BRITISH COLUMBIA | MyEducationBC

Enrollment Management & Student Demographics

April 2025 v4.17

FUJITSU

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
  - o 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.

Select 'Activate existing student record' to activate this student with their existing student information.
Select 'Create new student' to create a new student record.
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.

Activate existing student record

1 record

PEN	Grade	EnrStatus	Last Withdrawal	Contact	
146432232	KF	Withd...	...	Davidson Road Elementary	Central Okanagan Public Schools #23

☑ OK

Matching Student Found!

Is the correct student visible in the list?

Yes   No

Select: Go back to registration wizard step 1

Confirm Student Documentation (and re-query)

Is the correct student visible in the list?

Yes   No

Search the Archive

Was the student located in the Archive?

Yes   No

The student will be available in step 1 of the registration wizard query the following day

Create a new record in step 2 of the registration wizard.

Select: Activate Existing Record from the dropdown

If the selected student is not active in another school, the student information will populate step 2 of the registration wizard.

If the selected student is currently active in a school clicking OK will return to step 1 and a message will appear 'The selected student is already active.' Contact the current school to withdraw the student.
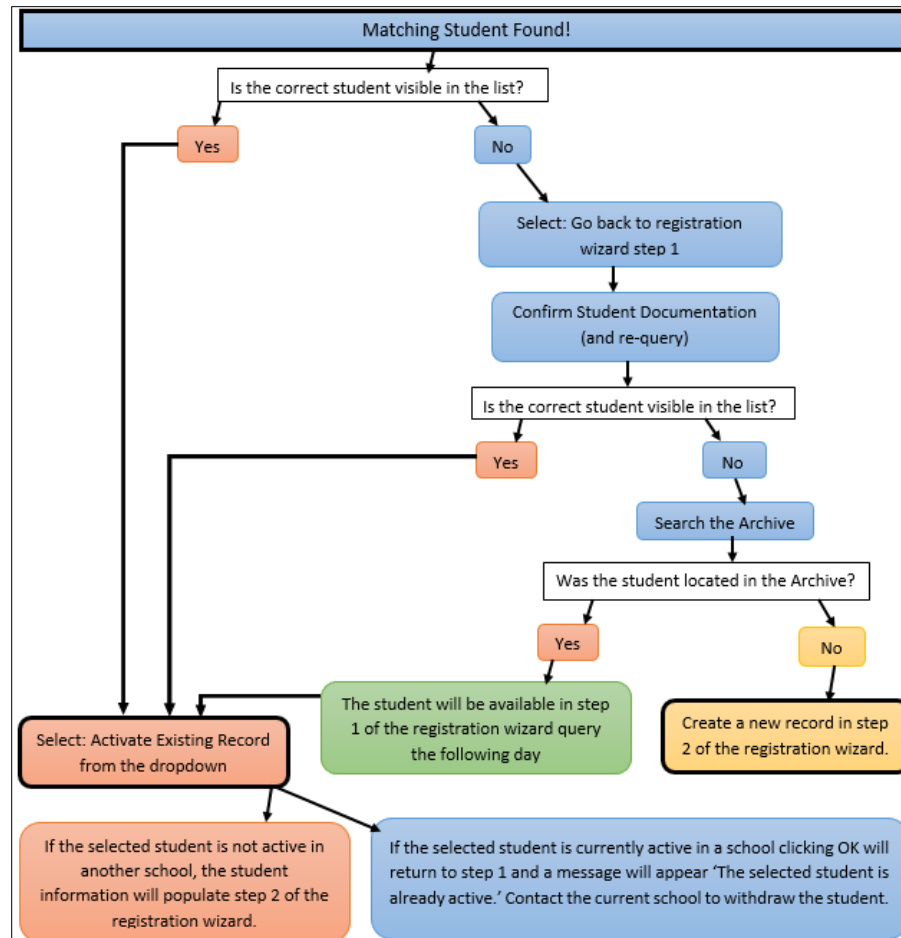
Matching Student Found!

Please verify data to avoid creating a duplicate student record.

Select 'Activate existing student record' to activate this student with their existing student information.
Select 'Create new student' to create a new student record.
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.

| Activate existing student record ∨ |
| Activate existing student record |
| Create a new student |
| Go back to Registration Wizard Step 1 |

1 record

			s	Last Withdrawal	Contact
3811	147349583	03	Active	-	Rose Valley Elementary , Central Okanagan Public Schools #23

- o **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.

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

- o **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.

  - o **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 ▼
>
> **✖ Close**
>
> **☑ OK**

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 wizard can be entered in the student details.

- **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
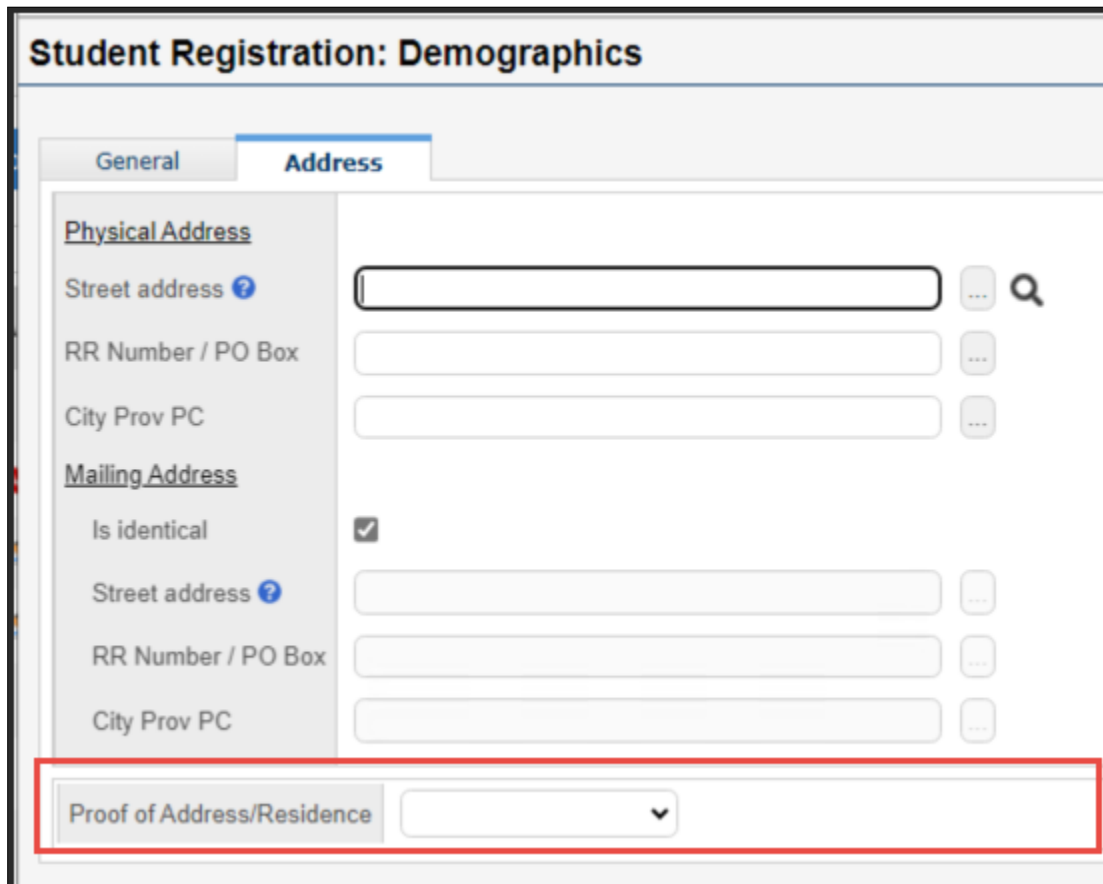
Mailing Address:

