



MyEducation BC Pre-EOYR Checklist SECONDARY 2021

School: _____ Date: _____

1. Introduction

Reference Document: MyEdBC – End of Year Reference Guide v5.7pdf

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

- a. Low Incidence school aged grade 12 students that are returning for an additional school year
Recommendation: Withdraw student prior to EOYR and then re-enroll and schedule the student
- b. All Other students

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 NextSkl>Name=Your School Name o RetainGrade = Y/N) | <input type="checkbox"/> Graduating Students. <ul style="list-style-type: none"> o NextSkl>Name=Blank, o To be graduated = Y, o Dip/SCCP Date: XX/06/20XX |
| <input type="checkbox"/> SCCP Students <ul style="list-style-type: none"> o NextSkl>Name=Blank, o Pre-Transition Withdrawal Code: Completion-Evergreen, o To be graduated = Y, o Dip/SCCP Date: XX/06/20XX | <input type="checkbox"/> Students Transferring Schools (to a school within MyEd BC) <ul style="list-style-type: none"> o NextSkl>Name = Next School Name o Pass name along to counselling steno to complete transfer/withdraw checklist |
| <input type="checkbox"/> Students Withdrawing from school system and not graduating including moving to a non-MyEd BC School <ul style="list-style-type: none"> o NextSkl>Name = Blank o Pre-transition Withdrawal Code = use appropriate withdraw reason. o Withdraw = Y o Pass name along to counselling steno to complete transfer/withdraw check list | <input type="checkbox"/> Pre-Registered Students <ul style="list-style-type: none"> o Academic Track = Standard o NextSkl>Name = Your School Name |

- Check end dates of Student (Former & Secondary) School Associations (page 15)

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 that **de-listed** students are Exited from *Student Services unless the LART is writing SSP for these students.*(page 17)
- Confirm with Student Services Staff (LART) all students have a plan end dated for 30/09/20XX
- Manage fees for leaving students (page 16)
- Remove locker assignments (page 16)
- Review Current Active No Primary

4. EOYR Health Checks

- EOYR – Future YOG flagged to graduate:** (Students in this list will *not* be a part of the Graduate Seniors process.)
- EOYR – Multiple flags set:** Students in this list have multiple movement flags set, students may only have one movement flag set for EOYR.
- EOYR – Prior YOG still Active** (Students in this list have a prior year YOG and an Active enrollment status, these records require a review for accuracy)
- EOYR – Students becoming Active no Primary** Students in this list of have both the pre transition settings and Secondary Association settings that will result in a student status of *Active no Primary* next year.

Verification of Pre EOYR Completion and Setup confirmed ready for 2021/2021. 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: _____

- In the *Build View*, **review:** Yearlong, Semester, Term Courses (Start and End Dates)
- Prepare Grade Input** for grades (Term 4 and Final) and course dates
- Ensure that all courses have a final mark (except for comment only courses)
- Communicate with GRADE 12 students who have an OPEN Secondary School Association