BRITISH COLUMBIA | MyEducationBC

# Enrollment Management & Student Demographics

December 2015 v1.7

FUJITSU

## Version History

| Version | Date | Description |
|---|---|---|
| 1.0 | 2015-03-04 | Initial Document |
| 1.1 | 2015-04-28 | Clarified “PreReg” definition and “change student status wizard”; updates. |
| 1.2 | 2015-05-05 | Added “Inclusions” section. Clarified section on enrolling student. |
| 1.3 | 2015-05-25 | Added “Program of Study” section. |
| 1.4 | 2015-07-16 | Clarified “Future Cross-Enrollments” section 3.2<br>Added information on homeroom assignments in Section 6.1.1.2<br>Added new 5.3 update for the *Is Identical* function on addresses to 6.1.2<br>Added Locker Assignment section 6.1.1.4<br>Added Updating Diploma Granted Dates section 6.4 |
| 1.5 | 2015-07-21 | Added *Enrollment Types* to Enrollment Activity Report section 7.1 |
| 1.6 | 2015-10-15 | Updated adding related siblings to 6.2.2.1 |
| 1.7 | 2015-12-21 | Updated 6.2.1.1 to clarify emergency priority numbers; Updated withdrawing students from a Secondary School. |

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# 1.0 Enrollment in MyEducation BC

Enrollment in schools in MyEducation BC is how students first get entered into the Student Information System. It is also how they will switch schools, or add a cross-enrolled, or *secondary*, school that they may be attending. Enrollment may be done by a Centralized/District person, or by a School-level person, based on your district business rules, following virtually the same steps.

There are several baseline Security Roles that have the ability to enroll, cross enroll and withdraw students:

- Clerical – School Admin Assistant
- Clerical – SIS Admin
- Clerical – SIS Clerk
- District Support (Level 1)
- Registrar
- School Administrator

If you are customizing an existing Security Role, or creating your own, you will want to ensure that role has *Create*, *Read* and *Update* permissions on the **Student Enrollment** and **Student School Association** tables, in order for them to be able to do Admissions, Withdrawals and Cross-enrollments. If you want someone to only be able to see what schools a student has been admitted or withdrawn from, you will only need to give them *Read* permission on that table.

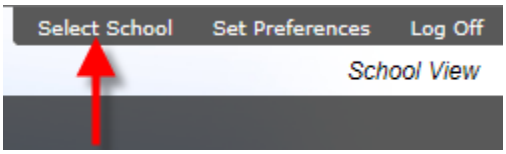
For *Home School Transfer* – the act of transferring a student from one Primary school to another – can only be performed by a District Support (Level 1) security role. See more in **Section 4.0 Home School Transfer** in this document.

## 1.1 District Registrar

Registration by a District-level Registrar will likely be given the **Registrar** baseline Security Role, or a customized version of that. In order for the Centralized registrar to be able to access all schools, you will need to make sure that they are *Associated* to all schools in your district, and have an enabled User Account created for them.

Refer to *section 1.4.1.3: Maintaining Secondary School associations for staff* in the **Security Management** document for steps on how to associate your staff member with all schools (or a group of schools) in your School District.

When a student needs to be enrolled into a school in your district, your central registrar can log in to MyEducation BC and from the **School** view, click the *Select School* in the **Settings Bar** and choose their school from the pick list:




Once they are in the School they need to perform their registration tasks, they can follow the same steps as the School Registrar.

## 1.2 School Registrar

Registration duties at a School are done from the **Student** top tab. Here, you can Enroll, Withdraw, Cross-Enroll, Change Enrollment Status or Change Year of Graduation (YOG).

Security Roles for a School-level person can be any of the following baseline roles, or a customized version:

- Clerical – School Admin Assistant
- Clerical – SIS Admin
- Clerical – SIS Clerk
- District Support (Level 1)
- Registrar
- School Administrator

For a Customized or newly-created Security role, ensure that the role has *Create*, *Read* and *Update* permissions on the **Student Enrollment** and **Student School Association** tables. You will also want to ensure that you have not removed the **Enrollment** or **Schools** side tabs under the **Student** top tab.

# 2.0 Admitting/Withdrawing Students

The primary enrollment task is usually admitting or withdrawing students from your school. Enrollment information is a vital piece of a student record. A student's enrollment information might include the dates and reasons for the following:

- When the student enrolls in your school.
- If the student completely withdraws from your district.
- If the student transfers from your school to another school in your district.
- If the student's status changes from active. For example, a student who reaches the maximum age at your school might become inactive.
- If the student is promoted or demoted to a different year of graduation.
- A student is associated with another school.

The following sections will instruct how to admit or withdraw students based on several factors, including whether the students are new to the MyEducation BC system, simply new to your school or district, or if they are related to students that are already in your school, which can copy demographic information and associate them with existing contacts that are already in the system.

## 2.1 Admitting Students in a School

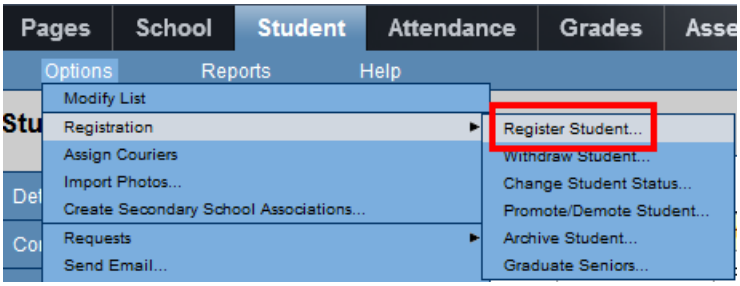
### 2.1.1 Admitting new students

You will likely be admitting new students to the system when they are entering at a young age – Early Learning Centres or Kindergarten, for example – or moving from a non-MyEducation BC district or out of Province school. This shows you how to enroll a student into their *Primary School*. That is, this will be their main school that they will be attending (either in person or remotely). To enroll a student into the school as a *Secondary Student*, or Cross-Enrolled, see *Section 3.0 Cross-Enrolling Students.*

To ensure that your student is actually new, the system will do a restrictive query against all students in the province who are currently in MyEducation BC. This will ensure that a duplicate record is not created in the event that the student has previously been admitted, as well as whether the student is currently active in another school and needs to be withdrawn before continuing. Once you have established that this is in fact a new student, you can carry on to the next step and fill in the information in the wizard.

To admit a new student, you will be in the **School** view, on the **Student** top tab, looking at your school's *Student List*. Then, follow these steps:

1. Click the **Options** menu, and select **Registration**, followed by **Register Student**.




2. This will bring up the **Student Registration** wizard

   a. For Step 1, put in the Legal last name along with Gender and Date of birth into the corresponding fields. If this student has a family member in your school, you will click the "New family member" checkbox, otherwise leave it blank. If this is a family member, go to *section 2.1.3 – Admitting related students* in this document. Clicking the **Next** button will perform the restrictive query to see if this student is currently in the system.

