save.

This step also must be done in the Student B demographic screen. When connected in both directions, the sibling relationship will appear twice.

Without this relationship you will not see the information on Student Information Verification report.





			pe Elementar				Page 2 of 2
			mation Verif	icat	ion		July 8, 202
	Pupil No.: 2291315	Ho	meroom: Div 04		Teacher: Bu	undt, Z	
EMERGENCY CONTACT	INFORMATION (contacted	if parent	s can't be read	hed,	listed in the o	rder they are to b	e called)
Emergency Contact 1	Chernochan, Deasia		Home phone			Work Phone	
			Cell Phone	7	78-326-9028	Relationship	Friend
Emergency Contact 2	Moalim, Erenmetin		Home phone	6	04-480-3087	Work Phone	778-918-9464
			Cell Phone 604-001-0896		Relationship	AgencyRep	
Emergency Contact 3			Home phone			Work Phone	
			Cell Phone			Relationship	
Out of district contact			Home phone			Phone	
			Cell Phone			Relationship	
SIBLING INFORMATION	I						
Legal Last Name	Aaboe	9	Male	X	Birthdate	01	Jul-2012
Legal First Name	Volker	_	Female		Relationship		Sibling
Legal Last Name		Gender	Male		Birthdate		
Legal First Name		_	Female		Relationship		
Legal Last Name		Gender	Male	Π	Birthdate		
Legal First Name		_	Female		Relationship		
Legal Last Name		Gender			Birthdate		
Legal First Name		_	Female		Relationship		
Legal Last Name		Gender	Male		Birthdate		

The Name picklist popup contains a list of students in the district with an enrollment status of Active. Students with a Pre-Reg status can have related students added when they become Active.

Details	Options ▼ Reports ▼ Help ▼
Contacts	Bave ★Cancel
Contacts	
Related Students , Details	Name Aaboe, Volker Q Relationship Brother Half Brother Half Sister
Attendance	Egsave Acareer Hain Issein Lives with Other Relationship Other Relative
Conduct	Relative Sibling Sister
Transcript	Stepbrother Stepbrother
Assessments	
Academics	

Note: Two students who are not in the same district can be connected as related students, this can be done by the Fujitsu Service Desk at the Enterprise level.

5.2.2.2 Delete a related student

To delete a relationship between two students, click into the details of the record then use **Options > Delete**. Or check the checkbox next to the record in the field set and use Options > Delete.

Details	Options
Contacts	Add 🗙 Cancel
Contacts	Delete
	Magora, Barbgerald Q
Related Students	Relationship Other Relationship
Attendance	🖺 Save 🗶 Cancel





5.3 Primary Program of Study

Programs of Study do not automatically populate in MyEducation BC, they are required for TRAX and the Graduation Reports. This field can be populated as part of the registration process. Refer to Graduation Reports Documentation for more information on Programs of Study.

5.3.1 Add a Program of Study to an Individual Student

School > Student > Transcript > Programs of Study

- 1. In the **Options** menu, select **Add**. A new window appears to enter the graduation program information.
- 2. Click the \bigcirc to open the *Graduation Program Pick List* window.

			8 records 🧔
	Name	Credit	Description
0	2004 - Graduation Program	80.0	2004 Graduation Program
0	2018 - Graduation Program	80.0	2018 - Graduation Program
0	2023 - Cornouiller Diploma	80.0	The 2023 Diplôme de fin d'études secondaires en Co
0	2023 - Dogwood and Cornouiller Diploma	92.0	Students enrolled in Programme francophone on the
0	2023 - EN English Grad Program	80.0	The B.C. Certificate of Graduation or "Dogwoo
0	2023 - FI French Immersion Grad Program	92.0	French Immersion students on the 2023 B.C. Graduat
0	Adult Graduation Program	20.0	The B.C. Adult Graduation Diploma program, also kn
0	School Completion Certificate Program	0.0	SCCP is only for students with Inclusive Education

- 3. Click the radio button to select the appropriate graduation program in the list.
- 4. Click **OK** to close the pop-up window. The selected program will now appear in the **Name** field. The **Total credit**, **Diploma type**, and **Description** fields will auto-populate.
- 5. Check the box for **Primary program study.**
- 6. Click Save.



c	0
FU	ITSU

GraduationRequirement > Co	de	GraduationRequirement > Unit	GraduationRequirement > Type	Gradu
Requirement Waivers				
Is primary?				
Program Studies > Description				
	The B.C. Cer	tificate of Graduation or "Dogwood Diploma"	program.	
Program Studies > Diploma type	Dogwood Diplo	oma		
Program Studies > Total credit	80.0			
Program Studies > Name	2023 - EN Eng	glish Grad Program	Q X	
Options ▼ Reports ▼ H	Help 🔻			

5.3.2 Add a Program of Study to Multiple Students Without a Program of Study

This will add a Program of Study to students that currently do not have a Program of Study. It will not change a Program of Study if a student already has one assigned.

- 1. School view, Student top tab
- 2. Options, Program of Study Creator Primary
- 3. Select the Program of Study to assign from the Pick List
- 4. Select the group of students from the drop down selection
- 5. Check or uncheck the 'Active Students Only' checkbox as appropriate
- 6. Set the Start and End Grade if you want to limit the process to specific grade levels

5.3.3 Locating Students in a Specific Program of Study Using Filter

For a list of students in a particular program of study, use the "*Program of Study* = ?" filter and in the pop-up choose the program of study and what the search is based on.