- **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**

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
    - 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:
    - o In **Options** > **Flag Student for Retrieval** Enter the student PEN - **OR** – Legal First Name, Legal Last Name, Gender and DOB.
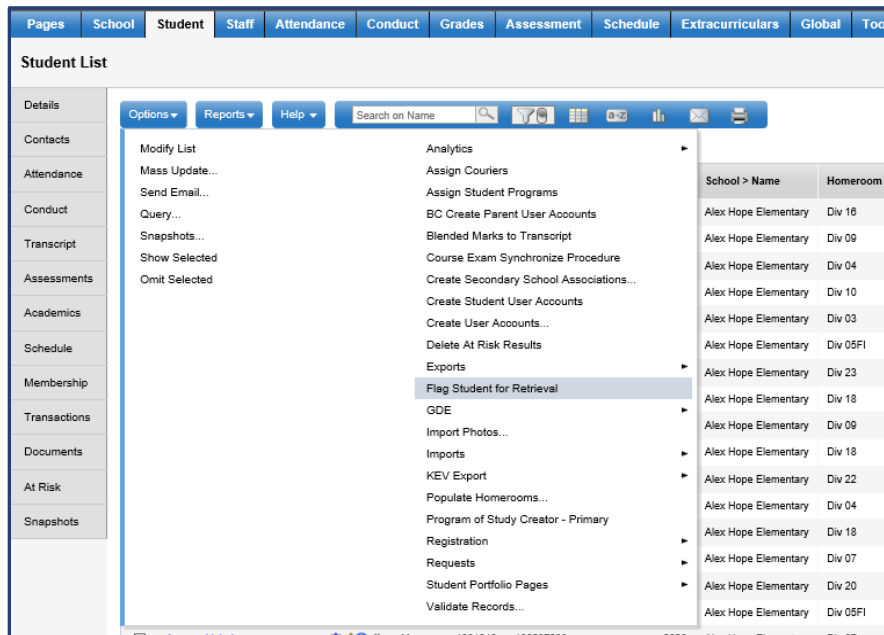
If a student match is found, the record will be flagged for retrieval. When the student is flagged for retrieval, the overnight process will bring the student back into Production in the same state they were when archived. The following day the school will find the student in *Step 1 – Query* of the 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*

  o Check the search for related student

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

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
    - o **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 school	Bulkley Valley Education Conn ▼
District year	2016-2017 ▼
Start date	09/08/2016
End date	08/08/2017

Students
○ Selection
○ Snapshots
Selected students: 0

☑ OK   ✖ Cancel

- o **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

The student(s) should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon ( ) 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.

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**

   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.

Transfer Student

Name	Abromovich, Auviana 🔍

Withdrawal

		Entry	
Current School	A E Perry Elementary	Destination School	Haldane Elementary
Date *	28/02/2024	Date	28/02/2024
Code *	Admin Transfer Out 🔍	Code *	Admin Transfer In 🔍
Reason	🔍	Reason	🔍

PSR Grade *   06 ▾

💾 Save   ✖ Cancel

- **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
    - **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:

Haldane Elementary - Enrollment status: Active - Year of graduation: 2030

	Type	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
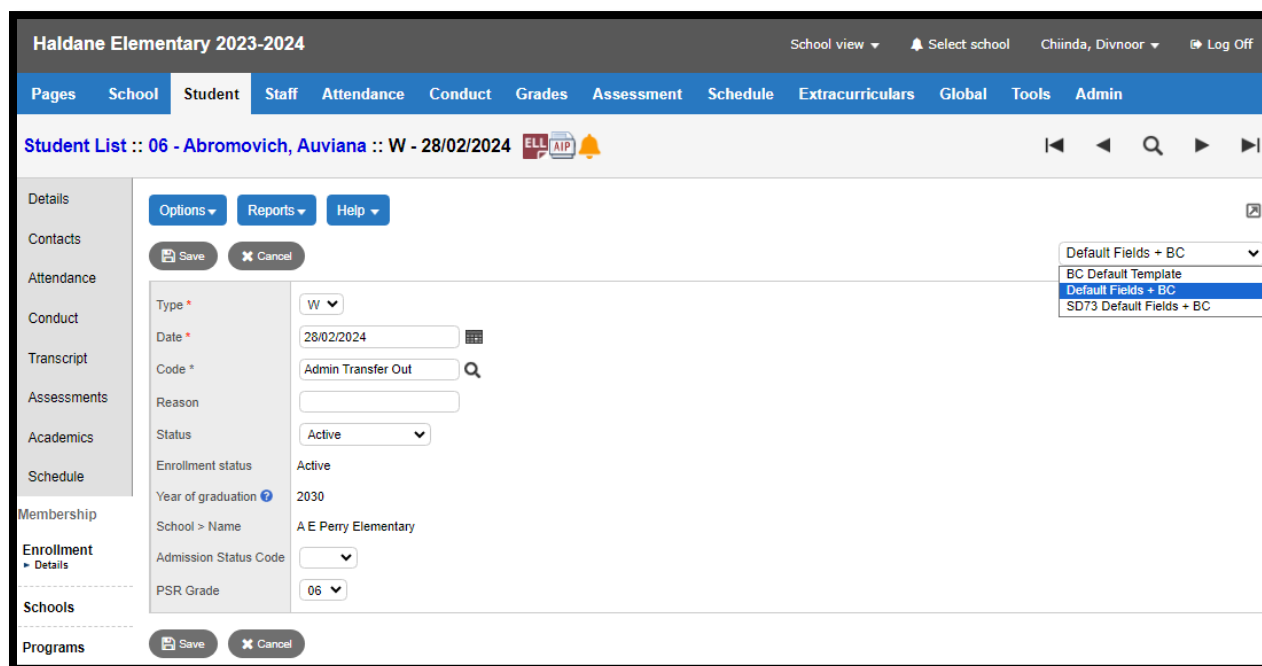
4.2 Primary School Transfer

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

o 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

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

End the Secondary Association: (school B)

School > Student > Membership > Schools >

- o 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

- o Options > Registration > Transfer Student.