   > **Note:** Ensure you are typing the correct date format in the *Date of birth* field. If you are unsure what format you are using, you can type in the actual month in full and it will convert to the proper format (i.e., "January 10, 2010" or "Jan 10 2010" would change to either 10/01/2010 or 1/10/2010 depending what you have set for your Locale in your Set Preferences)

   b. If a possible match is found, you will see a pop up with any student who fits the entered data (birth date within 45 days of the one you entered) and the following message:

   > Matching student found. Selecting a student will activate this student with their existing student information. Click cancel to close this window and enter a new student.

   If none of the names correspond with your student, click the Cancel button and move to step 2 of the wizard.

   c. For Step 2, you can fill out any additional information you know about this student, including the various phone numbers, physical and mailing addresses, what Homeroom they will go in, their Home Language and what Calendar in the school they will be attached to. If you do not know any of this information, you can skip it and add that in later.

Most schools have only one calendar attached to the student, so you should add it here.

d. In Step 3, you will enter in the student's Year of Graduation, Enrollment Status, Date of entry into the system and Admission code and reason. The first three items listed are mandatory.

   Year of Graduation (YOG) is what drives the MyEducation BC system; it calculates Grade Level based on that number, so be sure you are putting in the correct value. It *can* be adjusted later if the information is put in wrong, but it may require someone with a higher security privilege than you have. You will see the Grade Level field automatically populated when the YOG is entered and you go to another field. If it is incorrect, you can change it now with no ill effect.

   Enrollment Status will generally be set to Active for students who will be going to classes on the date you enter in the Date field below. PreReg is set for students who will be coming next year, and is the preferred Status for those enrollments. This way they can be found easier in the Student List by applying the *PreReg* filter.

   Grade sub level is a specific set of grades other than the numeric Grades 1 through 12, *KF* for Kindergarten and *EL* for Early Learning. For example, if you had a student who was only half day Kindergarten, you would set their YOG to put them in *KF*, and then set their Grade sub level to *KH*.

   For *SU*, *GA* or *AD*, enter the YOG for a grade 12 student this year, and then use the appropriate sub grade between those three.

   For *EU*, *HS* or *AN*, enter the most appropriate YOG and then the corresponding sub grade level between those three.

e. In Step 4, you can confirm the full name and that you are enrolling the student in the correct school, and then click "Finish".

f. When the wizard closes, you will be taken to the Demographics/Details page for the Student you just enrolled. If you are taken to a different student, it is because the newly registered student would not have appeared on the Student List under the existing filter. If your filter was set to *Primary Active Students*, for example, and you set the status of your new student as *PreReg*, the student would not appear in the Student List, and you would have to change the filter to find them.

   **Tip:** set your filter to *All Students* before registering new students into your school, and you will always have them open up to the Details page of your newly registered student.

For more about the information on the Student Details page, see *Section 6.0 – Student Demographics* in this document.

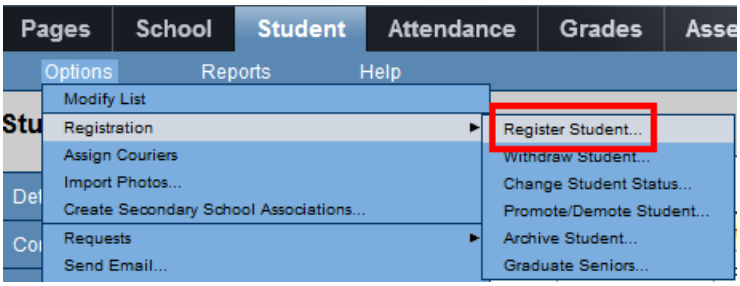
### 2.1.2 Admitting existing students

When enrolling a student, you may be admitting someone whose student record already exists in MyEducation BC and now is transferring to your school from a different school. MyEducation BC will perform a restrictive query against all students in the province to find the appropriate student so that you can bring them into your school.

This is only for students who will primarily be going to your school. If you are looking at Cross-Enrolling a student to your school, see *Section 3.0 – Cross-Enrolling Students*.

To admit an existing student, you will be in the **School** view, on the **Student** top tab, looking at your school's *Student List*. Then, follow these steps:

1. Click the **Options** menu, and select **Registration**, followed by **Register Student**.




2. This will bring up the **Student Registration** wizard
   a. For Step 1, put in the Legal last name along with Gender and Date of birth into the corresponding fields. If this student has a family member in your school, you will click the "New family member" checkbox, otherwise leave it blank. If this is a family member, go to *section 2.1.3 – Admitting related students* in this document. Clicking the **Next** button will perform the restrictive query to see if this student is currently in the system.

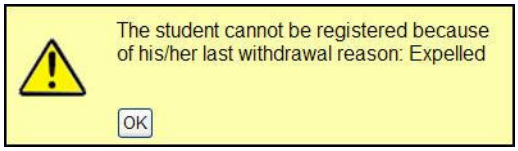
   > **Note:** Ensure you are typing the correct date format in the *Date of birth* field. If you are unsure what format you are using, you can type in the actual month in full and it will convert to the proper format (i.e., "January 10, 2010" or "Jan 10 2010" would change to either 10/01/2010 or 1/10/2010 depending what you have set for your Locale in your Set Preferences)

   b. If a possible match is found, you will see a pop up with any student who fits the entered data (birth date within 45 days of the one you entered) and the following message:

   > Matching student found. Selecting a student will activate this student with their existing student information. Click cancel to close this window and enter a new student.

   Click the radio button beside the correct student you wish to enroll in your school, followed by the OK button. This will enter in all pertinent information into the following steps of the wizard, which you can correct if necessary, as well as the information in the Student Details page. Click the **Next** button to move to the next step.

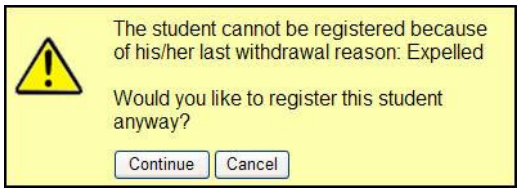
If a student was expelled from your school, you will get the following error message when trying to re-enroll them:




This will affect anyone who does not have the permission “Override enrollment restrictions” checked. Baseline roles that have this permission are:

- Clerical – School Admin Assistant
- District Support (Level 1)
- Registrar
- School Administrator

The above users will see this message instead:




Clicking *Continue* will continue with the enrollment.

c. For Step 2, you can fill out any additional information you know about this student, including the various phone numbers, physical and mailing addresses, what Homeroom they will go in, their Home Language and what Calendar in the school they will be attached to. If you do not know any of this information, you can skip it and add that in later.