Search criteria		
Name	~	
Search based on	2004 - Graduation Program 2018 - Graduation Program 2023 - Cornouiller Diploma 2023 - Dogwood and Cornouiller Diploma 2023 - EN English Grad Program 2023 - FI French Immersion Grad Program Adult Graduation Program School Completion Certificate Program	•





5.3.4 Add or Change a Program of Study for Multiple Students

In the School view, click the Global top tab.

- 7. Click the **Favorite** side tab.
- 8. Click the blue hyperlink on the Graduation Student Program table.
- 9. Update student graduation program values using modify list or mass update functions.

5.4 Updating Diploma/SCCP Granted Dates

Diploma/SCCP met dates may be updated prior to **End of Year Rollover (EOYR)** to confirm students who are graduating. It may also be necessary to update *Diploma met* dates for students who did not meet graduation requirements before EOYR, but have completed summer school courses to complete their programs.

5.4.1 Enter Diploma/SCCP Granted Date for an Individual Student

- 1. In the **School** view, click the **Student** top tab.
- 2. Click the **Details** sub-side tab and select the **Demographics** sub-top tab.
- 3. Use the date selector icon or type in the *Diploma Granted Date* that reflects the effective date on which the student fulfilled graduation requirements.

5.4.2 Enter Diploma/SCCP Granted Date for Multiple Students

- 1. In the **School** view, click the **Global** top tab.
- 2. Click the **Student** side tab.
- 3. Click the blue hyperlink on the **Student** table.
- 4. Select the field set called **Diploma Granted**.
- 5. Update Diploma granted date values using Modify List or Mass Update functions.

Or, use the Pre transition field set as outlined in the EOYR reference guide.

Note: If using Mass Update, ensure that the only students in the list are ones intended to update. There is no way to mass update date fields back to a blank value.





5.5 Inclusions

Inclusions will appear on the Permanent Student Record (PSR) report.

If the Grade sub level = HS then the inclusion section will display Homeschooled under the Student Record Inclusion on the Permanent Student Record.

If you have included an end date, and the end date is expired, a procedure needs to run in order to find the records and act on the date. It is not real time. There will be a nightly procedure in prod that will do this.

To enter an inclusion for a student:

- 1. In the **School** view, click on the **Student** top tab.
- 2. Find the student requiring an inclusion record and check the box beside their name.
- 3. Click the **Transactions** side tab.
- 4. Click the Inclusions sub-side tab.
- 5. In the **Options** menu, select **Add**.
- 6. The New Inclusion page opens:

Options • Reports • Help •			
🖺 Save 🗶 Cancel	🖺 Save 🗶 Cancel		
Inclusion date *	19/05/2022		
Expiry Date			
Inclusion type	Inclusion 01		
School year *	[2022]Q		
	Inclusion PSR Comment		
PSR Comment			
🖺 Save 🗶 Cancel			

- a. In the *Inclusion date* field, type or use the calendar icon to select the effective date of the inclusion.
- b. In the *Expiry Date* field, type or use the calendar icon to select the expiry date of the inclusion if applicable.
- c. In the *Inclusion type* field, indicate the type of inclusion being recorded, this field is read only and will auto fill with the word: Inclusion. To update the Inclusion Type you can use Modify List in Student TT > Transactions ST > Inclusions SST. The type **must be contain the word: Inclusion** and then the number sequence





(01, 02, 03). The word Inclusion and the sequence number will determine if and in what order the inclusion prints on the PSR.

- d. In the *School year* field, use the ^Q icon to select the year for the inclusion to be recorded. The list of values is sorted in descending order with the latest school year listed first.
- e. Use the PSR Comment field to record the necessary information.
- 7. Click Save.

If the Legal Alert is active by date, the student PSR will display a checked Legal Alert box on the student PSR.

If the life-threatening Medical Alert is active by date, the student PSR will display a checked Medical Alert box on the student PSR.

Note: Guidelines on *Student Record Inclusions* for the **Student Permanent Record** can be found on the Ministry of Education website at as per the Ministry of Education instructions at http://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm





5.6 Import Documents

The school level procedure to Import the same document to all school students has been enhanced. The name of the procedure has been changed to "Import Document to All Students", and a new specific security role titled "Import Students Documents" has been created to control access to the functionality. This has been done to improve security and clarity for the "Import Students Documents" functionality.

5.6.1 Import Documents for All Students

New Add-On Role needed for this Procedure:

Import Students Documents

To import a document for a group of students:

- 1. Log on to School view.
- 2. Click the **Student** top tab.
- 3. Search for and select the students that you want to associate with the document. Or, you can select them from the pop-up in the next step.
- 4. Select **Options > Imports > Import Document To All Students**. The following pop-up appears.

Import Document to All	Students
School	100 Mile House Elementary
Students to include	Current selection 🗸
Search value	
	Please note: Depending upon the size of the file, this action might take longer than expected
File	Choose File No file chosen
Run X Cancel	

5. Use the following table to enter information in the fields:

Field	Description
School	School name will be filled in.
Students to include	Current celection appears. Click the drop-down to select All students or students by their YOG or Homeroom .
	NOTE: If you select students from the list and then specify YOG or Homeroom here, the document will be attached to all students that meet the YOG or Homeroom criteria (not just those selected from the student list).





	If you selected YOG or Homeroom at Students to include, enter the YOG or homeroom here.
File	Click Browse and then select the file to associate with the students.

6. Click Run. The import might take some time for a large file and / or number of students. When it is done, a pop-up displays the umber of records that were matched, updated, inserted and/or skipped.