 In the Transfer Student pop up window:

- o 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.
- o 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.

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

Update Enrollment Status

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

💾 Save   ✖ Cancel

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**.

	Type	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**.

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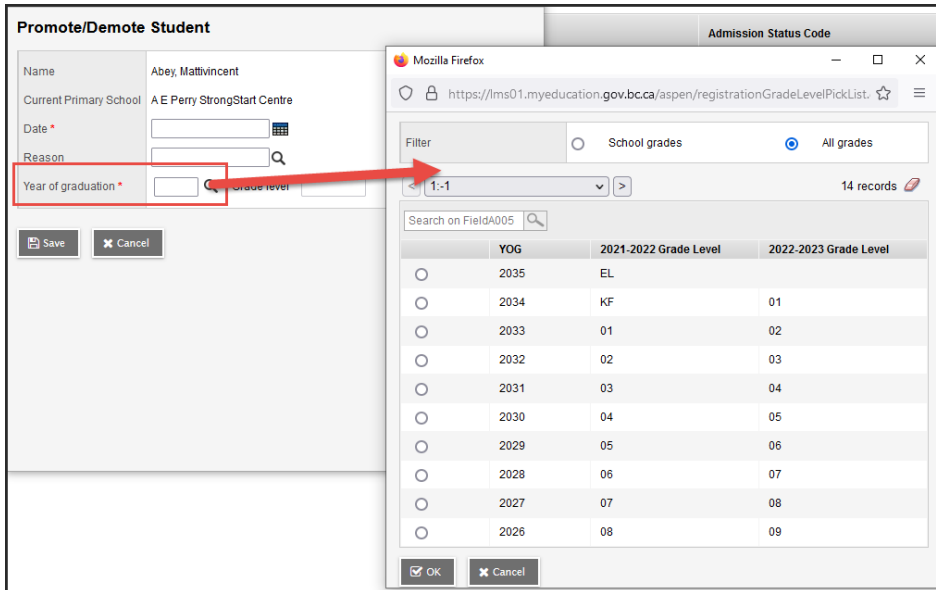
4. Click the **OK** button to make the changes.

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**.

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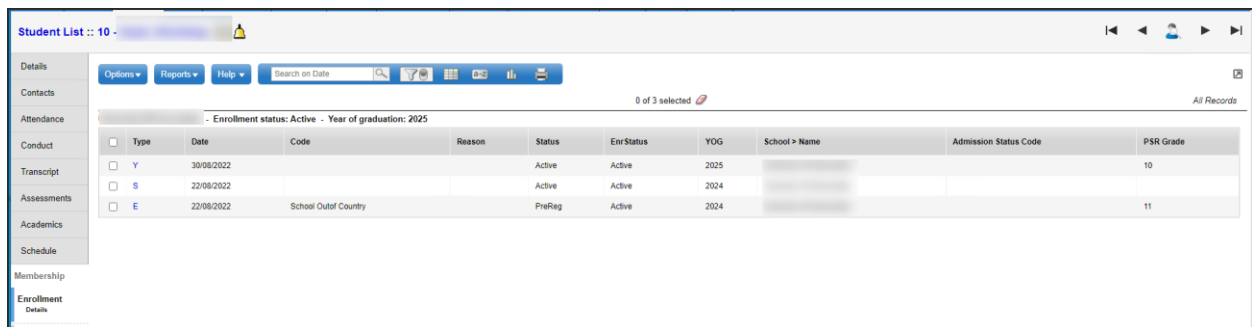
PSR Grade field can only be edited for an E or W membership record

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
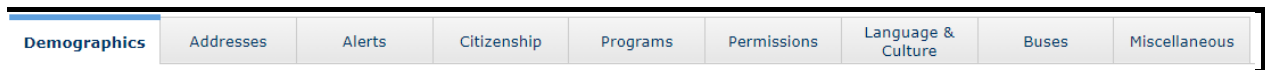
5.1.1.1 Cultural and Traditional Names Fields

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.

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.
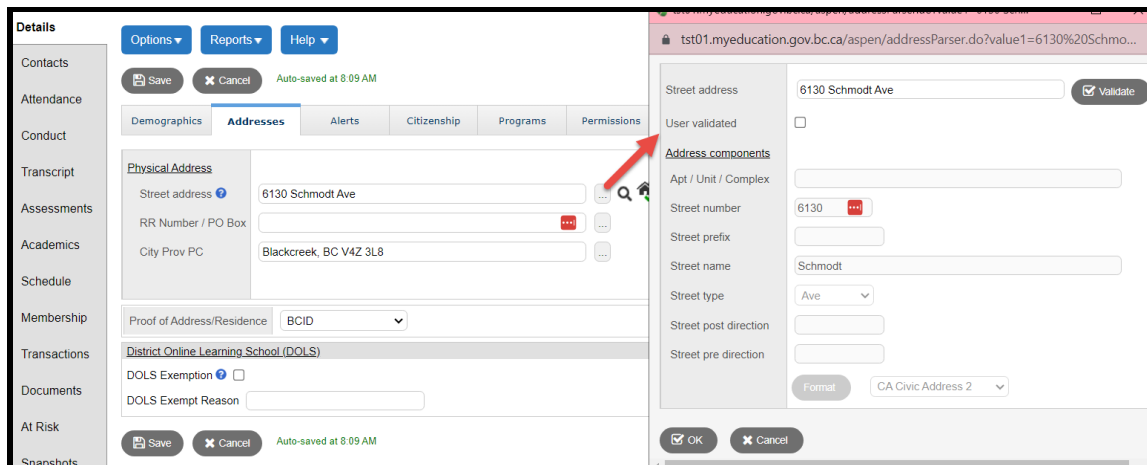
Address Component	User enters . . .
Apt/Unit/Complex	**Only** the number or letter of the apartment, unit or complex. Do not preface the letter or number with *Apt*, *Unit*, etc.
Street number	The street number of the building
Street prefix	Street prefix if there is one.
Street name	Name of the street, 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.