   Most schools have only one calendar attached to the student, so you should add it here.

d. In Step 3, you will enter in the student’s Year of Graduation, Enrollment Status, Date of entry into the system and Admission code and reason. The first three items listed are mandatory.

   Year of Graduation (YOG) is what drives the MyEducation BC system; it calculates Grade Level based on that number, so be sure you are putting in the correct value. It *can* be adjusted later if the information is put in wrong, but it may require someone with a higher security privilege than you have. You will see the Grade Level field automatically populated when the YOG is entered and you go to another field. If it is incorrect, you can change it now with no ill effect.

   Enrollment Status will generally be set to Active for students who will be going to classes on the date you enter in the Date field below. PreReg is set for students who will be coming next year, and is the preferred Status for future enrollments. This way they can be found easier in the Student List by applying the *PreReg* filter.

   Grade sub level is a specific set of grades other than the numeric Grades 1 through 12, *KF* for Kindergarten and *EL* for Early Learning. For example, if you

had a student who was only half day Kindergarten, you would set their YOG to put them in *KF*, and then set their Grade sub level to *KH*.

For *SU*, *GA* or *AD*, enter the YOG for a grade 12 student this year, and then use the appropriate sub grade between those three.

For *EU*, *HS* or *AN*, enter the most appropriate YOG and then the corresponding sub grade level between those three.

e. In Step 4, you can confirm the full name and that you are enrolling the student in the correct school, and then click “Finish”.

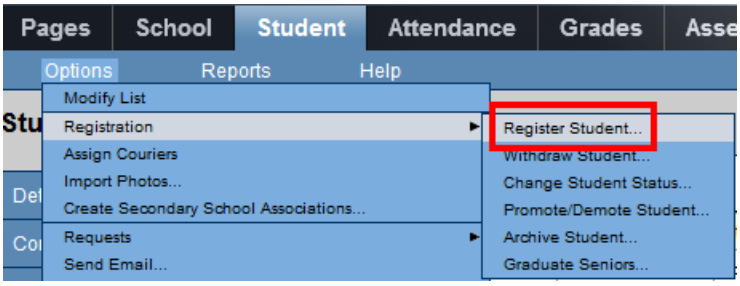
f. When the wizard closes, you will be taken to the Demographics/Details page for the Student you just enrolled. If you are taken to a different student, it is because the newly registered student would not have appeared on the Student List under the existing filter. If your filter was set to *Primary Active Students*, for example, and you set the status of your new student as *PreReg*, the student would not appear in the Student List, and you would have to change the filter to find them.

> **Tip:** set your filter to *All Students* before registering new students into your school, and you will always have them open up to the Details page of your newly registered student.

For more about the information on the Student Details page, see *Section 6.0 – Student Demographics* in this document. You may not have to adjust anything for the newly registered student’s demographics, if the previous school has kept them up to date.

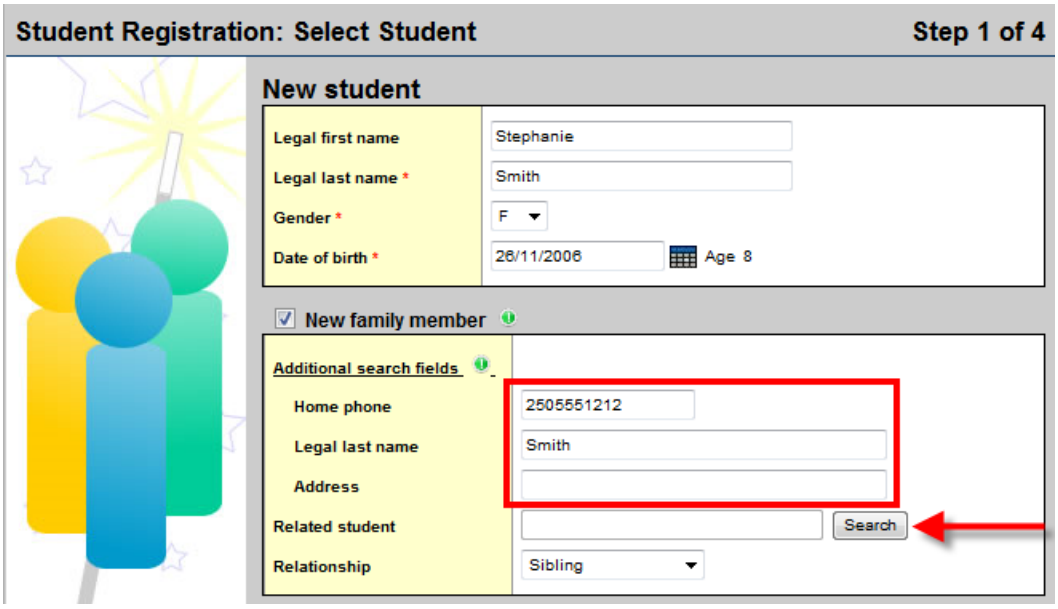
### 2.1.3 Admitting related students/siblings

1. Click the **Options** menu, and select **Registration**, followed by **Register Student**.

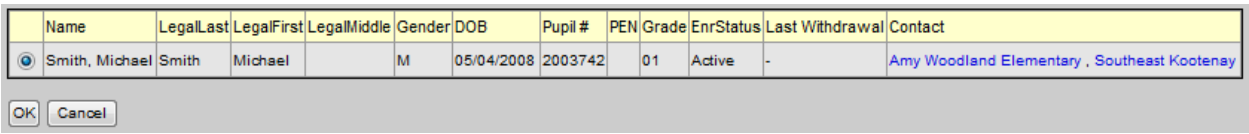



2. This will bring up the **Student Registration** wizard

   a. For Step 1, put in the Legal last name along with Gender and Date of birth into the corresponding fields. When a student you are enrolling is related to another student in the Province, click *New family member* and a box with additional fields appears. You are required to fill out 2 of the following 3 fields: *Home phone*, *Legal last name* and *Address*. Click **Search** to find the sibling already in MyEducation BC.




The **Student Pick List** appears. Find the related student and click **OK**. Then, select the Relationship to the student you are registering (such as *sibling*).



| | Name | LegalLast | LegalFirst | LegalMiddle | Gender | DOB | Pupil # | PEN | Grade | EnrStatus | Last Withdrawal | Contact |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ◉ | Smith, Michael | Smith | Michael | | M | 05/04/2008 | 2003742 | | 01 | Active | - | Amy Woodland Elementary , Southeast Kootenay |

OK Cancel

b. Once you have established the sibling, clicking the **Next** button will perform the restrictive query to see if the student you are enrolling is currently in the system.