5.6.2 Add Document to a Student

You can attach files such as Microsoft Word and Excel documents to student records. These files are easy to retrieve and view.

To attach a file to a student:

- **1.** Log on to school view.
- 2. Select the student and click the **Documents** side tab.
- 3. On the documents side tab, click **Documents**.
- 4. Select Options > Add. The new Document page appears.

Details	Options ▼ Reports ▼ Help ▼
Contacts	🖺 Save 🗶 Cancel
Attendance	Name *
Conduct	Type
Transcript	Document *
Assessments	Filename
Academics	Format
Schedule	🖺 Save 🗶 Cancel
Membership	
Transactions	
Documents	
Journal	
Documents Details	

- 5. Enter the information in the fields and import the document.
- 6. Click Save.
- 7. To view the document, Click the **Documents** side ab.
- 8. Click the name of the document you want to view.
- 9. Click Download.





6.0 Withdrawing Students

The **Withdraw Student Wizard** presents options based on the student status within the school. Using the Withdraw Student Wizard with secondary students is advised for accuracy in the student enrolment records. Students should be removed from Groups, Snapshots and Homerooms prior to withdrawing. Students can move schools during EOYR by entering the new school in the Next School field, see the End of Year Rollover guide for more information.

When the Withdraw Wizard is used to withdraw a student, the following information is removed from or updated in specific fields in the student record:

- Counsellor (removed)
- Homeroom (removed)
- Locker (removed)
- Next School (removed)
- End Date Current Year Programs (updated with the Withdraw date)
 - Applies only to programs in the student's Primary Active school
- Future Dated Attendance records will be deleted from the Primary Active School
- Student is removed from Group membership
- Student is removed from Snapshots

6.1 Withdraw Student Wizard

The Withdraw Wizard is used for individual students:

- Individual students with an **Active** status who are **Primary** to the school.
- Individual students with an Active no Primary status that are Secondary to the school.
- Individual students with and Active status who are Secondary to the school

6.1.1 Students With an Active Status Who Are Primary to the School

In School view > Student top tab

- Select the student
- Options > Registration > Withdraw Student
- (if the student was not selected prior to opening the wizard)
 - Withdraw student that is: Primary
 - Name select the student from the picklist
- Date Enter the date of withdrawal
- **Code** select from the pick list





- Reason Optional, use per district practices
- Status Select the correct status from the picklist
 - Withdrawn primary student with no open secondary school associations
 - Active no Primary primary student no longer active in this school, with open secondary school associations *and* it has been determined this school will remain the school of record with the Ministry of Education for TRAX.
 - Graduate primary student that has satisfied graduation requirements and has completed schooling
 - Disable related user accounts select if the student user account is to be disabled. Before selecting this option be sure to check with secondary schools to determine whether to disable portal accounts.
 - Create former school association select if the school wants the ability to view, print report cards, PSR or other reports and edit course related information after withdrawal. The student will be visible when using the Former Student filter. A former school association will remain until the end of the current school year.
 - **PSR grade** Mandatory Field Select the PSR grade that will show as the exit grade on the Permanent Student Record in the Record of Schooling section.
- Click Ok

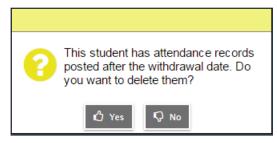
Withdraw Student		
Name	Adefolaju, Seyedehfatemeh	
Current Primary School	A E Perry Elementary	
Date *	28/02/2024	
Code *	Admin Transfer Out	Q
Reason		Q
Status *	Withdrawn 🗸	
Disable related user accounts		
Create former school association		
PSR Grade * 02 🗸)	





Exceptions:

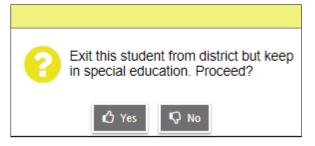
If the student has attendance records recorded after the withdraw date there will be a pop-up asking if the records should be deleted. Select yes to delete or no to leave the records and adjust them manually after the withdrawal.



If the student has open secondary school associations, the wizard will set the Status to Active no Primary and give a message that the status cannot be adjusted due to open secondary school associations. Active no Primary means the student is no longer active in the school, but this school will remain the school of record with the Ministry of Education for TRAX. If Active no Primary will not be the appropriate status for the student, contact the secondary school to determine if the student should be withdrawn from the school and registered as a primary student in the school where courses are active.

The student's enrollmen enrollments.	t status cannot be adjusted because the student has one or more active cross
Name	Beryar, Jaimus
Current Primary School	Advance (ACSS)
Date *	7/7/2020
Code	Q
Reason	Q.
Status *	Active No Primary 🗸
Disable related user accounts	
Create former school association	Ø
PSR Grade *	

If the 'Keep student in special education' option is selected, a confirmation pop-up displays:



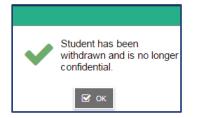
If the student is moving out of District, select No (per BC Standards) and return to the wizard to remove the selection. See District policy for students remaining in the District.



Sometimes a student has special circumstances and is marked confidential to hide their demographic information from other schools in the district and province. See the MyEducation BC Standards Manual for details. Withdrawing a student marked confidential presents the following pop-up:

1		
	Note: This student is currently marked as Confidential. Withdrawing the student will remove the Confidential status. Please select 'Cancel' if you wish to return to previous screen.	

