



**MyEducation BC Pre-EOYR Checklist SECONDARY 2017**

School: \_\_\_\_\_ Date: \_\_\_\_\_

**1. Introduction**

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

**2. Student Movement (Student Movement Scenarios Document & Graduation Matrix) – Pg 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"> <li>○ Academic Track=Standard</li> <li>○ NextSkl&gt;Name=Your School Name</li> <li>○ RetainGrade = Y/N)</li> </ul>   | <input type="checkbox"/> Graduating Students. <ul style="list-style-type: none"> <li>○ NextSkl&gt;Name=Blank,</li> <li>○ To be graduated = Y,</li> <li>○ Dip/SCCP Date: 30/06/2017</li> </ul> |
| <input type="checkbox"/> SCCP Students <ul style="list-style-type: none"> <li>○ NextSkl&gt;Name=Blank,</li> <li>○ Pre-Transition Withdrawal Code: Completion-Evergreen,</li> <li>○ To be graduated = Y,</li> <li>○ Dip/SCCP Date: 30/06/2017</li> </ul>               | <input type="checkbox"/> Students Transferring Schools (to a school within MyEd BC) <ul style="list-style-type: none"> <li>○ NextSkl&gt;Name = Next School Name</li> </ul>                    |
| <input type="checkbox"/> Students Withdrawing from school system and not graduating. <ul style="list-style-type: none"> <li>○ NextSkl&gt;Name = Blank</li> <li>○ Pre-transition Withdrawal Code = use appropriate withdraw reason.</li> <li>○ Withdraw = Y</li> </ul> | <input type="checkbox"/> Pre-Registered Students <ul style="list-style-type: none"> <li>○ Academic Track = Standard</li> <li>○ NextSkl&gt;Name = Your School Name</li> </ul>                  |

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

**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)

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 20<sup>th</sup>.

Administrator Name: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

- Review: Yearlong, Semester, Term Courses (Start and End Dates)
- Prepare Grade Input (Term 4 and Final)
- Course Exam Synchronization Procedure
- Communicate with GRADE 12 students who have an OPEN SSA