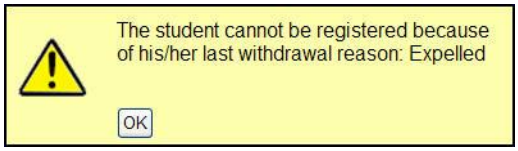
> **Note:** Ensure you are typing the correct date format in the *Date of birth* field. If you are unsure what format you are using, you can type in the actual month in full and it will convert to the proper format (i.e., "January 10, 2010" or "Jan 10 2010" would change to either 10/01/2010 or 1/10/2010 depending what you have set for your Locale in your Set Preferences)

c. If a possible match is found, you will see a pop up with any student who fits the entered data (birth date within 45 days of the one you entered) and the following message:

> Matching student found. Selecting a student will activate this student with their existing student information. Click cancel to close this window and enter a new student.

If the student you are registering is one that is already in the system, click the radio button beside the correct student you wish to enroll in your school, followed by the OK button. This will enter in all pertinent information into the following steps of the wizard, which you can correct if necessary, as well as the information in the Student Details page. Click **Next** to move to the next step. If the student is new to MyEducation BC, click **Cancel**, and move to *step c* below.

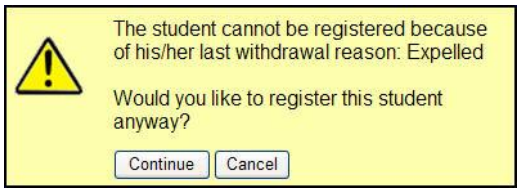
If a student was expelled from your school, you will get the following error message when trying to re-enroll them:




This will affect anyone who does not have the permission “Override enrollment restrictions” checked. Baseline roles that have this permission are:

- Clerical – School Admin Assistant
- District Support (Level 1)
- Registrar
- School Administrator

The above users will see this message instead:




Clicking *Continue* will continue with the enrollment.

d. For Step 2, you can fill out any additional information you know about this student, including the various phone numbers, physical and mailing addresses, what Homeroom they will go in, their Home Language and what Calendar in the school they will be attached to. If you do not know any of this information, you can skip it and add that in later.

   Most schools have only one calendar attached to the student, so you should add it here.

e. In Step 3, you will enter in the student’s Year of Graduation, Enrollment Status, Date of entry into the system and Admission code and reason. The first three items listed are mandatory.

   Year of Graduation (YOG) is what drives the MyEducation BC system; it calculates Grade Level based on that number, so be sure you are putting in the correct value. It *can* be adjusted later if the information is put in wrong, but it may require someone with a higher security privilege than you have. You will see the Grade Level field automatically populated when the YOG is entered and you go to another field. If it is incorrect, you can change it now with no ill effect.

   Enrollment Status will generally be set to Active for students who will be going to classes on the date you enter in the Date field below. PreReg is set for students who will be coming next year, and is the preferred Status for future enrollments. This way they can be found easier in the Student List by applying the *PreReg* filter.

   Grade sub level is a specific set of grades other than the numeric Grades 1 through 12, *KF* for Kindergarten and *EL* for Early Learning. For example, if you

had a student who was only half day Kindergarten, you would set their YOG to put them in *KF*, and then set their Grade sub level to *KH*.

For *SU*, *GA* or *AD*, enter the YOG for a grade 12 student this year, and then use the appropriate sub grade between those three.

For *EU*, *HS* or *AN*, enter the most appropriate YOG and then the corresponding sub grade level between those three.

f. In Step 4, you can confirm the full name and that you are enrolling the student in the correct school, and then click “Finish”.

g. When the wizard closes, you will be taken to the Demographics/Details page for the Student you just enrolled. If you are taken to a different student, it is because the newly registered student would not have appeared on the Student List under the existing filter. If your filter was set to *Primary Active Students*, for example, and you set the status of your new student as *PreReg*, the student would not appear in the Student List, and you would have to change the filter to find them.

> **Tip:** set your filter to *All Students* before registering new students into your school, and you will always have them open up to the Details page of your newly registered student.

For more about the information on the Student Details page, see *Section 6.0 – Student Demographics* in this document. You may not have to adjust anything for the newly registered student’s demographics, if the previous school has kept them up to date. If this is a new registration, it will copy some of the demographic information (phone number, address, contacts) from their existing sibling.

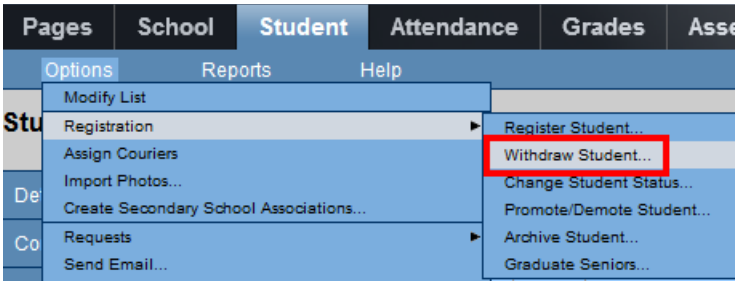
## 2.2 Withdrawing Students from a School

There will be times when a student will leave your school for reasons other than graduating or transitioning from an elementary to a middle or high school. In the event that a student is leaving your school mid-year, you will need to withdraw the student from your school.

**Note:** You only withdraw students who are listed as a Primary student at your school; if you are withdrawing someone who is cross-enrolled to your school, but has a primary school elsewhere, you will *end their school association*. See *Section 3.2 – Ending Secondary School Associations.*

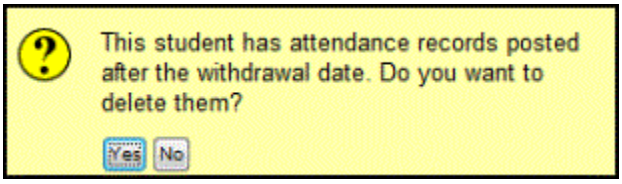
To withdraw a student from your school, you will be in the **School** view, on the **Student** top tab, looking at your school's *Student List*. Then, follow these steps:

1. Click the checkbox beside the name of the student you wish to withdraw.
2. Click the **Options** menu, and select **Registration**, followed by **Withdraw Student**.




3. This will bring up the **Withdraw Student** pop-up. The student's name and school will already be filled in. You are required to put in a date (it will default to today's date), as well as a Status, generally "Withdrawn". If a student has existing cross-enrollments at another school, this field will auto-populate to *Active no primary*, and you are unable to change this. You have the option of putting in a Code or Reason as it applies to the withdrawn student, and there are two checkboxes at the bottom of the pop-up:
   a. *Disable related user accounts*. This will disable their User Account, and they will not be able to access the system. Be aware that a student may have active Cross-Enrollments, so you may not want to have this box checked.
   b. *Create former school association*. This will create a link with your school until the end of the school year, so that they will appear in your Student List when the "Former Students" filter is applied. This is particularly useful if you still need to fill in marks and grades for this student, so you need access to having them in your school. See *section 5.1.2 – Viewing current and past cross-enrollments* for more.
4. Click **OK**. This will withdraw the student.