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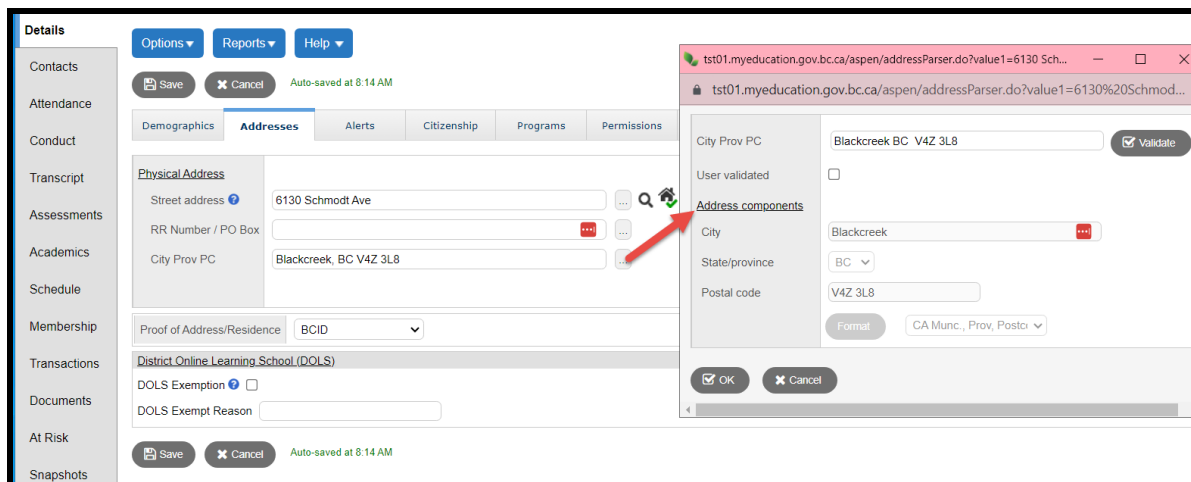
Address Component	User enters . . .
City	Name of the city, town, etc.
Province	2-Digit Provincial code, i.e., BC or YK
Postal code	Postal code in Canada Post convention format A1A 1A1

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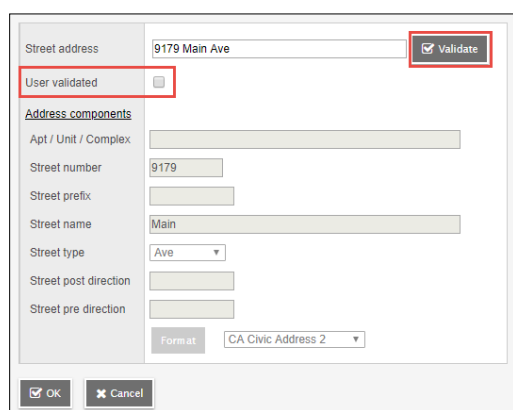
4. If a validation warning is received on entering this window, verify the address components appear in the correct fields.

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.

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.

The "Shared Address" icon will then appear.

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. **Note:** *Alert icons and associated text may be visible in the Portal to users with a Parent role.*
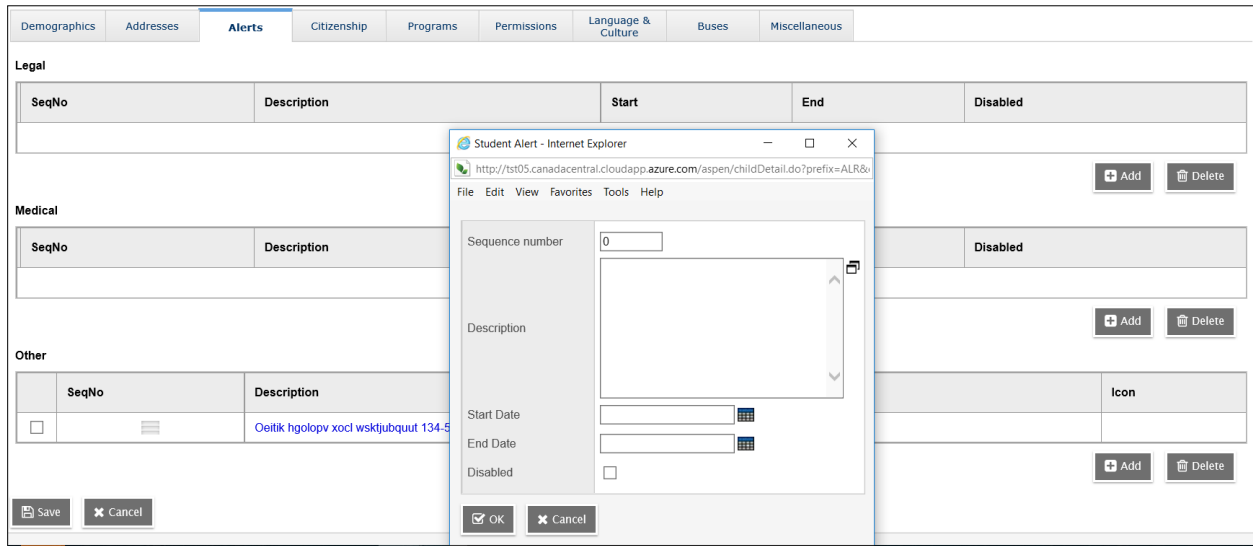
- Identify the category for the Alert (see category details below)
- Click the Add button below the category
- In the popup window enter a sequence number to sort the alerts within the category if applicable
- Enter the Description per district policy, this information will display to the user when the 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

5.1.3.1 Legal Alerts

Legal alerts ⚖ can inform users about certain legal situations they should be aware of. These 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 **life-threatening 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.

