



MyEducation BC Pre-EOYR Checklist Elementary 2021

School: _____ Date: _____

1. Introduction

Reference Document: MyEdBC – End of Year Reference Guide v5.3.pdf

A. **DO NOT**: Change current homerooms AND/OR add/delete staff records.

2. Student Movement (Student Movement Scenarios Document & Graduation Matrix)

Page 4 to 9

School View, Student Top Tab, SD73 Pre-Transition Field Set

Options>Mass Update or Options>Modify List

<input type="checkbox"/> Returning Students <ul style="list-style-type: none"> <input type="radio"/> Academic Track=Standard <input type="radio"/> NextSkI>Name=Your School Name <input type="radio"/> RetainGrade = Y or N 	<input type="checkbox"/> Students Transferring Schools (to a school within MyEd BC) <ul style="list-style-type: none"> <input type="radio"/> NextSkI>Name = Next School Name <input type="radio"/> Pass name along to secretary to complete transfer/withdraw checklist
<input type="checkbox"/> Students moving to a non-MyEd BC school <ul style="list-style-type: none"> <input type="radio"/> NextSkI>Name = Blank <input type="radio"/> Pre-transition Withdrawal Code = use appropriate withdraw reason. <input type="radio"/> Withdraw = Y <input type="radio"/> Pass name along to secretary to complete transfer/withdraw checklist 	<input type="checkbox"/> Pre-Registered Students <ul style="list-style-type: none"> <input type="radio"/> Academic Track = Standard <input type="radio"/> NextSkI>Name = Your School Name

3. Other Tasks

- End dating school programs (verify) (page 13)
- Student Conduct Incidents - Expiry Dates (page 13-14)
- Student Journal Entries (page 14-15)
- Confirm with Student Services Staff (LART) students who are de-listed are Exited from Student Services (Page 17)*
- Manage fees for leaving students (page 16)
- Remove locker assignments (page 16)
- Student Secondary & Former School Associations for End Dates (page 12)
- NEW: Enter students into next year’s homerooms (page 8)**

4. Data Quality Assurance

- No student has a value of Graduate=Y
- No student has a value un the DIP/SCCP Column
- No student has a retain=Y and withdraw=Y
- Check addresses of leaving students and their contacts to ensure accuracy.

Verification of Pre EOYR Completion and Setup confirmed ready for 2021/2022. Please note that some outstanding errors can stop the EOYR process for the entire province. Thank you for your attention to the details. Once you have completed all of the steps and checked all of the boxes on this sheet, submit a signed copy to Jake Schmidt by June 20th.

Administrator Name: _____

Administrator Signature: _____