



MyEducation BC Pre-EOYR Checklist Elementary 2017

School: _____ Date: _____

1. Introduction

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

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"> o Academic Track=Standard o NextSkI>Name=Your School Name o RetainGrade = Y/N 	<input type="checkbox"/> Students Transferring Schools (to a school within MyEd BC) <ul style="list-style-type: none"> o NextSkI>Name = Next School Name
<input type="checkbox"/> Students Withdrawing from school system and not graduating. <ul style="list-style-type: none"> o NextSkI>Name = Blank o Pre-transition Withdrawal Code = use appropriate withdraw reason. o Withdraw = Y 	<input type="checkbox"/> Pre-Registered Students <ul style="list-style-type: none"> o Academic Track = Standard o NextSkI>Name = Your School Name

3. Other Tasks

End dating school programs (verify) (Page 9)

Student Conduct Incidents - Expiry Dates (page 9)

Student Journal Entries (page 10)

Confirm with Student Services Staff (LART) students who are de-listed.

Manage fees for leaving students (page 13)

Remove locker assignments (page 13)

Student Secondary & Former School Associations for End Dates (page 12)

Enter students into next year’s homerooms

Verification of Pre EOYR Completion and Setup confirmed ready for 2017/2018. 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 Surinder Brar by June 20th.

Administrator Name: _____

Administrator Signature: _____