



MyEducationBC

MyEducation BC Standards

A Manual for Managing Student Information

Transition Appendix

Version 0.1

August 2014

The following document is a draft of an Appendix to the My Education BC standards manual which will explain the conversion process and the Enrollment Standards for the common enrolment scenarios that will apply to the 2014-2015 and 2015-2016 school years during the implementation of MyEducation BC. This Appendix is intended to supplement the MyEducation BC Standards Manual which is in development.

Process Overview:

- All BCeSIS historical data for all students will be converted in July 2014.
- After YET in August 2014, the data for 2013-2014 school year will be converted.
- After the first schools go live in September 2014 the 2014-2015 school year's data for students in live BCeSIS schools will be refreshed in that schools non-live My Education BC school. The purpose of the refresh process is to keep the student record current in My Education BC in case a student moves to a live MyEd school during the transition period. This refresh will happen monthly during the transition period.
- Students' enrollment status in My Education BC will be set to "Inactive" when their records are converted to a not live school My Education BC. The purpose of this is to allow live My Education BC schools to enroll a student who moves to a live MyEd school during the transition period.
- Students in schools that are going live in My Education BC will need to reverse register their students in BCeSIS after they go live in My Education BC. These students will remain admitted in BCeSIS so they can be found in the BCeSIS admission process if the student moves to a school still using BCeSIS. The live My Education BC schools will still have access to BCeSIS for the purpose of withdrawing students moving to a live BCeSIS school during the transition period.
- Any changes made for a student's historical data needs to be made manually in My Education BC once the school/school district is live in My Education BC. **THIS SHOULD BE AVOIDED.** Records will need to be manually kept to be changed once the school has moved to My Education BC. (There is consideration being given to spring 2013-2014 changes to historical data due to the job action, updates to come).

Implementation Recommendation's for Continuous Entry Schools

Since most continuous entry schools enroll students from their own district it is recommended that those schools transition to My Education BC when the majority of the districts High Schools are transitioned to My Education BC. This will make it simpler to maintain student records for the majority of students.

Continuous entry schools with many out of district cross-enrollments may find it easier to run both BCeSIS and My Education BC. This will enable Continuous entry schools to maintain the student record directly in the same SIS that the Primary/Home School is using so they will have the most up to date information without having to manually inform the Primary/Home School to update the student record.

Common Transition Scenarios

During the transition period, students moving between schools should have their Permanent Student Record and two most recent years Report Cards or an official copy of their Transcript and any relevant documents in their student file. Some of this information may need to be manually entered depending on when the latest refresh of current school year data from My Education BC to BCeSIS. (The refresh will be scheduled monthly). It is expected that all information will be transferred between the systems during

conversion, however due to the timing of student moves it will be necessary to have paper backups of these important documents.

Here are the most common scenarios.

