



STUDENT TRANSFER PROCEDURE

Points to Remember:

- **Treat a student transfer the same as a withdrawal**
- **Run off attendance/fees/reports as per your school's withdrawal policy**
- **Ensure that you have the current year's report card(s) in the Student's File**
- **End Date any 1701 Programming for your school**
- **Check for, and remove, any next year student course requests if you have already entered them**
- **Run off a Student Transcript for any Grade 10/11/12 student. If there are any courses missing, enter them manually in MyEdBC. This is especially important if the student is going to a non-MyEdBC school**
- **Forward, or have school counsellors forward, any withdrawal information to the SD#73 School Completion Coordinator**
- **If unsure about how to proceed with a transfer, please contact a MyEdBC Clerical mentor**

This Student Transfer process will:

- **Be used for students transferring between MyEdBC schools, both in and out-of-district**
- **Not be used for students moving from a MyEdBC to BCesis School. In that scenario you will withdraw the student both in MyEdBC and email a request to a L1 to also remove the student from BCesis**
- **Automatically remove any current school courses. You do not need to drop student courses before**
- **move any courses with a final school mark to the Student Transcript**
- **maintain any current cross-enrollment(s) and retain the courses and/or final marks of any cross-enrolled school(s)**

STEP 1: RECEIVING (NEW) SCHOOL

- Once a parent/guardian signature is on a registration form, you may initiate the transfer request.
- Always check the Student Locator in MyEdBC to determine if the registering student is primary in a BCesis or MyEdBC school. **Navigate to: Student Top Tab>Reports>Student Locator**
- If the Student Locator indicates that a student is primary in a **BCesis** school, please follow the protocols listed on the flow charts in the MyEdBC Enrollment Standards Document.
- If the Student Locator indicates that that the student is primary in a **MyEdBC** school, please contact that school and request a “**Student Transfer.**” The sending school will then follow Step 2 below.
- Note: some schools may require a signed request, if so just have parents sign off on your file request document and forward this to the school.

STEP 2: SENDING (CURRENT) SCHOOL

Navigate: Student Top Tab>Student List>Select Student>Details

- Once the receiving (**new**) school has contacted the sending (**current**) school, the sending school will tick the “**Transfer pending**” checkbox and search for and select the “**Transfer School>Name**.”

Transfer pending	<input type="checkbox"/>
Transfer School > Name	<input type="text"/>

Enter the information in the fields and then click “**Save**”.

The screenshot shows a web browser window with the URL <https://sdt.myeducation.gov.bc.ca/aspen/personAddressDetail.do>. The form is divided into several sections:

- Contact Information:** Includes fields for Unlisted Phone Number, Work phone, Cell phone, Student email, License Plate #, and Parking Space.
- School Information:** School > Name (Sa-Hali Secondary), Next School > Name (empty), Year of graduation (2017), Grade level (10), Grade sub level (dropdown), Enrollment status (Active), Calendar (Standard), Homeroom (A5), and Counsellor (dropdown).
- Transfer Details:** Care Card (empty), Confidential Student Date (calendar icon), Family Courier (Yes), Locker (B159), Out of Catchment (checkbox), Out of District (dropdown), Home School Not in MyEducation (checkbox), Diploma Granted Date (calendar icon), Transfer pending (checked checkbox), and Transfer School > Name (Westsyde Secondary).

At the bottom of the form, there is a section labeled "CONTACT INFORMATION".

When this task is complete, the current school has now prepared the transfer to the receiving school. This step releases the student so that the receiving (**new**) school can complete the transfer process.

STEP 3: RECEIVING (NEW) SCHOOL MUST COMPLETE THE TRANSFER

Navigate to: Student Top Tab>Membership Side Tab>Enrollment

- On the **Options** Menu, click **Registration**, then **Transfer Student**
- Select the student from list of pending transfers (click on magnifying glass in Name block)
- Receiving (new) school will:
 - Enter Withdrawal date, Code and Reason in the both the Withdrawal and Entry sections.
 - Click OK

The screenshot shows a web browser window titled "MyEducation BC: Transfer Student - Google Chrome" with the URL "https://sdt.myeducation.gov.bc.ca/aspern/studentTransfer.do". The page content is titled "Transfer Student". It contains a search bar for "Name". Below the search bar, there are two columns of form fields. The left column is titled "Withdrawal" and contains fields for "Current School" (Sa-Hali Secondary), "Date" (06/02/2015), "Code" (Publ School, In Dist), and "Reason" (Personal). The right column is titled "Entry" and contains fields for "Destination School" (Westsyde Secondary), "Date" (06/02/2015), "Code" (Public School InDs), and "Reason" (Personal). At the bottom of the form, there are "OK" and "Cancel" buttons.

The student is transferred to the destination (receiving) school.

Navigate to: Student Top Tab>Membership Side Tab>Enrollment>Details

- A **Withdrawal (W)** record is created for the transferring (current) school
- An **Enrollment (E)** record is created for the destination (new) school.

WITHDRAWAL AND ENROLLMENT DATES

- Note that in the transfer screen (above), Withdrawal and Enrollment dates are defaulted to the same day; however, the receiving (new) school can modify the dates of enrollment to reflect the actual start day. If unsure of the student's withdrawal date, contact the current school to check the ***student's last day of attendance. This will ensure that you do not enter a withdrawal date before a student's last day of attendance.***
- Enrollment and Withdrawal dates may be modified through
Navigate to: Student Top Tab>Membership Side Tab>Enrollment>Details

See screen shot below to view adjusted enrollment date.

Zimbra: Inbox (2) x MyEducation BC: Stu x Maria

<https://sdt.myeducation.gov.bc.ca/asp/enrollmentList.do?navkey=student.std.list.enr>

Imported From IE MyEducationBC <https://sdt.mye...> <https://www.my...>

BRITISH COLUMBIA MyEducationBC **Westsyde Secondary 2014-2015**
Change View Select School Set Preferences Log Off

Pages **School** **Student** **Staff** **Attendance** **Conduct** **Grades** **Assessment** **Schedule** **Global** **Tools** **Admin**

Options Reports Help

Student List :: 10 -

0 of 3 selected All Records

Westsyde Secondary - Enrollment status: Active - Year of graduation: 2017

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
<input type="checkbox"/>	E	10/02/2015	Public School InDs	Personal	Active	Active	2017	Westsyde Secondary		
<input type="checkbox"/>	W	06/02/2015	Publ School,In Dist	Personal	Active	Active	2017	Sa-Hali Secondary		
<input type="checkbox"/>	E	05/08/2014	1st Foreign Uninterr		Active	Active	2017	Sa-Hali Secondary		10

Details
 Contacts
 Attendance
 Conduct
 Transcript
 Assessments
 Academics
 Schedule

FOLLOW UP

- ***Please note: after you complete the transfer, refresh your screen (F5) and ensure that you are using the "Primary Active" Student Filter to search for the newly added student.***
- ***Adjust or enter any new demographics as you would with any new registrant***