Proceeding with the withdrawal will present a confirmation:



If the student is cross enrolled to another school, the student will remain confidential at that school.



6.1.2 Students With an Active No Primary Status that are Secondary to the School.

Using the withdraw student wizard for students secondary to the school that have a status of **Active no Primary** will allow the student enrollment details to complete with the correct final withdrawal reason.

Confirm the student is secondary to the school and has a status of Active no Primary.

Check the School > Student > Membership > Enrollment and view the withdraw code from the primary school.

	-		2019-2020								School view 👻	A Select school	Robson, Bridle 🕶	B Log Off
Pages S	shool s	itudent	Staff Attendanc	ce Conduct Grades As	sessment Schedule	Extracurriculars	Global Tools	Admin						
Student Lis	t :: 12 -	-	48	ē×4									⊴ ⊴ <u>2</u>	► ►
Details	Optic	ns v R	eports 👻 🛛 Help 👻	Search on Date	70 11 22 1									Ø
Contacts							C ol	17 selected 🤞	9					AV Records
Attendance	Alderg	grove Comr	nunity Secondary - E	Enrollment status: Active No Prima	ry - Year of graduation: 202	10								
Conduct		Type	Date	Code	Reason	Status	EnrStatus		YOG	School > Name	Admission Sta	atus Code	PSR Grad	de
Transcript		w	1/24/2020	Graduated - Dogwood		Active No Primary	Active No P	rimary	2020	Aldergrove Community Secondary			12	
		Y	8/11/2019		Repeat	Active	Active No P	rimary	2020	Aldergrove Community Secondary			12	
Assessments		Y	5/29/2019			Active	Active No P	timary	2019	Aldergrove Community Secondary				
Academics		Y	5/17/2019			Active	Active No P	nimary	2020	Aldergrove Community Secondary				
Schedule		E	1/24/2019	Public School InDs	School Choice	Active	Active No P	rimary	2019	Aldergrove Community Secondary			12	
Membership		w	1/24/2019	Publ School In Dist		Active	Active No P	rimary	2010	Langley Education Centre				
		C	9/19/2018	Returning Graduate	Personal	Adize	Active No P	timary	2019	Langley Education Centre			12	
Enrollment Details		w	9/19/2018	Graduated - Dogwood		Active No Primary	Active No P	rimary	2019	Langley Secondary			12	
Schools		w	9/18/2018	Graduated - Dogwood			Active No P	rimary	2019	Langley Education Centre			12	
	🗆	Y	8/11/2018		Repeat	Adive	Active No P	timary	2019	Langley Secondary			12	
Programs		E	8/24/2014	Public School OutDs		Active	Active No P	himary	2018	Langley Secondary	BC Home Sch	tool in BCeSIS	09	
Groups		w	9/24/2014	Publ School, Out Dist		Withdrawn	Active No P	rimary	2018	Summit Learning Centre			09	
Extracurricular		E	3/6/2014	Public School OutDs		Withdrawn	Active No P	rimary	2018	Summit Learning Centre			03	

In School view > Student top tab

- Select the student
- Options > Registration > Withdraw Student
- (if the student was not selected prior to opening the wizard)
 - Withdraw student that is: Secondary
 - **Name** select the student from the picklist

The wizard will return a message: 'This is the student's last active cross-enrollment record. Select the appropriate withdrawal status and indicate if related user accounts should be disabled.'

- **Date** Enter the date of withdrawal
- **Code** select from the pick list
- **Reason** Optional, use per district practices
- **Status** Select the correct status from the picklist based on the withdrawal record of the primary school. Contact the school if further information is needed.
 - Withdrawn student has withdrawn from school
 - Graduate student that has satisfied graduation requirements and has completed schooling





- Disable related user accounts select if the student user account should be disabled
- PSR grade Leave blank. Not applicable to a secondary association
- Click Ok

Withdraw Student	Withdraw Student				
Withdraw student that i	Withdraw student that is: Secondary V				
This is the student's last active accounts should be disabled.	e cross-enrollment record. Select the appropriate withdrawal status and indicate if related user				
Name	Barneytrevino, JustinmarcelQ				
Current Primary School	New Westminster Secondary School				
Date *	10/05/2024				
Status *	Graduate 🗸				
Disable related user accounts					
PSR Grade *	•				
Cok X Cancel					

The Student > Membership > Enrollment tab will show the primary school withdraw record and the reason of Graduate or Withdrawn depending on the status chosen.

6.1.3 Students with an Active Status that are Secondary to the School.

In School view > Student top tab

- Select the student
- Options > Registration > Withdraw Student
- (if the student was not selected prior to opening the wizard)
 - Withdraw student that is: Secondary
 - Name select the student from the picklist

The wizard will return a message: 'The student's enrollment status cannot be adjusted due to one or more active enrollments.'

- **Date** The current date will be entered
- Status will not be able to change, it will remain the status at the primary school
- **PSR grade** Leave blank. Not applicable to a secondary association
- Click Ok

The secondary association will be end dated using the current date.





6.2 Withdraw Students over EOYR

Students can be withdrawn, or withdrawn and transferred to a new school over EOYR using settings in the Pre transition field set. Please see the End of Year Rollover Guide for details.

6.3 Withdrawn Students and Archiving

Students that are inactive (withdrawn) for more than four years and that are over six years of age are eligible for archive. The annual archive process moves eligible student records from Production into the Archive environment. The student may be retrieved from the Archive environment and returned to Production through an overnight process similar to the PEN request. There are a few items to consider that relate to the Archive process.

