

Pre-Transition Scenarios (as of March 16, 2015)

Note: These are the most common scenarios based on schools consistently following the standards. There will be exceptions. Use SDTest to compare pre and post conversion student lists and use the filters, queries, student locator and reports to help find any misplaced students. Every effort will be made to automate any common conversion issues that crop up.

Scenario 1: Elementary live in MyEducation BC; Middle/High live in BCeSIS until Aug 2015

Action	What to do in MyEd	Post Conversion Tasks MyEd	What to do in BCeSIS	Post Conversion BCeSIS - MyEd	Notes
Mass Pre-Transition	Set Next School value for all Active students.	Conversion should not touch records in a live MyEd school unless the student is also in a live BCeSIS school. Conversion is set to append, not overwrite. No action required for students coming from a MyEd school.	Transition last grade elementary students from the converted feeder school to their next school.	These students will be converted to there non-live MyEd schools as inactive. No action required. Post YET these student will be live in BCeSIS, on final conversion they should be converted as active, check for correct YOG (2028 for KH)	Feeder school students will be scheduled in BCeSIS at their high/middle schools so they need to be transitioned in BCeSIS. At the end of the year, the students will be withdrawn from the Elementary school and transitioned to the High (Middle).
Manage Pre-Trans list	Yes	No action required for students coming from a MyEd school. Check the enrollment status and enrollment number to validation the latter. If students are in a live BCeSIS school when conversion runs, their enrollment status will have changed to Inactive. You will need to re-admit these students.	Yes		Changes to feeder school "Next school" values will need to be manually managed in both systems until the end of the school year to ensure MyEdBC is synchronized with BCeSIS.
Pre-Register (Students admitted into the system now but not starting until September 2015.)	If students don't exist in either system, admit them with a status of Pre-Reg, a date of Aug 10, 2015, and ensure that the correct YOG is entered (2028 for K students)	If any preadmissions or admissions were done on students that exist in a live BCeSIS school, they will be converted from the BCeSIS school with an enrollment status of Inactive and re-located to their previous school. Locate the students and re-admit them, or request a DQR if there's a high volume. To avoid this also admit these students to the same non-live BCeSIS school.	Admit high/middle students, with an admit date of Aug 10, 2015 in to the BCeSIS Middle/High schools		

Scenario 2: Elementary live in MyEducation BC; Middle/High live in BCeSIS until spring 2015 (all schools live by spring of 2015)

Action	What to do in MyEdBC	Post Conversion Tasks MyEd - Elementary	What to do in BCeSIS	Post Conversion BCeSIS to MyEd	Notes
Mass Pre-Transition	Set Next School value for all Active students.	Conversion should not touch records in a live MyEd school unless the student is also in a live BCeSIS school. Conversion is set to append, not overwrite.	Pre-transition is not required, but may be run if schools need numbers for next year.	None	High/middle schools hold off with course requests and scheduling and perform these tasks in MyEdBC BC.
Manage Pre-Trans list	Yes	No action required for students coming from a MyEd school.	Limited	None	Students transitioning to a BCeSIS school in another district will need to be managed in BCeSIS.

Pre-Register (Students admitted into the system now but not starting until September 2015.)	If students don't exist in either system, admit them with a status of Pre-Reg, a date of Aug 10, 2015, and ensure that the correct YOG is entered (2028 for K students)	Check the enrollment status and enrollment number to validation the latter. If students are in a live BCeSIS school when conversion runs, their enrollment status will have changed to Inactive. You will need to re-admit these students. If any preadmissions or admissions were done on students that exist in a live BCeSIS school, they will be converted from the BCeSIS school with an enrollment status of Inactive and re-located to their previous school. Locate the students and re-admit them, or request a DQR if there's a high volume. To avoid this also admit these students to the same non-live BCeSIS school.	No BCeSIS pre- admissions for next year.	If any preadmissions were done on students that exist in BCeSIS, they will be converted with an enrollment status of Inactive and re-located to their previous school. Locate the students and re-admit them, or request a DQR if there's a high volume.	Students that have been pre-admitted to BCeSIS schools will be converted as pre- admissions when the school is live in MyEdBC.
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Scenario 3: Middle/High school live in MyEducation BC; Elementary live in BCeSIS until spring 2015 (all schools live by spring of 2015)

Action	What to do in MyEdBC	Post Conversion Tasks MyEd - Middle/High	What to do in BCeSIS	Post Conversion BCeSIS to MyEd	Notes
Mass Pre-Transition (Students currently in the system and being given a next year value)	Set Next School value for all Active students.	None	Pre-transition is not required, but may be run if schools need numbers for next year.	None	Hold off on scheduling until the Elementary school is live in MyEdBC.
Manage Pre-Trans list	Yes	None	Limited	None	May be some work for students transitioning to a BCeSIS school.
Pre-Register (Students admitted into the system now but not starting until September 2015.)	If students don't exist in either system, admit them with a status of Pre-Reg, a date of Aug 10, 2015, and ensure that the correct YOG is entered (2028 for K students)	If any preadmissions were done on students that exist in BCeSIS, they will be converted with an enrollment status of Inactive and re-located to their previous school. Locate the students and re-admit them, or request a DQR if there's a high volume. To avoid this also admit these students to the same non-live BCeSIS school.	No BCeSIS tasks	None	

Scenario 4: Middle/High school live in MyEducation BC; Elementary live in BCeSIS until Aug 2015

Action	What to do in MyEdBC	Post Conversion Tasks MyEd - Middle/High	What to do in BCeSIS	Post Conversion BCeSIS to MyEd	Notes
Mass Pre-Transition (Students currently in the system and being given a next year value)	Set Next School value for all Active students. L1 or designated school staff will need to perform this action for the non- live MyEdBC schools.	None	Transition elementary students to their next school.	None	Feeder school students will need to be transitioned to high/middle school in MyEdBC.

Manage Pre-Trans list	Yes	None	Yes	None	Changes to feeder school "Next school" values will need to be manually managed in both systems until the end of the school year to ensure MyEdBC is synchronized with BCeSIS.
Pre-Register (Students admitted into the system now but not starting until September 2015.)	If students don't exist in either system, admit them with a status of Pre-Reg, a date of Aug 10, 2015, and ensure that the correct YOG is entered (2028 for K students)	If any preadmissions were done on students that exist in BCeSIS, they will be converted with an enrollment status of Inactive and re-located to their previous school. Locate the students and re-admit them, or request a DQR if there's a high volume. To avoid this also admit these students to the same non-live BCeSIS school.	Admit elementary students, with an admit date of Aug 10, 2015.	None	

Scenario 5: StrongStart Centres in either system

Action	Live in MyEdBC	Post Conversion Tasks	Live in BCeSIS	Post Conversion Tasks	Notes
Mass Pre-Transition	Set Next School value	None	Transition students going to	None	StrongStart students who are withdrawn from their SSCs need to be admitted to both their live MyEdBC and non-live BCeSIS schools to avoid having them appear to be in their old school. These students should be admitted as pre-reg with a YOG of 2028. It is essential that the students are in the same school in both systems. If this is not possible, the only other option is to manage these students manually.
Manage Pre-Trans list	Yes	None	Yes	None	