1. A school is using BCeSIS and a student who is live in a My Education BC primary (home) school moves to the BCeSIS school.
 - The student will be withdrawn in My Education BC and will have the status of “Withdrawn” in My Education BC.
 - The My Education BC school will also need to withdraw the student from BCeSIS at the same time to ensure that the student can be enrolled in the BCeSIS a timely manner.
 - When the BCeSIS school admits the student the regular admission process will address whether the student exists in BCeSIS or not. If the student does not exist in BCeSIS the regular PEN process will ensure the correct PEN is assigned, or assign a new PEN.
 - Any data from the students file that is not in BCeSIS will need to be entered into BCeSIS manually. There is no transfer of data from My Education BC to BCeSIS. This will be only the current year data if the student was in BCeSIS as the historic data will be still available.
2. A school is using My Education BC and a student who is live in a BCeSIS home school moves to the My Education BC school.
 - The student will be withdrawn from BCeSIS.
 - The student is already in My Education BC in their previous school (which is non-live in My Education BC) and the student status is “Inactive”, which will allow the My Education BC School to enroll the student.
 - Most of the student’s data will have been copied to the non-live My Education BC school during the monthly refreshes, any data from the students file that is not in My Education BC will need to be entered into My Education BC depending on when the latest monthly refresh was completed.
3. A school is using BCeSIS and student whose primary school is in My Education BC needs to be cross-enrolled to the BCeSIS continuous entry school. There are two options:
 - a. The BCeSIS Continuous entry school is not live in My Education BC, but is using My Education BC for cross-enrolled students whose primary school is live in My Education BC.
 - The student will be enrolled in the My Education BC instance of the continuous entry BCeSIS school as a secondary student.
 - The student record will not be updated during the refresh because the primary school is a live My Education BC school so it is not included in the monthly refresh, only live BCeSIS schools student records will be refreshed to the My Education BC Continuous entry school.
 - b. The BCeSIS continuous entry school is not live in My Education BC is only using BCeSIS.
 - The student will need to be withdrawn from the previous non-live BCeSIS School and enrolled in the BCeSIS Continuous entry school. If the student does not exist in BCeSIS they will need to be enrolled. The “Home School not in BCeSIS” flag will need to be set and the “Home School not in BCeSIS” procedures followed. “Home School not in BCeSIS” students will not be included in conversion or the monthly refreshes.
 - The BCeSIS continuous entry school will need to ensure that course completion marks are delivered to the My Education BC primary school prior to a TRAX submission to ensure the data is up to date.

4. A school is using My Education BC and a student whose primary school is in BCeSIS needs to be cross-enrolled to the My Education BC continuous entry school. There are two options:
 - a. The My Education BC continuous entry school is live but is using BCeSIS for cross-enrolled students whose home school is in BCeSIS.
 - The student will be cross-enrolled in the BCeSIS instance in the My Education BC continuous entry school as a cross-enrolled student using the usual BCeSIS cross-enrollment process.
 - The student record will not be updated during the refresh because the continuous entry school is live in My Education BC and is not subject to the monthly refresh.
 - b. The My Education BC DL school is converted and is only using My Education BC. (This is an unlikely scenario)
 - The student will exist in the primary My Education BC schools non-live instance as "Inactive" and can be enrolled to the My Education BC continuous entry school. If the student does not exist in My Education BC they will need to be enrolled as a new student. The "Home School not in My Education BC" flag will need to be set and the "Home School not in My Education BC" procedures followed.
 - The My Education BC continuous entry school will need to ensure that course completion marks are delivered to the BCeSIS home school prior to a TRAX submission to ensure the data is up to date.
 - On conversion of the BCeSIS home school the credit detail records will not overwrite the My Education BC transcript records as only current course records in the home school will move.
5. A student whose primary school is in My Education BC or BCeSIS and is cross-enrolled in multiple My Education BC and BCeSIS schools.
 - a. Scenario 3 and 4 rules will apply