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

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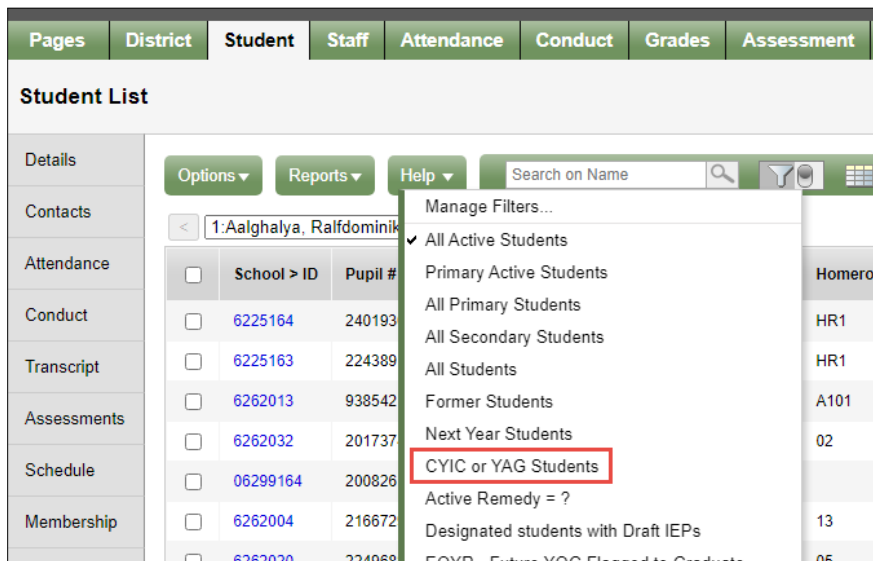
Administrators and school staff can filter a list of students at the district or school level who have data in either CYIC or YAG or Agreement or Order.

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

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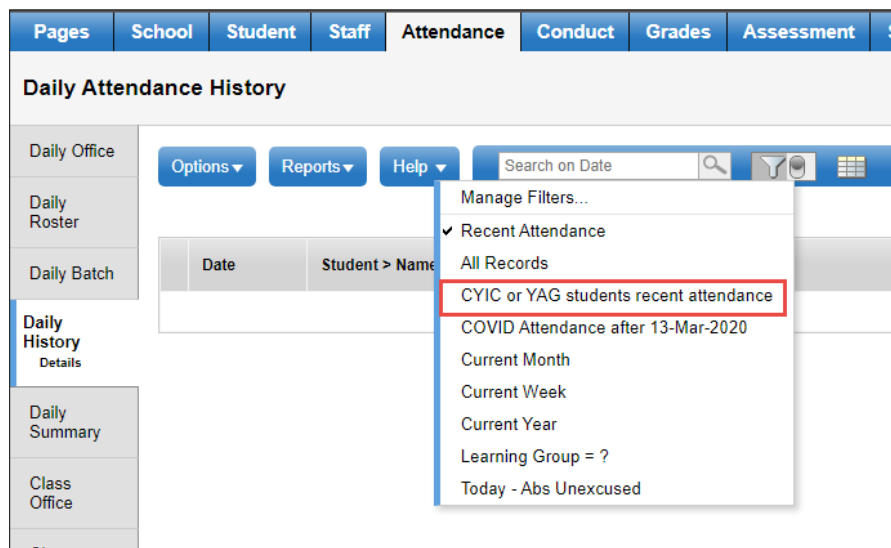
School View > Attendance top tab > Class office Select Filter = CYIC or YAG Students

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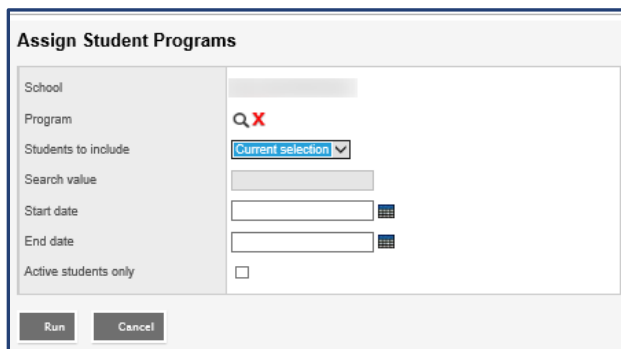
The Years of ELL is loaded by the Ministry of Education each year. It is recommended that districts not adjust the Ministry provided information in this field. Contact the Ministry of Education if there are concerns with the Years of ELL value loaded by the Ministry.

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	🔍 ✗
Students to include	Current selection ▾
Search value	
Start date	🔲
End date	🔲
Active students only	☐

Run   Cancel

![MyEducationBC logo] ![FUJITSU logo]

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).

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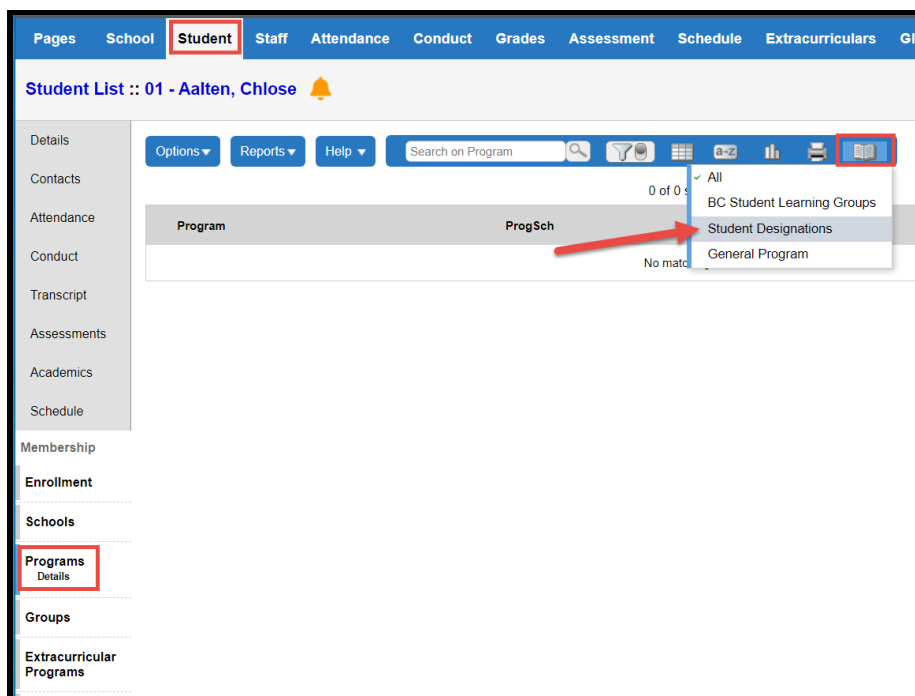
- Options > Add
  - Select the **Student Designations** template in the upper right corner