- Once a Student is archived:
 - Students cannot be removed from a shared address until they are retrieved from archive.
 - Shared contact information will be updated if the student is retrieved.
 - The students' addresses in District > Addresses may appear to be orphaned (no associated person connected to them). If these records are deleted, when the student is retrieved, they won't have an address.
 - The students' contacts in District > Contacts may appear to be orphaned (no associated student connected to them). If these records are deleted, when the student is retrieved, they won't have this contact.
- The shared contact icon still displays with non-archived students. When a user clicks on a shared contact icon, however, it will indicate that the contact is unshared (since the student is archived).
- Students should be removed from Groups and Snapshots prior to archiving, ideally at the time of Withdraw process. Students that were not removed from groups and snapshots prior to being archived can be removed after retrieval.
- User accounts remain intact through archive. Accounts can be managed according to District policy, e.g., disabled, by selecting the option through the Withdraw wizard.





7.0 Security Roles

There are several baseline Security Roles that have the ability to enroll, cross enroll and withdraw students:

- Clerical School Admin Assistant
- Clerical SIS Admin
- Clerical SIS Clerk
- District Support (Level 1)
- Registrar
- School Administrator

District Support (level 1) and Registrar also have the ability to perform a *Home School Transfer*, see more in the *Home School Transfer Section 4.2* in this document.

7.1 District Registrar

In order for the Centralized registrar to be able to access all schools they will be associated to all schools in the district and have an enabled User Account created for them with one of the baseline security roles above.

Refer to Maintaining Secondary School associations for staff in the Security Management document for steps on how to associate a staff member with all schools (or a group of schools) within the School District.

Students are registered in the school view. A district user selects the School View, then the school from the picklist in the Select School menu item:

7.2 School Registrar

Registration duties at a School are done from the Student top tab. Enroll, Withdraw, Transfer, Cross-Enroll, Change Enrollment Status or Change Year of Graduation (YOG) are all found on the Student top tab.

Security Roles for a School-level person can be any of the baseline roles at the beginning of the section.





Appendix A: Enrollment Reports

Enrollment Activity

School view > School top tab > Reports menu > Enrollment Activity report School or District view > Student top tab > Reports menu > Enrollment Activity report

The **Enrollment Activity** report shows *Enrollments*, *Withdrawals*, *Status changes* and *YOG changes* between defined dates within a school year. The user can choose to sort the results by *Date*, *Name*, *YOG*, *School* (if done by District) and *Type* (i.e., display all Enrollments first, then all Status Changes, etc.).

The final report displays all of the sort fields, as well as any *Code* and/or *Reason* that may be entered when the enrollments were done.

Enrollment Types:	
E=Enrolled	
W=Withdrawn	
S=Status Change (i.e., PreReg to Active)	
Y =Year Of Graduation change (change to a student grade level)	

Enrollment Breakdown

Enrollment Breakdown	
Organization	Arrow Lakes
School	All Active Schools
Date	17/09/2024
Next Year School	
Calculate totals by	Q
Organize totals by	Grade level 🗸
Break totals by gender	
Active students only	
	If checked, it excludes Students who are Active No Primary and Displays Primary Active Students Only.
Include secondary students	
	If checked, includes Students who are Cross Enrolled.
Display selected parameters on report	
	If checked, prints the user selections on the report.
Format	Adobe Acrobat (PDF)
Run X Cancel	

School view > School top tab > Reports menu > Enrollment Breakdown report District view > District top tab > Reports menu > Enrollment Breakdown report District view > District top tab > Schools side tab > Reports menu > Enrollment Breakdown report





The **Enrollment Breakdown** report will produce a report that provides the breakdown of students in a school or district. The report will run from the beginning of the school year until the date specified, and then calculate by a selected field on the **Student** table.

• See below for selections. Enrollment Breakdown and Enrollment Breakdown for All Schools Report have the same choices

Enrollment Breakdown for	All Schools 📑
Date	17/09/2024
Next Year School	
Calculate totals by	Q
Organize totals by	Grade level 🗸
Break totals by gender	
Active students only	
	If checked, it excludes Students who are Active No Primary and Displays Primary Active Students Only.
Include secondary students	
	If checked, includes Students who are Cross Enrolled.
Display selected parameters on report	
	If checked, prints the user selections on the report.
Format	Adobe Acrobat (PDF)
Run X Cancel	

Enrollment Breakdown for All Schools

District view > District top tab > Reports menu > Enrollment Breakdown for All Schools District view > District top tab > Schools side tab > Reports menu > Enrollment Breakdown for All Schoolst

The **Enrollment Breakdown for All Schools** report will produce a report that provides the breakdown across the Grade Level or Age for all schools in your district. The report will run from the beginning of the school year until the date specified, and then calculate by a selected field on the **Student** table.

For example, calculate totals by: Aboriginal Ancestry will display the number of Inuit, Metis, Non-Status and Status-Off Reserve you have per each grade in the school, with totals at the end.

Multiple selections on the parameter screen allow users to:

Date

• run from the beginning of the school year until the date specified

Next Year School

 Checking the Next Year School will include students identified in the Next Year Students filter (Student top tab > Filter = Next Year Students)

Calculate Totals by

Required





- Suggestions would be: Grade Level, Homeroom
- For example, calculate totals by: Aboriginal Ancestry will display the number of Inuit, Metis, Non-Status and Status-Off Reserve you have per each grade in the school, with totals at the end.