Cross-enrollments when a School Transitions mid-term

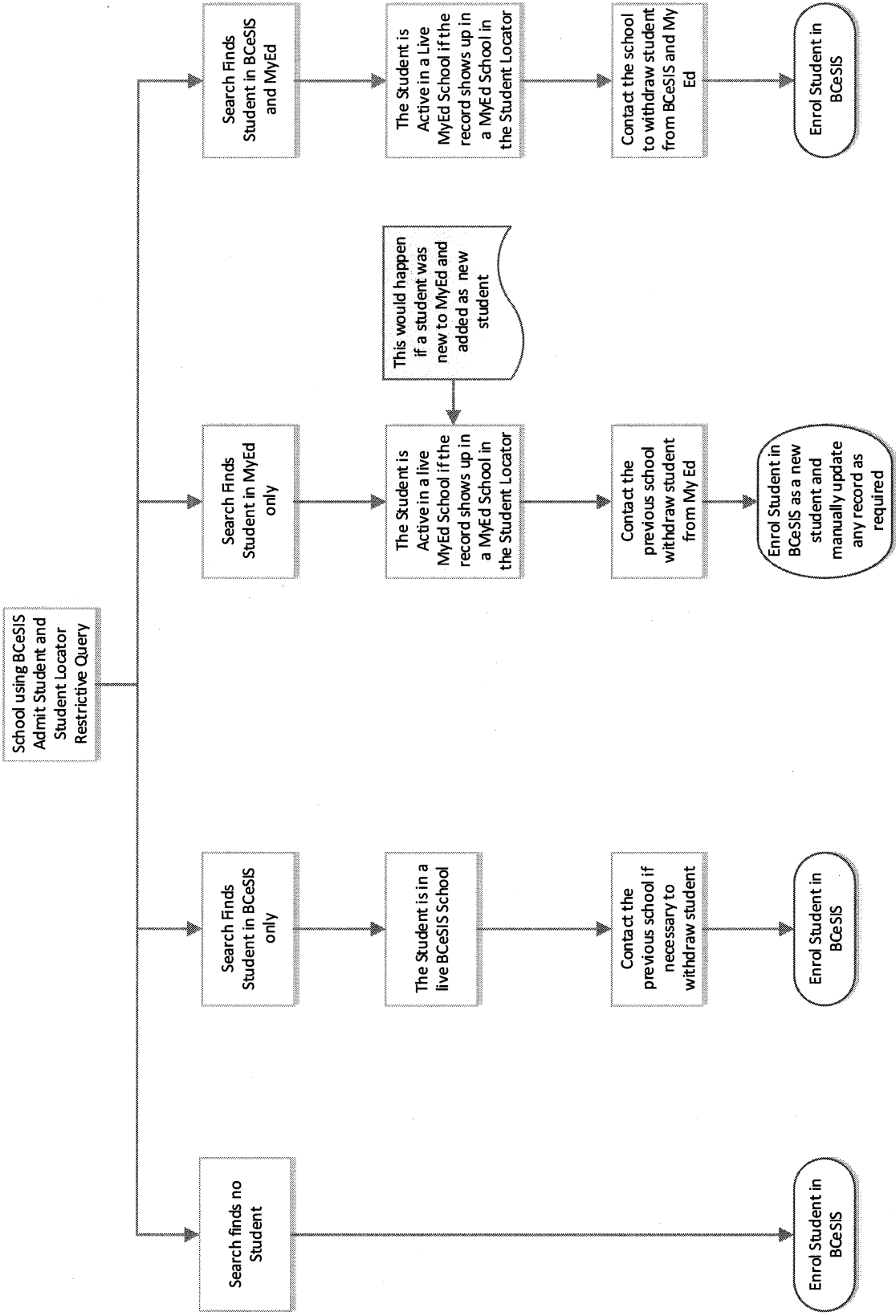
There will be wave one High Schools transitioning to My Education BC each month between August 2014 and June 2015. Conversion of student records from live BCeSIS schools to non-live My Education BC schools is scheduled once each month. Continuous entry schools with cross-enrolments from schools going live in that month will need to identify the students who have transitioned to My Education BC using the BC Common Student Data Extract report (20 District Reports) and ensure that the students are dealt with using one of the below two options.

- a. The BCeSIS continuous entry school is not live in My Education BC, but is using My Education BC for cross-enrolled students whose primary school is now in My Education BC.
 - The student will need to be enrolled in the My Education BC instance of the Continuous Entry BCeSIS school as a secondary student.
 - The student record will need to be updated in My Education BC with the most current course and mark information from BCeSIS.
 - The student will then be withdrawn from the BCeSIS Continuous entry school to ensure that the record is not overwritten during the monthly refresh.
- b. The BCeSIS continuous entry school is not live in My Education BC is only using BCeSIS.
 - The student will need to be withdrawn from the previous non-live BCeSIS school because the student record will exist in the MyEd schools BCeSIS instance as un-registered. The student will then be enrolled in the BCeSIS Continuous entry school and the "Home School not in BCeSIS" flag will need to be set and the "Home School