If your student has future Attendance Records entered into the system after the withdrawal date you listed in the Withdraw Student pop-up, you will get the following warning:




To delete the later record, click **Yes**. Otherwise, click **No**, and you can edit the date you have entered for this withdrawal.

### 2.2.1 Withdrawing a Private Student

Sometimes a student has special circumstances and is marked "private" to hide their demographic information from other schools in the district. If you withdraw a student who is marked private, the following pop-up appears:

> Note: This student is currently marked as Confidential. Withdrawing the student will remove the Confidential status. Please select 'Cancel' if you wish to return to the previous screen.

1. Click Cancel to return to the previous screen.
2. Click Continue to withdraw the student from the school. The following message appears:

   **This student is withdrawn and is no longer confidential.**

> **Note:** If a private student is cross-enrolled at two schools and withdraws from either school, he or she is still marked private at the other school.

## 3.0 Cross-Enrolling Students

Students are able to take courses from more than one school at a time; they are said to be *cross-enrolled* to additional schools from their main school.

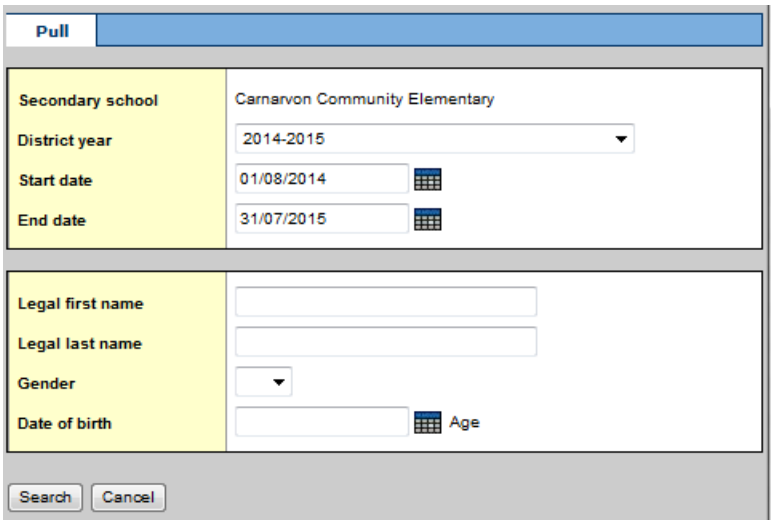
In MyEducation BC, there are two types of students at a school: *Primary* students and *Secondary* students. This does not refer to the grade level of those students, but rather what school is the main school the student is attending. A student at their home school is considered to be a *Primary student* there. A student at their Cross-Enrolled school is said to be a *Secondary student* there. These terms will show up throughout the application, so be aware of their meanings.

## 3.1 Creating Secondary School Associations

To associate a student with a secondary school:

1. From the **School** view, click the **Student** top tab.
2. Click **Options**, and select **Create Secondary School Associations**.

   The *Create Secondary School Associations wizard* appears:




3. Select the District year for the cross-enrollment.
4. Enter the Start date and End date that the student will attend the secondary school. These will default to the start and end date of the *school calendar*.
5. Enter the Last name, Gender, and Date of birth for the student. These are mandatory.
6. Click **Search**. A pop-up lists the student's name, some demographic information, and contact information for the student's primary school. Click **OK**.

The student should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon ( ) in the Alerts column.

### 3.1.1 Setting Attendance Management Type for Secondary Students

Depending on the school preference setting for Secondary School Management, you may need to set the Attendance management type for secondary students.

**Option 1 – Setting attendance management type for an individual student**

1. In the **School** view, click the **Student** top tab.
2. Check the box beside the secondary student and click the **Membership** side tab.
3. Click the **Schools** sub-side tab. The student's list of former and secondary school associations will appear.
4. Click the blue hyperlink for the record representing your school.
5. Set the **Attendance management type** field as appropriate.

**Option 2 - Setting attendance management type for multiple students**

1. In the **School** view, click the **Global** top tab.
2. Click the **Favorite** side tab and select the **Student School Association** table.
3. Use the filter called **Type: Secondary** to filter to the students who are secondary students at your school. Check the *Name* field to ensure all records are your school.
4. Review the **AttMag Type** field and update using mass update or modify list functions.

## 3.2 Future Cross Enrollments

In the event that you are cross-enrolling a student in advance of their attending your school (i.e., they WILL be cross-enrolled to your school this current school year, but you are setting it up early. A type of PreReg for Cross-enrolled students), you will follow the same steps as above, however you will not see your students in the *All Active Students* filter. You will see the student in the *All Secondary Students* and *All Students* filters; however they will not have a Cross-Enrollment icon until their Secondary Association date passes. To see all future-dated cross-enrollments in your school, select the *Future cross-enrollments* filter. This will display all secondary students in your school whose start date there is after today's date.

Note: **Future cross-enrollments** only refers to students who will be attending at a future date *in this current school year*. If you wish to see students who will be cross-enrolled at some point after the last day in your school schedule, you will need to use the **Build** view.

## 3.3 Ending Secondary School Associations

Students now can be withdrawn from Secondary schools the same as they are from Primary schools, by using the **Withdrawal** functionality.

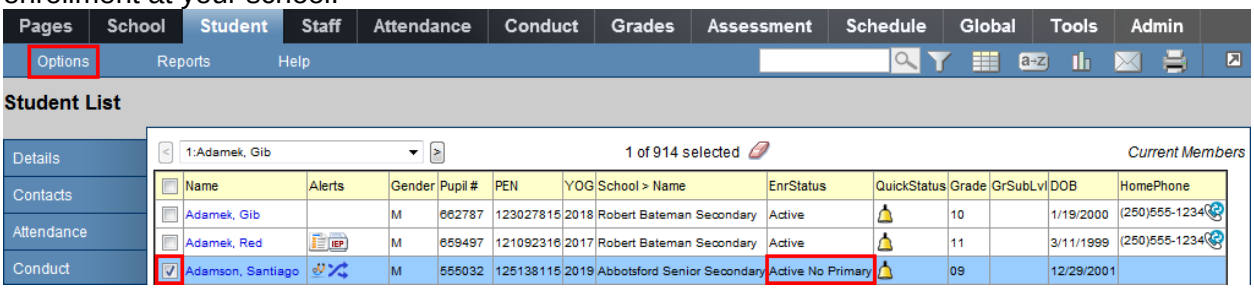
If a student has *Active No Primary* for their Enrollment Status, this means they have been withdrawn from their primary school, and are only taking classes at their Secondary (i.e., Cross-Enrolled) School.