  - Select the appropriate Designation from the pick list
  - 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
  - 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
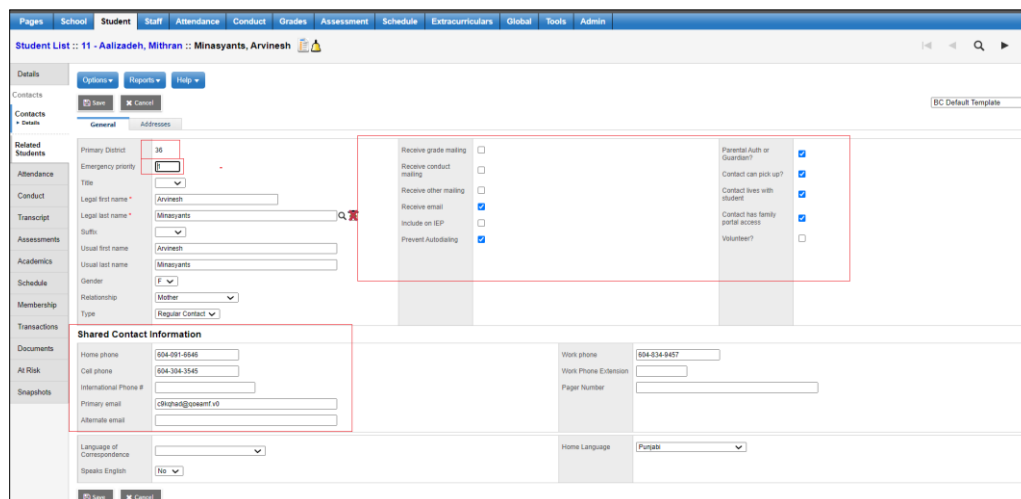
School or District view > Student top tab > Contacts side tab

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.

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.

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

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.

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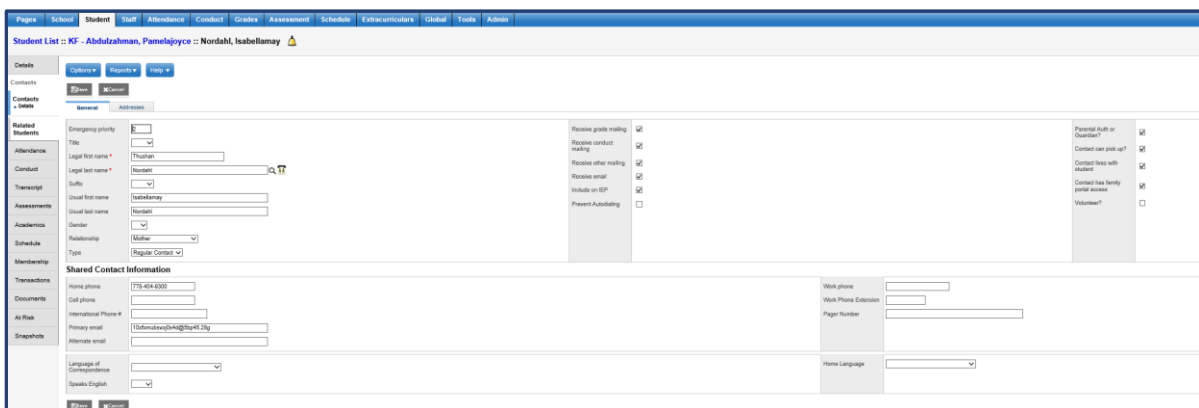
Before adding a new contact, please refer to district policy on creating new records. To add a contact that has never existed in MyEducation BC, go to the **Contacts** side tab, click **Add** from the **Options** menu:

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

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:
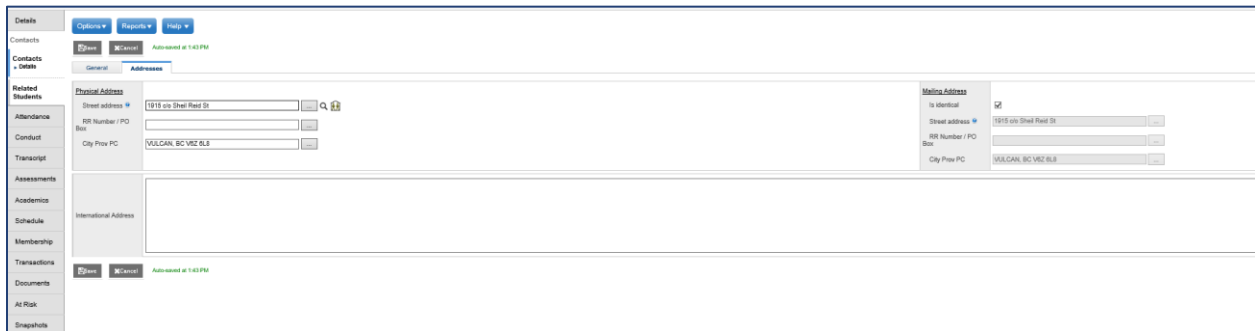
Clicking the magnifying glass at the end of the *Street address* field will bring up a pop-up with a list of addresses that match the entered address, and an "owner" field indicating who lives there. If none appear, the address may exist differently in the system. Selecting one and clicking OK will autofill all fields and display the "Shared Address" icon.
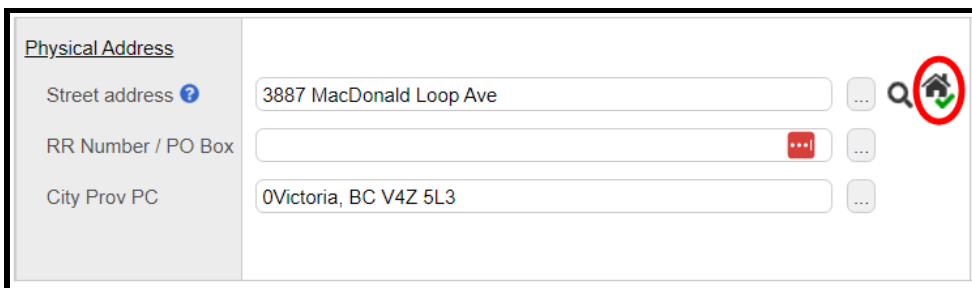
If the contact does not have a shared address with another person in the system, simply fill out the remaining fields and click the **Save** button. There will be a "Not-Shared Address" icon displayed at the end of the *Street address* field:
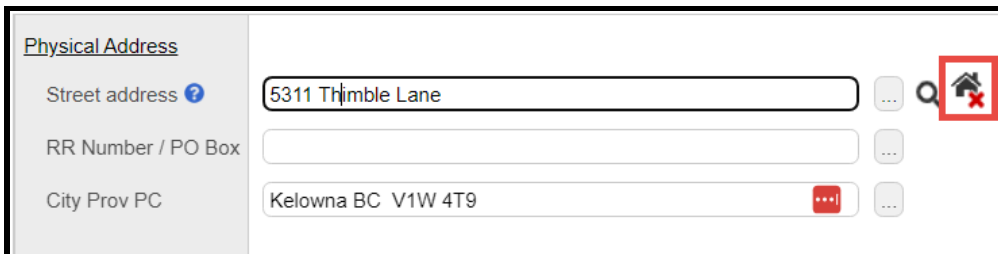
5.2.1.3 Delete a Contact

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**.