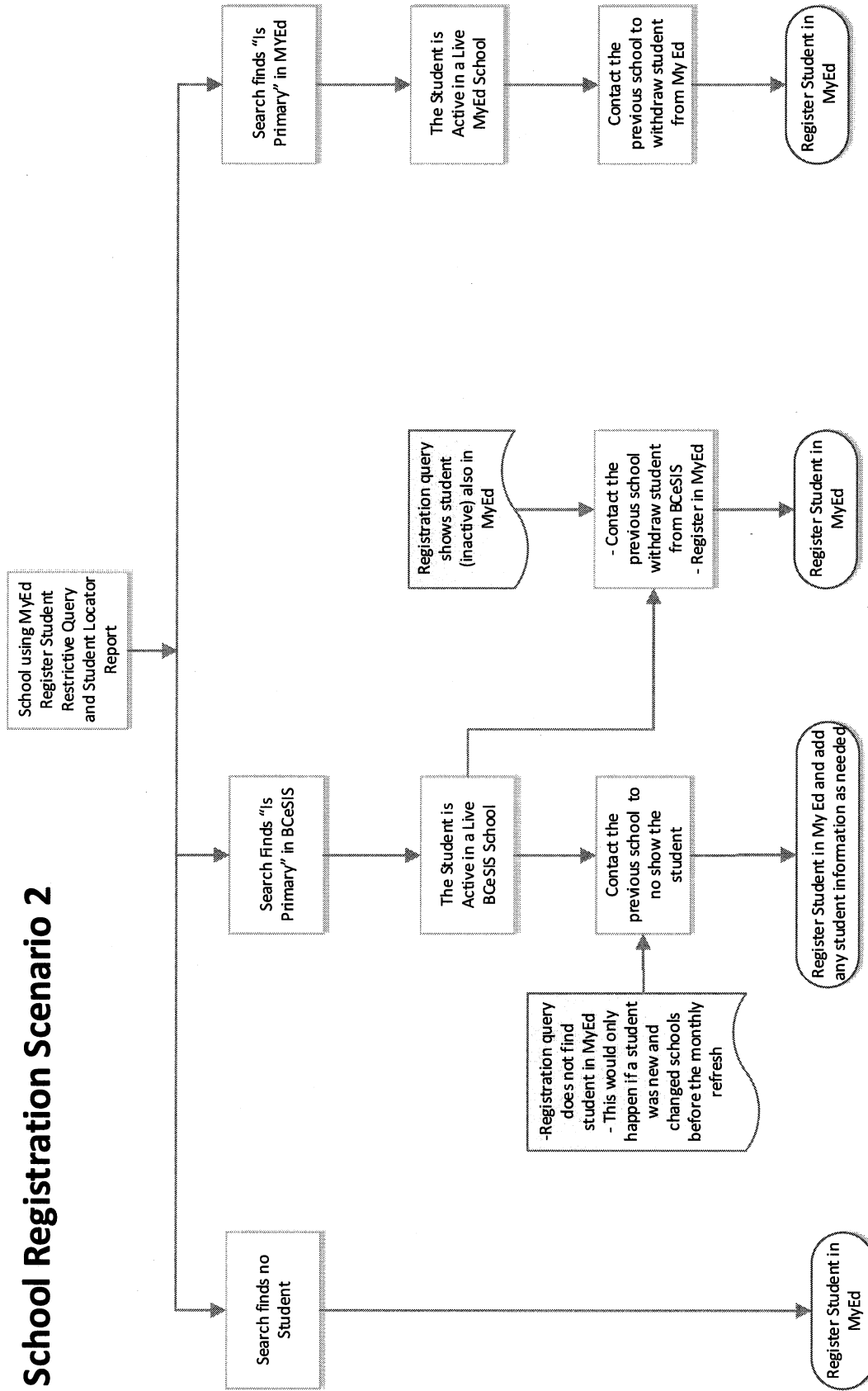
not in BCeSIS" procedures followed. "Home School not in BCeSIS" students will not be processed during conversion or refreshes.

- The BCeSIS Continuous entry school will need to ensure that course completion marks are delivered to the My Education BC primary school prior to a TRAX submission to ensure the data is up to date.