If your school is the only active Secondary School for the student, withdrawing the student will set the student's Enrollment Status to *Withdrawn*. This means that the student will no longer appear on any school's Student List when "All Active Students" or "Primary Active Students" filters are chosen.

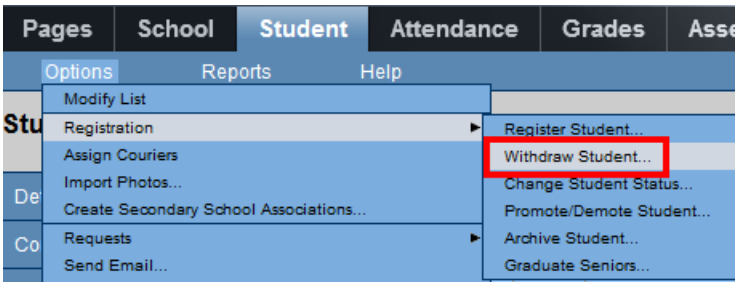
To end a student's Secondary School Association:

1. From the **School** view, click the **Student** top tab.

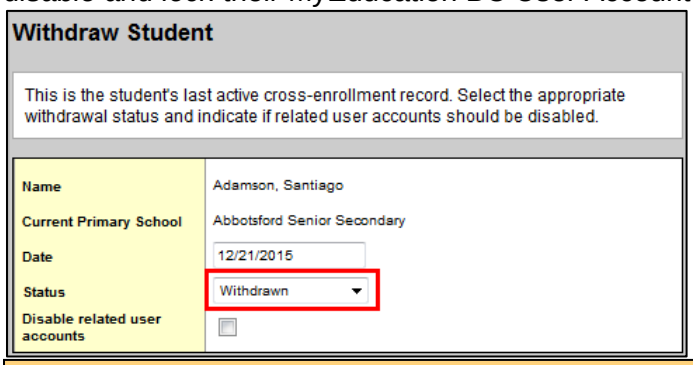
2. Check the name beside the Secondary student who is now finished with their cross-enrollment at your school.




3. Click the **Options** menu, and select **Registration**, followed by **Withdraw Student**.




5. This will bring up the **Withdraw Student** pop-up. The student's name and school will already be filled in. You are required to put in a date (it will default to today's date), as well as a Status of "Withdrawn". If this is the student's final existing cross-enrollment, you will see a notification across the top indicating there are no more cross-enrollments. You have the option of putting in a Code or Reason as it applies to the withdrawn student, and there is a *Disable related user accounts* checkbox at the bottom which will *disable and lock* their MyEducation BC User Account (if one exists).




**Note:** If the student has other current cross enrollments at other schools, or has an active enrollment at a primary school, you will not be permitted to change the Status field. It will remain the same as it was when you began withdrawing this student.

6. Click **OK**. This will withdraw the student.

# 4.0 Transferring Students

## 4.1 Transferring a Student from One School to Another

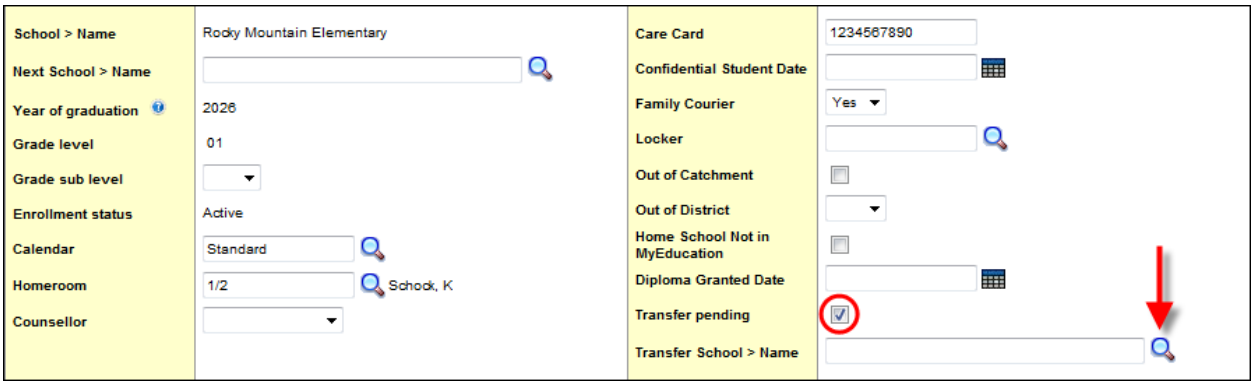
The Transfer Student function allows you to *pull* a student to your school from another school in the province, without taking each individual step of withdrawing them from a school and enrolling them at your school during the current school year. The Transfer function is only currently available to the *District Support (Help Desk/Level 1)* and *Registrar* roles, unless it is assigned to another customized or newly created security role. In order to add this function to a role, you will need to add *Transfer students* in the **Other** column on the **Student** table in your security role.

To perform a Transfer of a student from one school to another:

From the "Sending School" or District:

*School or District view > Student top tab*

1. Click the blue, hyperlinked name of the student that will be transferred to a new school.
2. From the Details page for the student, click the *Transfer pending* checkbox, and then click the magnifying glass in the *Transfer School > Name* field to select the school the student will be sent to.

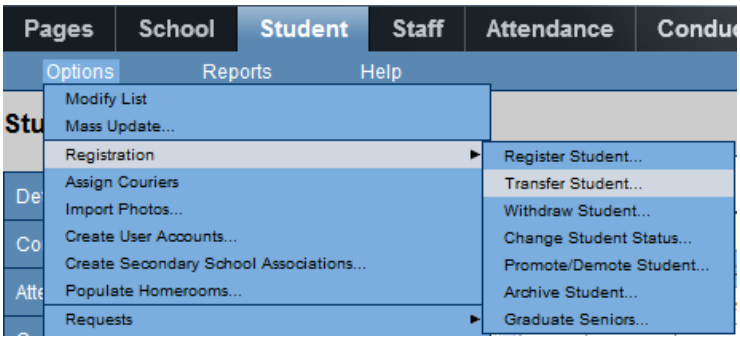



3. Once the Transfer School pop-up appears, find and select the school, followed by the **OK** button.
4. Click the **Save** button on the student record to finalize the selection. Your student is now ready for the Receiving School to accept the transfer.

