



End of Year Roll-Over Strong Start Centres

In the **Student** top tab:

1. Set filter to *Primary Active Students*
2. Set field set to *SD73 Pre-Transition*

This process is a 3 part process:

Part 1. Pre-transitioning students to their elementary school:


1. Click **Options**, then **Modify List**. Click on the pencil icon **NxtSkl>Name**

<input type="checkbox"/>	Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	Kay Bingham Elementary	N	N
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	South Sa-Hali Elementary	N	N
<input type="checkbox"/>				2031	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	Dufferin Elementary	N	N
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	N
<input type="checkbox"/>				2032	EL		Active	A E Perry StrongStart Centre		N	N

2. Find the student that you are pre-transitioning, click the magnifying glass.

<input type="checkbox"/>	Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	Kay Bingham Elementary
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre	
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre	South Sa-Hali Elementary

3. In the pop-up select the school. Click OK.

4. When finished working on the group of students on the current page save by clicking  on the



otherwise the software won't save as you transition to the next page

5. Repeat steps 2 to 4 for each page of students
6. Click **Options**, then **Modify** to remove the pencil icons



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Part 2. Withdrawing Students

1. Sort the students by the **NextSkl > Name** to move the pre-transitioned students to the top of the list

Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw
			2029	EL		Active	A E Perry StrongStart Centre	Westmount Elementary	N	N
			2029	EL		Active	A E Perry StrongStart Centre	South Sa-Hali Elementary	N	N
			2030	EL		Active	A E Perry StrongStart Centre	South Sa-Hali Elementary	N	N
			2029	EL		Active	A E Perry StrongStart Centre	Parkcrest Elem - Kamloops	N	N

2. Select the students are pre-transitioning, then click **Options**, then **Omit Selected**. Confirm that you cannot see the pre-transitioned students

3. Click **Options**, then **Modify List**. Click on the pencil below **Withdraw**

0 of 79 selected

<input type="checkbox"/>	Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw	To be Graduated
<input type="checkbox"/>				EL			Active	A E Perry StrongStart Centre		N	N	N
<input type="checkbox"/>				EL			Active	A E Perry StrongStart Centre		N	N	N
<input type="checkbox"/>				EL			Active	A E Perry StrongStart Centre		N	N	N

4. Click the check boxes (change into) when finished the page click

0 of 79 selected

<input type="checkbox"/>	Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw	To be Graduated
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2031	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2029	EL		Active	A E Perry StrongStart Centre		N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2030	EL		Active	A E Perry StrongStart Centre		N	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2032	EL		Active	A E Perry StrongStart Centre		N	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2031	EL		Active	A E Perry StrongStart Centre		N	<input type="checkbox"/>	<input type="checkbox"/>

5. Repeat this process for each page.



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Part 3. End Date Secondary & Former School Associations

1. Global Top Tab, Favorite Side Tab
2. Click [Student School Association](#)
3. Sort the records by clicking the **End** Column. You are looking for records with missing end dates.

1:Secondary 0 of 71 selected All Records

Type	Name	School > Name	Year	AttMagType	Start	End
Secondary		A E Perry StrongStart Centre	2016	None	01/08/2015	
Secondary		A E Perry StrongStart Centre	2016	None	01/08/2015	
Secondary		A E Perry StrongStart Centre	2016	None	01/08/2015	
Secondary		A E Perry StrongStart Centre	2015	None	05/01/2015	31/07/2015

4. Click on the blue word to enter the record and adjust it:

bles :: [Student School Association](#) :: Secondary - A E Perry StrongStart Centre

Save Cancel Default Fields

Association type * Secondary

Name

School > Name A E Perry StrongStart Centre

School year 2016

Attendance management type * None

Start date * 01/08/2015 **1. Change to 10/08/20XX**

End date **2. Select 31/07/20XX**

Save Cancel

3. Save

4. Move to next record

5. Repeat until you arrive at the record with filled in dates.