



Scheduling Cross Enrolled Students

Steps 1-3 are done by the secondary (cross enrolled) school counseling secretary.
Step 4 is done by the principal of the primary (home) school, in consultation with the secondary school administration.

In the school view

- 1. End date current cross enrolments.
 - a. Student Top Tab, Membership side tab, Schools sub side tab.
 - b. Adjust/modify the start date is in the current school year
 - c. Enter the end date to be in the current school year
 - d. Click save

School > Name *	South Kamloops Secondary
School year *	2015
Association type *	Secondary ▾
Attendance management type *	None ▾
Start date *	02/09/2014
End date	26/06/2015

Make sure the dates listed are within the correct school year

Save Cancel

- 2. Establish a future cross enrollment
 - a. Options, Create secondary school association
 - b. Enter in District Year, Start date, and End date for the next school year
 - c. Enter in Legal first name, Legal last name, Gender, and Date of birth
 - d. Click Search

Create Secondary School Associations - Google Chrome

https://sdt.myeducation.gov.bc.ca/asp/en/multiCreateSchoolAss

Pull

Secondary school	South Kamloops Secondary
District year	2015-2016 ▾
Start date	10/08/2015
End date	30/06/2016

Legal first name	<input type="text"/>
Legal last name	<input type="text"/>
Gender	▾
Date of birth	<input type="text"/> Age

Search Cancel



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3. The next window should display the student that you were searching for, click ok

Matching student found. Selecting a student will cross-enroll him or her into your school.

1 record

Name	Legal Last	Legal First	Legal Middle	Gender	DOB	Pupil #	PEN	Grade	Enr Status	Last Withdrawal	Contact
	[REDACTED]	[REDACTED]	[REDACTED]	M	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	30/06/2010	Beattie School of th

OK Cancel

- 4. *In the Build View of the Secondary School*
 - a. Ensure you are working with the **most recent scenario**
To check, click on the **Scenario** Top Tab and click on the “newest” scenario
 - b. Click the **Student** top tab, click **Options**, then **Refresh**
 - c. Find the student you want to time table.
Click on the student top tab, change your Filter to **Secondary Students**
 - d. Click on the student name, the schedule side tab, then the workspace sub side tab.
Schedule the student in secondary schools courses, click POST to finish