Organize Total By

• Grade level or Age

Break Totals by Gender

• Checked means yes

Active Students Only

• Checked - Exclude Active no Primary Students

Include Secondary Students

• Checked - Include students with Secondary School Associations

Display selected parameters on report

• Checked - Prints the user selections on the report

Format

• PDF, HTML, XLS, CSV

The Enrollment Breakdown For all Schools report is restricted to users having District Level access.

Title of the Printed Report – currently Enrollment Statistics





District Enrollment

District view > District top tab > Reports menu > District Enrollment

The **District Enrollment** report provides a breakdown of the enrollment statistics for the district by school and by grade level with totals for the district by grade level. This report can be run by Student Type: *Active Primary* students, *Fee Paying* students or can be run for *Both* to include all students in a single report. Active no Primary students are excluded from the enrollment counts on this report.

District Enrollment	
Organization	Kamloops/Thompson
Student Type	Both ~
Format	Both Active Primary DF) ✓ Fee Paying
Run X Cancel	

Kamloops/Thompson

Page 1

District Enrollment - Active Primary Including Fee Paying

February 2, 2024

School	School Name	EL	К	1	2	3	4	5	6	7	8	9	10	11	12	Total
07324002	Beattie Elementary	0	41	45	44	44	56	31	40	49	0	0	0	0	0	350
07373085	Sun Peaks School	0	13	10	18	17	20	14	12	8	17	8	0	0	0	137
7324004	Haldane Elementary	0	41	29	41	26	49	40	41	0	0	0	0	0	0	267
7324005	Lloyd George Elementary	0	56	57	61	57	60	52	52	55	0	0	0	0	0	450
7324010	Savona Elementary	0	9	9	5	7	5	5	4	7	0	0	0	0	0	51
7324011	Marion Schilling Elementary	0	19	26	23	32	24	35	38	23	0	0	0	0	0	220
7324012	South Kamloops Secondary	0	0	0	0	0	0	0	0	0	222	214	226	200	205	1067
7324014	Kamloops School of the	0	37	39	38	41	37	47	41	37	40	35	38	45	29	504





Appendix B: Demographic Reports

Both the custom BC Demographic reports and a variety of core demographic reports are available on the Student top tab > Reports in both the School and District view, reports that scope a single student can be run in Details > Reports and/or from some side tabs (i.e. the Student Contacts report can be run from Student > Contacts > Reports).

Permanent Student Record

School or District view > Student top tab > Reports menu > Permanent Student Record

See Appendix D section

BC Student Information Verification Form

School or District view > Student top tab > Reports menu > BC Student Information Verification Form

See Appendix C section

BC Homeroom List w/Grid

School or District view > Student top tab > Reports menu > BC Homeroom List w/Grid

The **BC Homeroom List w/Grid** provides a list of students by homeroom with columns that can be typed in or left blank.

Note: Users have the ability to print Usual Name or Cultural/Traditional Name on the report

BC Class List w/Designation

School view > Student top tab > Reports menu > BC Class Lists > BC Class List w/Desig

The **BC Class List w/Designation** provides a list of students by course section with totals by Grade/Gender/Designation. The report lists the schedule and block for each section. Options in the parameter screen allow the user to print Aboriginal and student services designations.

Note: Users have the ability to print Usual Name or Cultural/Traditional Name on the report

BC Student Information with Photo

School or District view > Student top tab > Reports menu >BC Student Information with Photo

The **BC Student Information with Photo** provides a single sheet per student report that includes Demographic, Student Contacts, Custody, Alerts and Medical contact information.

BC Student Withdraw Form

School or District view > Student top tab > Reports menu >BC Student Withdraw Form

The **BC Student Withdraw Form** provides a form for schools to use when a student withdraws from the school. The report includes the *Usual Name, Pupil number, Gender, Grade, Homeroom, Courses* listed by section and fields for **Withdraw reason, Outstanding Resources** and *Sign-off* sections for a variety of departments and teachers.

Student Alerts

School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Alerts





The **Student Alerts** report will allow you to print out a summary of Student Alerts for a selection of students. The report will give a list of all Alerts for all students that were chosen in the Input screen, along with the descriptions for each Alert.

Student Contacts

School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Contacts

The **Student Contacts** report prints out a page for each student which displays the student's *Name*, *Pupil* # and *Homeroom*, along with all contacts associated with that student. The contacts will list the *Emergency Priority* number, *Name*, *Relationship* and two *phone numbers* for each contact.

Student Address Labels

School or District view > Student top tab > Reports menu > Labels > Student Address Labels – 5161 and 5960

Student Address Label reports (5161 and 5960) displays the Mailing Address information for the student, regardless of whether the "Street Address" information is populated.

Both reports have the "Active students only" checkbox defaulted to checked. This option will only print students who have an enrolment status of either "Active" or "Active No Primary". If this option is unchecked then the report will include all enrolment statuses.

Address labels will print for both students currently enrolled in the school and also students that will be enrolled for 'Next School Year'.

There are two sizes of **Student Address Labels** available in MyEducation BC: Ones that are formatted 1" x 4" for *Avery 5161* and 1" x 2.63" for *Avery 5960* labels.

Note: Users have the ability to print Usual Name or Cultural/Traditional Name on the report

Birthday List

School or District view > Student top tab > Reports menu > Other Jurisdiction > Birthday List

The **Birthday List** report will print out a list of birthdays for the selected students. The list can be sorted by *Date* or *Name*.