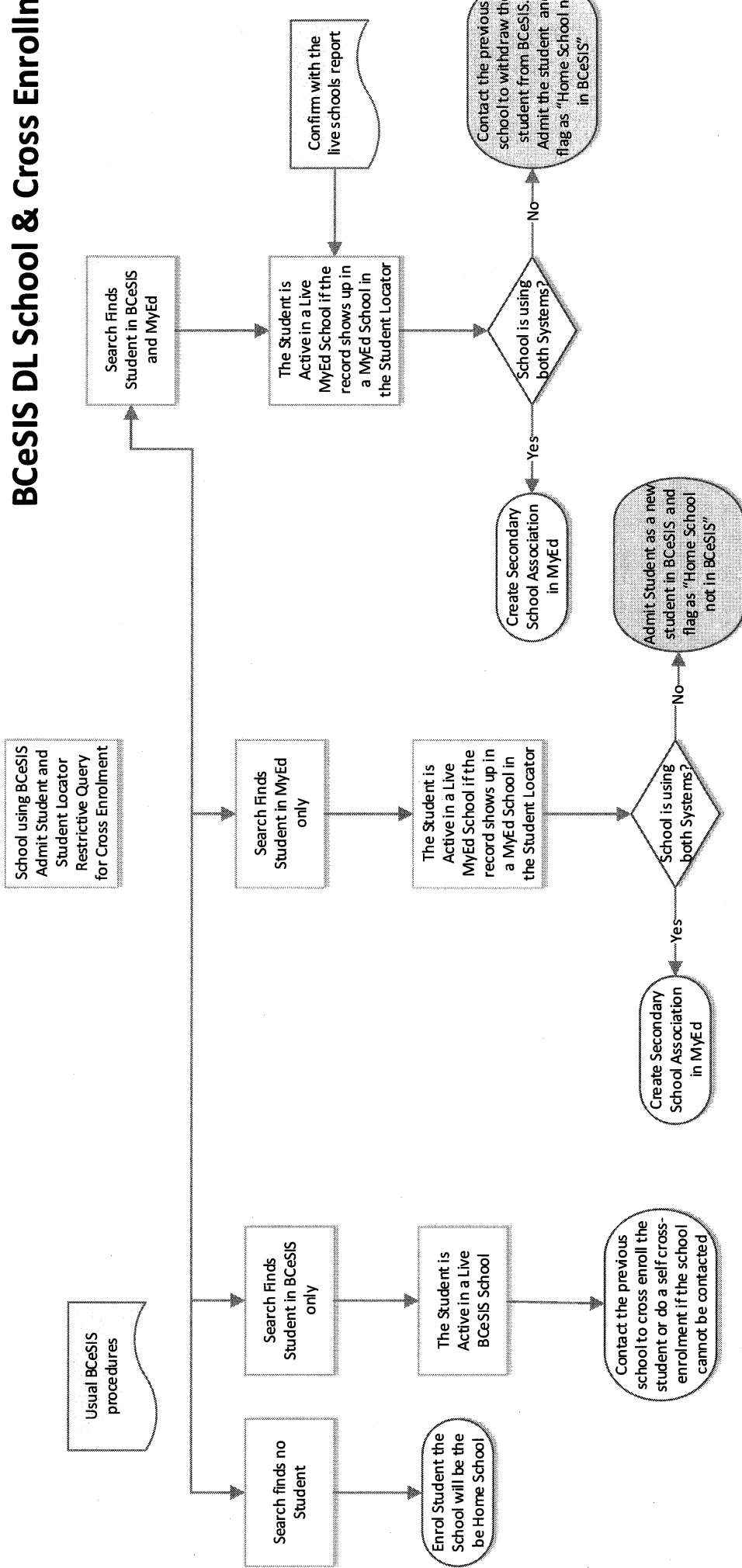
BCeSIS School Registration Scenario 1



MyEd School Registration Scenario 2



BCeSIS DL School & Cross Enrollment



MyEd DL School & Cross Enrollment – Scenario 4