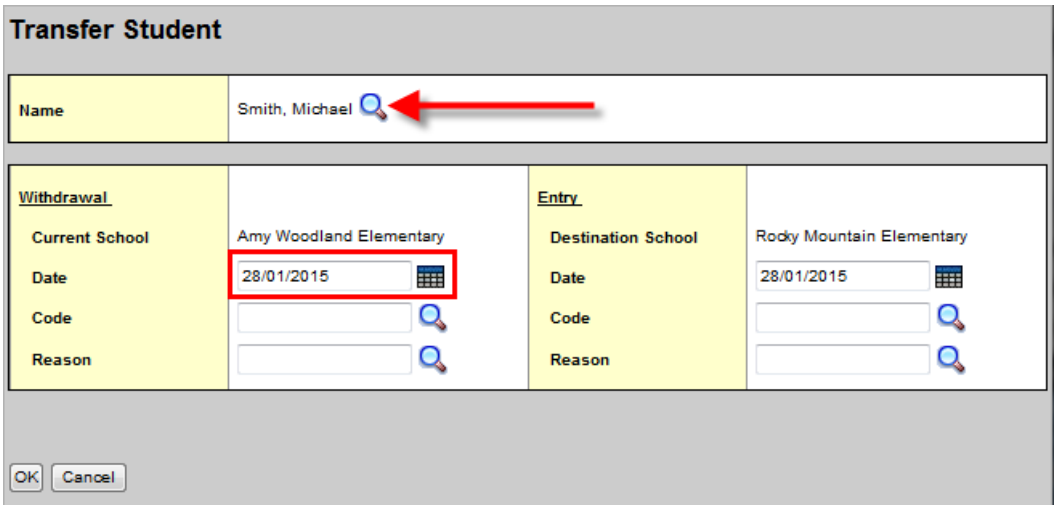
From the “Receiving School” or District

*School or District view > Student top tab*

5. From the Options menu, select Registration > Transfer Student.

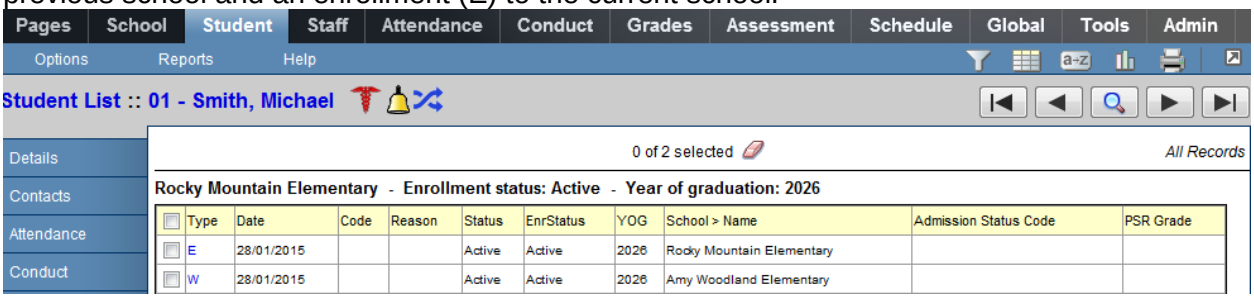



6. When the Student Transfer pop-up appears, click the magnifying glass in the *Name* field to get a list of students who have been assigned to transfer to your school, and select the correct student. Fill in the date under the Withdrawal side of the screen. This will automatically populate the date field on the Destination side of the screen. You may change that date as you require, based on when the student will appear in their new school. *Code* and *Reason* are not required fields.




7. Locate your student in the **Student** top tab school list. Click the checkbox beside their name.

8. Click the **Membership** side tab. You will see a withdrawal (W) record from the student’s previous school and an enrollment (E) to the current school.



## 4.2 Home School Transfer

A *Home School Transfer* occurs when a student needs to swap their Primary and Secondary Schools. To perform this task, we will make use of the **Transfer** function. The Transfer function is only currently available to the *District Support (Help Desk/Level 1)* and *Registrar* roles, unless it is assigned to another customized or newly created security role. In order to add this function to a role, you will need to add *Transfer students* in the **Other** column on the **Student** table in your security role.

**Note:** Before you do a Home School Transfer, you will need to take a screen shot of the student's schedule. You will have to reschedule the student back into their classes at what ends up being the new cross-enrolled school (the former Primary School). All information (Marks, attendance, etc.) will remain once the student is rescheduled back into the class.

There are three steps to performing a Home School Transfer in MyEducation BC: set the transfer of the student from the original primary to the original secondary school (which will make the primary); end the cross-enrollment at the original secondary school and complete the transfer; and cross-enroll the student back to the original primary school (which makes it now the secondary).

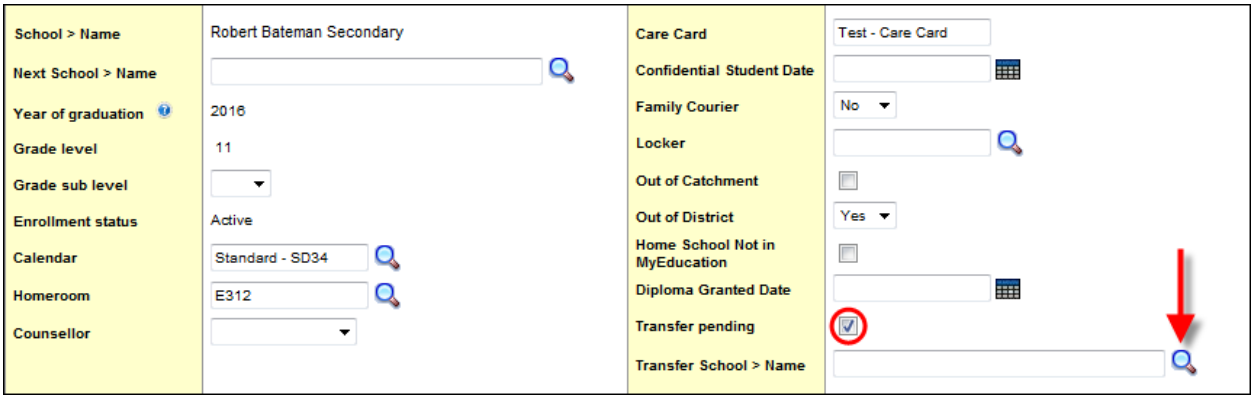
*For our example, we will take a student who is set up as a primary school at Robert Bateman Secondary and an Abbotsford Virtual secondary student at Robert Bateman Secondary, and perform a Home School Transfer process to switch those schools.*

### 4.2.1 Set the Student Transfer flag at the Primary School

From the “Sending School” or District:

*School or District view > Student top tab*

1. Click the blue, hyperlinked name of the student that will be transferred to a new school.
2. From the Details page for the student, click the *Transfer pending* checkbox, and then click the magnifying glass in the *Transfer School > Name* field to select the school the student will be sent to.