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.

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.

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.
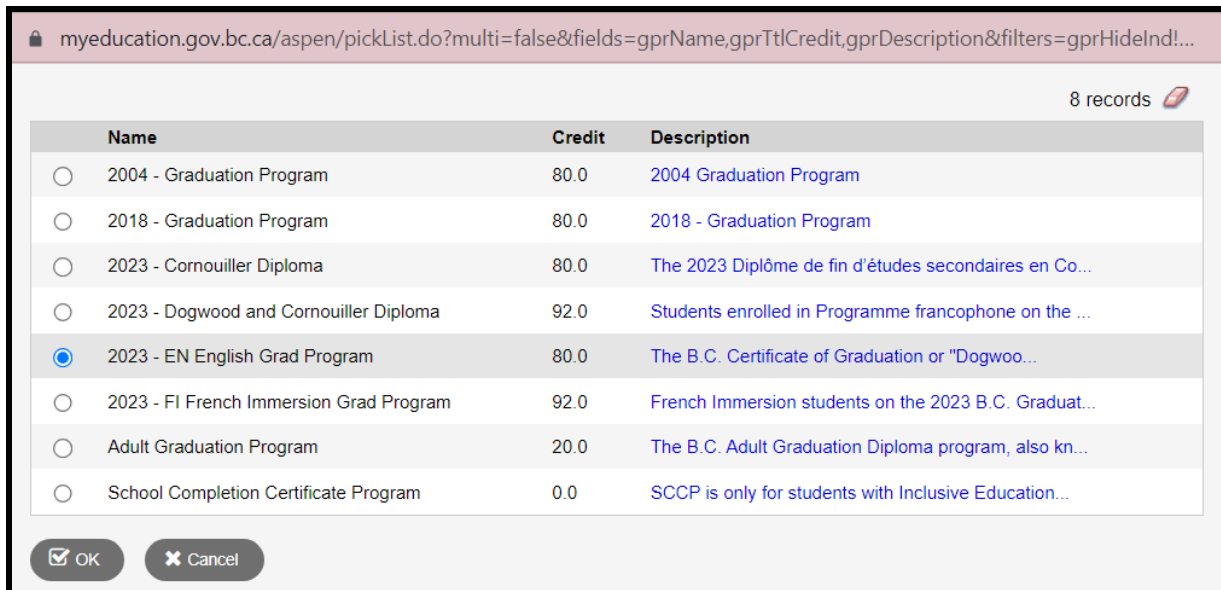
5.3 Primary Program of Study

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 🔍 to open the *Graduation Program Pick List* window.

🔒 myeducation.gov.bc.ca/aspen/pickList.do?multi=false&fields=gprName,gprTtlCredit,gprDescription&filters=gprHideInd!...

8 records 🖉

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

☑ OK   ✖ Cancel

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.**

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. **Schoo**l 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.

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:

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 🔍 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.

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).

Search value	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.

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)

    o   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)

    o   **Withdraw student that is**: Primary

    o   **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
Reason	
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.
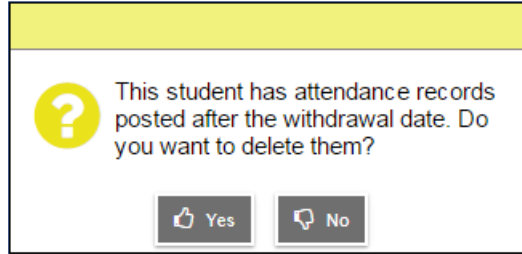
If the student has open secondary school associations, the wizard will set the Status to Active no Primary and give a message that the status cannot be adjusted due to open secondary school associations. **Active no Primary** means the student is no longer active in the school, but this school will remain 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.
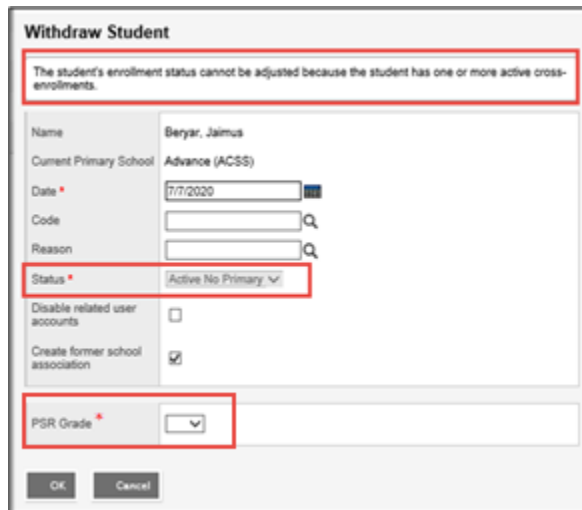
If the '**Keep student in special education**' option is selected, a confirmation pop-up displays:
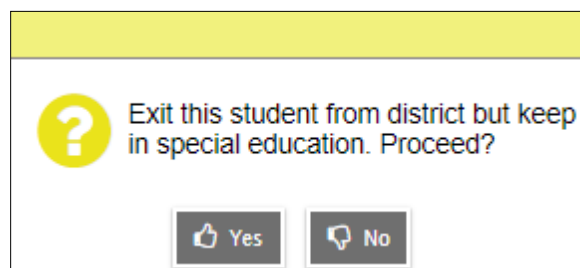

If the student is moving out of District, select No (per BC Standards) and return to the wizard to remove the selection. See District policy for students remaining in the District.