Homeroom List

School or District view > Student top tab > Reports menu > Other Jurisdiction > Homeroom List

The Homeroom List is a summary of the rosters of each homeroom in your school.

Locker Assignments

School or District view > Student top tab > Reports menu > Other Jurisdiction > Locker Assignments

Locker Assignments is a breakdown of the lockers assigned to which students.

Refer to the School Setup reference guide for information about assigning lockers to students.

Student List

School or District view > Student top tab > Reports menu > Other Jurisdiction > Student List

The **Student List** This report will display the *Pupil #*, *Name*, *YOG*, *Gender* and *Homeroom* for each student selected.



Student Directory

School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Directory

The Student Directory report prints out a list of each student selected, one student per line and provides YOG, Homeroom, Gender, DOB, Phone, Parent/Guardian, Address, City and Postal Code.

myeducation.gov.bc.ca/asp	en/runTool.do?maximized=false&oid=RPT00000001d —		×
https://myeducation	n.gov.bc.ca/aspen/runTool.do?maximized=false&oid=	Q	A۵
Student Directory			
Organization School Students to include Search value Sort results by Active students only Include secondary students	Abbotsford Abbotsford Senior Secondary Current selection Current sort order		
Format	Adobe Acrobat (PDF)		





BC Student Directory – All Contacts

School view > Student top tab > Reports menu > Other Jurisdiction > BC Student Directory – All Contacts

The BC Student Directory – All Contacts report prints out a list of each student selected. Active students print by default. Users can select to print Regular Contacts only or All Contacts. Student demographic information displayed includes Grade. Gender, Home Phone, Work Phone, Cell Phone, and Who has custody?

Organization	Central Okanagan Public Schools #23
School	Kelowna Secondary 🔍 🗙
Students to include	Current selection V
Search value	
Sort results by	Name 🕶
Active students only	
Include secondary students	Contact Type Regular Cont
Name to be printed	Usual Name V
Contact Type	Regular Contact
Print Double-Sided	
Format	Adobe Acrobat (PDF)





Appendix C: Student Information Verification Form

BC Student Information Verification Form

School or District view > Student top tab > Reports menu > BC Student Information Verification Form

School or District view > Student top tab > Student detail > Reports menu > BC Student Information Verification Form

The BC Student Information Verification Form provides the student's demographic and contact information and can be sent home with the student for a Parent/Guardian to enter or confirm existing information on the student. You have the option of printing or publishing the form with the student's information, or a blank form can be printed for the Parent/Guardian to fill in.

🔖 stg01.myeducation.go	🔖 stg01.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=RPT0000004vRya&toolClass=com.follett.fsc.core					
stg01.myeducation.gov.bc.ca/aspen/runTool.do?maximized=false&oid=RPT0000004vRya&toolClass=						
BC Student Inf	ormation V	erification Form				
General	Publish					
School		Abbotsford Senior Secondary				
Students to include		Current selection 🗸				
Search value						
Print Doctor's Inform	nation					
Print in French Lang	juage					
Sort results by		Current sort order 🗸				
Active students only						
Print on Both Sides						
Print Blank Form?						
Format		Adobe Acrobat (PDF)				
🔊 Run 🗶 Ca	ancel					





Emergency and Incident Messages Reference table

Schools and Districts have the option of adding custom messages to print under the emergency contact section and/or under the school declaration section of the form.

This can be done using the reference tables.

Districts and/or Schools: Admin top tab > Data Dictionary side tab > Reference > Emergency and Incident Messages > Codes - Select Emergency and Incident Messages Template> Options > Add > Select Emergency and Incident Messages Template.

Reference	Tables :: Emergen	cy and incident Messages :: 5454013
Reference Details 5 Codes Fields	Options • Report	Emergency and Incident M
Comments	Code *	66601
Licenses	Description	Sanihar sac
Logs		Image: Image
		In the event of a scrinus encagoncy or school closure, the echool may implement a controlled release of students for their safety and well-being. If parents are not able to reach the school, staff will release your child to persons authorized on this form. At least one designate should live within walking distance to the school, if possible.
	Emergency Contact Information Message	
		body p
		E 2 0 B = ∞ = (b ≤ s = = (b ≠ (b : c b ≤ s = (b ≠ (b ≠ (b) = (b)))))))))))))))))))
		I realize that in the event of an incident that requires abdent release, only parentialquardians and authorized amorpancy contacts (or amorpancy personnel) will be able to pick up my child. There notified the designated contacts and they have accepted this responsibility.
	School Act Declaration Message	

Text entered in Emergency Contact Information Message prints under the Emergency Contact Information heading in the Student Information Verification Report.

AND THE THE OWNER		Page 2 of 4			
	Stud	October 23, 2023			
Annual Recorded	Pupil No.:616624	Homeroom	^L Lib	Teacher:	
EMERGENCY CONTACT	INFORMATION (contacte	ed if parents can't	be reached, list	ted in the order th	ney are to be called)
					olled release of students
					se your child to persons
authorized on this for	m. At least one design	ate should live	within waiking	distance to the	school, il possible.
Emergency Contact 1	Seller, Harvey	Home Phone	250-505-6322	Work Phone	Ext
Can pick up		Cell Phone	250-646-5414	Relationship	Friend
Emergency Contact 2	Kellylouis, Hairen	Home Phone	250-375-7721	Work Phone	Ext
Can pick up		Cell Phone	250-599-2581	Relationship	Friend
Emergency Contact 3		Home Phone		Work Phone	Ext
Can pick up		Cell Phone		Relationship	
Out of district		- Home Phone		Work Phone	Ext
Can pick up		Cell Phone		Relationship	
		-			





Text entered in the School Act Declaration Message prints under the declaration section in the Student Information Verification report.

and the second sec		Smithers Secondary Student Information Verification				
	Pupil No.: 616624	Homeroom: 104	Teacher:			
program and administra 79(2) of the School Act.	form is collected under the authority of tive purposes, and when required, may The information collected on this form about the information recorded on this	be provided to health services will be protected consistent wit	s, social services or support se th the Freedom of Information	ervices as outlined in Section		
	event of an incident that require ency personnel) will be able to posibility.					
Parent / Guardian Sigr	nature			Date		

If a **School** Reference Table record does not exist, the report will display the District Reference Table record.