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:
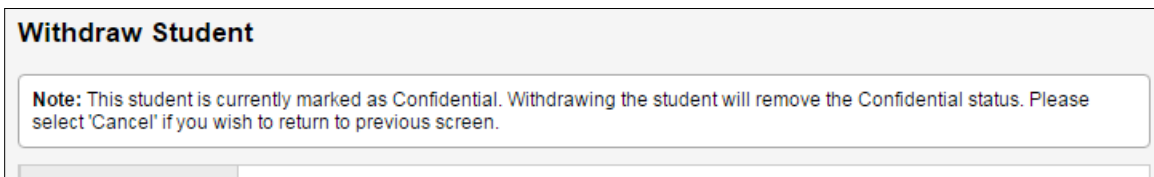
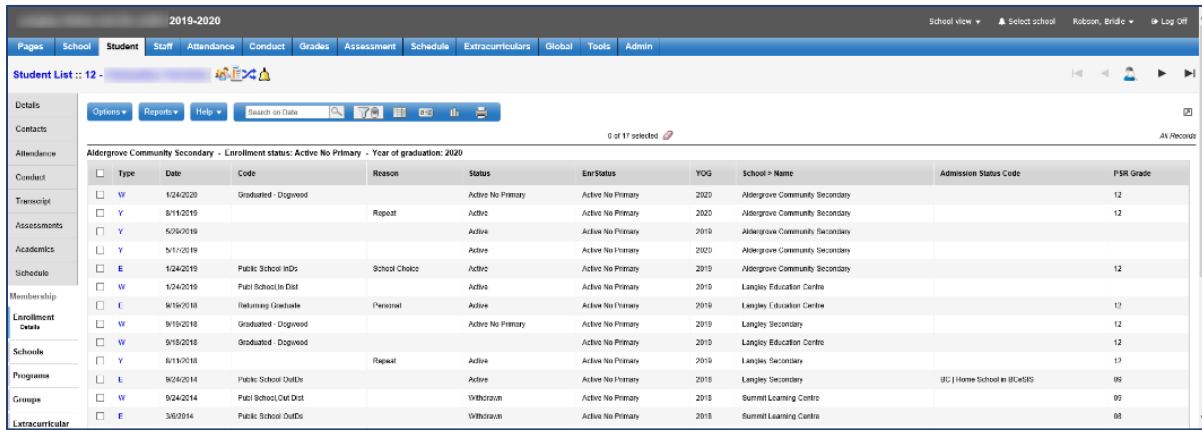Proceeding with the withdrawal will present a confirmation:
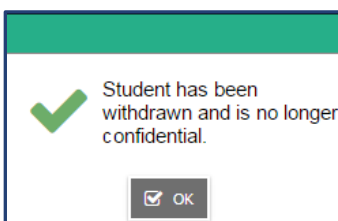
If the student is cross enrolled to another school, the student will remain confidential at that school.

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.

In School view > Student top tab

- Select the student

- Options > Registration > Withdraw Student

- (if the student was not selected prior to opening the wizard)

    o **Withdraw student that is**: Secondary

    o **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.

    o **Withdrawn** – student has withdrawn from school

    o **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 that is: Secondary

This is the student's last active cross-enrollment record. Select the appropriate withdrawal status and indicate if related user accounts should be disabled.

Name	Barneytrevino, Justinmarcel
Current Primary School	New Westminster Secondary School
Date *	10/05/2024
Status *	Graduate
Disable related user accounts	☐
PSR Grade *	

☑ OK   ✖ 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:
  - o Students cannot be removed from a shared address until they are retrieved from archive.
  - o Shared contact information will be updated if the student is retrieved.
  - o 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.
  - o 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

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

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 ▾
	Both
	Active Primary
Format	)F) ▾
	Fee Paying

❯ Run   ✕ Cancel

Kamloops/Thompson

Page 1

District Enrollment - Active Primary Including Fee Paying

February 2, 2024

School	School Name	EL	K	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 un-checked 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.

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?

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.

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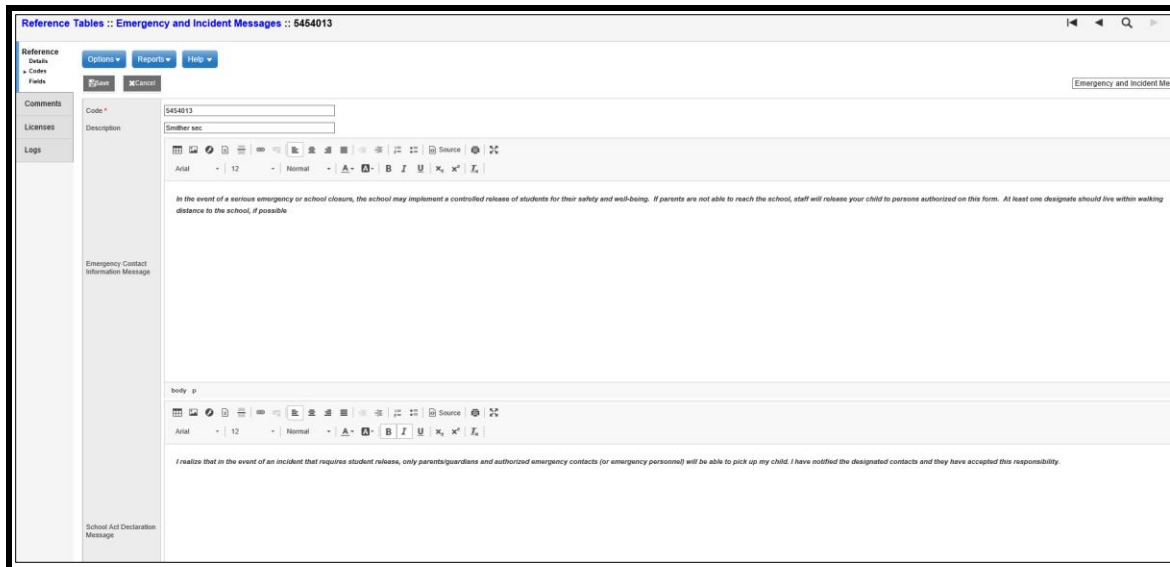
Text entered in Emergency Contact Information Message prints under the Emergency Contact Information heading in the Student Information Verification Report.

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

The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.

I realize that in the event of an incident that requires student release, only parents/guardians and authorized emergency contacts (or emergency personnel) will be able to pick up my child. I have notified the designated contacts and they have accepted this responsibility.

Parent / Guardian Signature   **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

SCHOOL AGED SIBLING INFORMATION

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 INFORMATION (contacted if parents can't be reached, listed in the order they are 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

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

time. There will be nightly procedure in prod that will do this. In SDTest it needs to be run manually.

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

ACHIEVEMENT/ATTENDANCE

MINCODE	DISTRICT-SCHOOL NAME	YEAR		GRADE				DAYS ABSENT
COURSE CODE	COURSE DESCRIPTION	COMP DATE	PROV EXAM DATE	SCHOOL LG	SCHOOL %	PROV EXAM	FINAL	CREDIT
6196084	200 - Pacific Christian	2024						Abs 5
MADST04---	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4							
XLDCA04---	Bible - 4							
MCE--04---	CAREER EDUCATION 4							
MEN--04---	ENGLISH LANGUAGE ARTS 4							
XLDCC04---	French 4							
MMA--04---	MATHEMATICS 4							
MAE--04--- MUS	MUSIC 4							
MPHE-04---	PHYSICAL AND HEALTH EDUCATION 4							
MSC--04---	SCIENCE 4							
MSS--04---	SOCIAL STUDIES 4							
XTC--04	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