If a **District** Reference Table record does not exist nothing will print in that section on the report.

Related School Aged Siblings

Legal Last Name	Sandagon	Birthdate	03-Mar-2008
Legal First Name	Zongqi	Relationship	Brother
Legal Last Name		Birthdate	
Legal First Name		Relationship	
Legal Last Name		Birthdate	
Legal First Name		Relationship	
Legal Last Name		Birthdate	
Legal First Name		Relationship	
Legal Last Name		Birthdate	
Legal First Name		Relationship	

The Related School Aged Siblings section is intended as a space for parents/guardians to enter sibling information for all school aged siblings currently enrolled in MyEducation BC.





Emergency Contact Information Section

EMERGENCY CONTACT INF	ORMATION (contacted if parents can't be reached	, listed in the order they ar	e to be called)
Emergency Contact 1	Home Phone	Work Phone	Ext
Can pick up	Cell Phone	Relationship	
Emergency Contact 2	Home Phone	Work Phone	Ext
Can pick up	Cell Phone	Relationship	
Emergency Contact 3	Home Phone	Work Phone	Ext
Can pick up	Cell Phone	Relationship	
Out of district	Home Phone	Work Phone	Ext
Can pick up	Cell Phone	Relationship	

Emergency Contact Information

- contacted if parents can't be reached, listed in the order they are to be called.
- contact Pick Up Checkbox allows clarity for who is allowed to pick up the child.





Appendix D - Permanent Student Record

School or District view > Student top tab > Reports menu > Permanent Student Record

School or District view > Student top tab > Student detail > Reports menu > Permanent Student Record

The **Permanent Student Record** report is used to document the history of a student's education program. The report will track a student's enrollment information, inclusions, attendance and achievements.

MyEducation BC prints Permanent Student Record (PSR) cards in the Ministry required format (form 1704).

7.2.1 Program of Study missing?

When running the PSR if you receive the following error, please make sure that all students have a program of study assigned.

"An exception occurred while running the job. Contact your system administrator if this problem persists."

To identify students with no program of study assigned:

- Global TT > Favorite ST > Graduation Student Program
- Sort the list by ProgramStudies > Name and the student with the missing program of study should appear at the top of the list. Once their program of study has been added in, the PSR should run.

7.2.2 Printing PSR

Reminder – "Current selection" will print all of the students if you did not use the "Show Selected" functionality before going into Reports> Permanent Student Record

hool	150 Mile Elementary
dents to include	Current selection 🗸
arch value	Current selection
rt results by	All]
tive students only	YOG
clude secondary students	Snapshot
int Both Sides	
rmat	Adobe Acrobat (PDF)

Inclusions on PSR

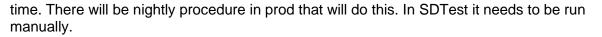
Legal Alert

If the Legal Alert is active by date, the student PSR will display a checked Legal Alert box on the student PSR.

7.2.3 Medical Alert

If the life-threatening Medical Alert is active by date, the student PSR will display a checked Medical Alert box on the student PSR and if you have included an end date, and the end date is expired, a procedure needs to run in order to find the records and act on the date. It is not real





7.2.4 HomeSchool

If the Grade sub level = HS then the inclusion section will display Homeschooled under the Student Record Inclusion on the Permanent Student Record.

Record of Schooling is attached to the Membership Record

PSR Grade on Membership Record

7.2.5 Adding an Inclusion

See Inclusion section of this guide

7.2.6 Attendance numbers

MINCODE	DISTRICT-SCHOOL NAME	YEAR		GRADE					DAYS ABSENT
COURSE CODE	COURSE DESCRIPTION	COMP DATE	PROV EXAM DATE	SCHOOL LG	SCHOOL %	PROV	FINA		CREDIT
6196084	200 - Pacific Christian	2024						Т	Abs 5
MADST04	APPLIED DESIGN SkILLS AND TECHNOLOGIES 4								
XLDCA04	Bible - 4							Т	
MCE04	CAREER EDUCATION 4							Т	
MEN04	ENGLISH LANGUAGE ARTS 4							Τ	
XLDCC04	French 4							Т	
MMA04	MATHEMATICS 4							Т	
MAE04 MUS	MUSIC 4								
MPHE-04	PHYSICAL AND HEALTH EDUCATION 4							Т	
MSC04	SCIENCE 4								
MSS04	SOCIAL STUDIES 4							Τ	
XTC04	TERM COMMENT 4								

Days Absent Abs is calculated From Daily Attendance

Use the Class to Daily Attendance Procedure if you are missing Daily Attendance records.

- School Top Tab> Set Up Side Tab to turn on nightly procedure
- Attendance Top Tab>Options>Class to Daily Attendance for a specific time period