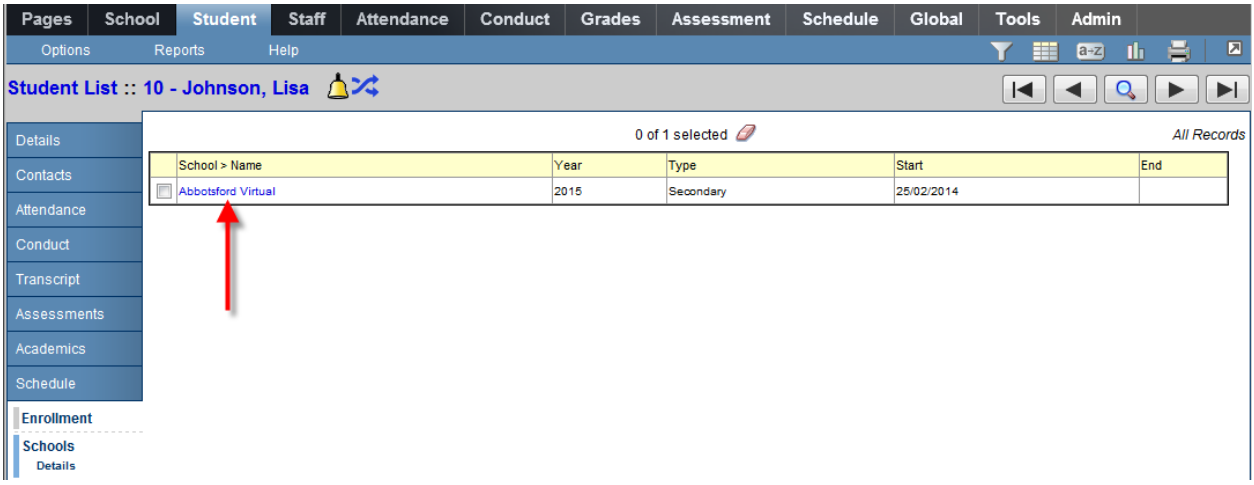

3. Once the Transfer School pop-up appears, find and select the school the student will be transferred to, followed by the **OK** button.
4. Click the **Save** button on the student record to finalize the selection. Your student is now ready for the Receiving School to accept the transfer.

### 4.2.2 Ending Cross-Enrollment at Secondary School

The second step to the Home School Transfer is to end the cross-enrollment at the secondary school. In our example, our student is cross-enrolled to *Abbotsford Virtual* school, and will be moving there as a Primary student, and finishing up a course or two at *Robert Bateman*. Before beginning, you must go to the student’s **Schedule** side tab, viewing it in List View to see all courses at all schools they are enrolled in.

Steps to end cross-enrollment at Abbotsford Virtual:

1. From the School view, click the Student top tab.
2. Click the checkbox beside the student's name, and click the Membership side tab.
3. Click the Schools sub-side tab.
4. Click the blue, hyperlinked name of the schools whose association you wish to end.




5. Update the end date to when you wish to remove the student from the secondary school.

> **Note:** If you choose today's date, the student will remain in your secondary school's student list until midnight. As well, the Secondary School alert will remain until that time. If you wish the student to be removed immediately, and the alert to disappear, enter a date prior to the current date.

6. Save the record.

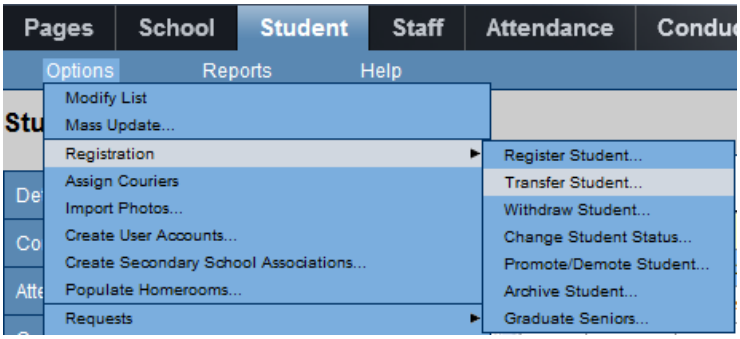
Our student will now be "withdrawn" from *Abbotsford Virtual*. The record will remain in the **Membership** side tab > **Schools** sub-side tab for historical purposes and the transcript will remain intact. She will not appear in the class rosters for any of the sections until we transfer her in the next step and reattach her courses.

### 4.2.3 Transfer Student to New Primary School

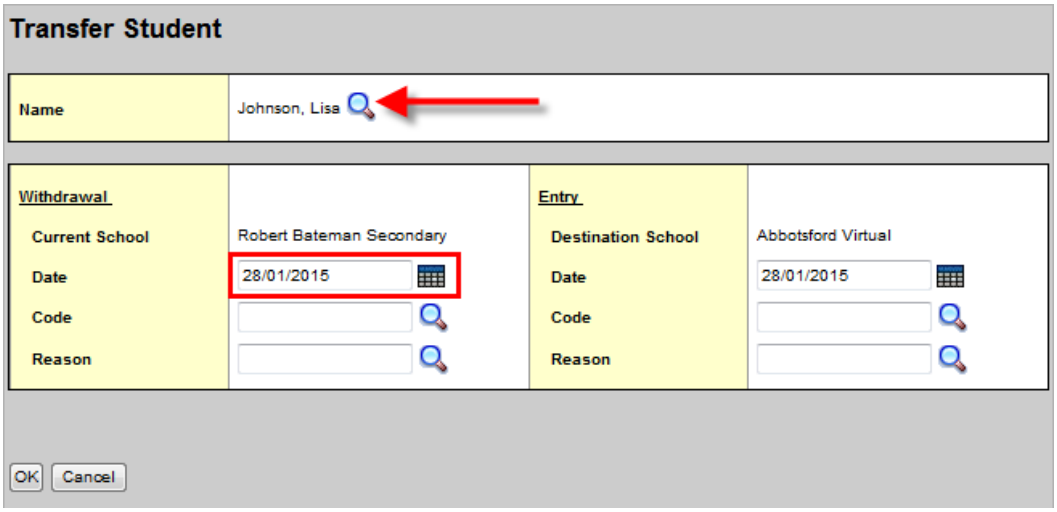
You are now ready to transfer our student from *Robert Bateman* to *Abbotsford Virtual*. Transfer functionality is a *pull* transfer, meaning you receive at the new school from the original school. This will make the student a primary student in *Abbotsford Virtual*, and no longer at *Robert Bateman*.

To Transfer a student:

1. From the Options menu, select Registration > Transfer Student.




2. When the Student Transfer pop-up appears, click the magnifying glass in the *Name* field to get a list of students who have been assigned to transfer to your school, and select the correct student. Fill in the date under the Withdrawal side of the screen. This will automatically populate the date field on the Destination side of the screen. You may change that date as you require, based on when the student will appear in their new school. *Code* and *Reason* are not required fields.




3. Click the OK button to finish. Our student is now a primary student at *Abbotsford Virtual*.

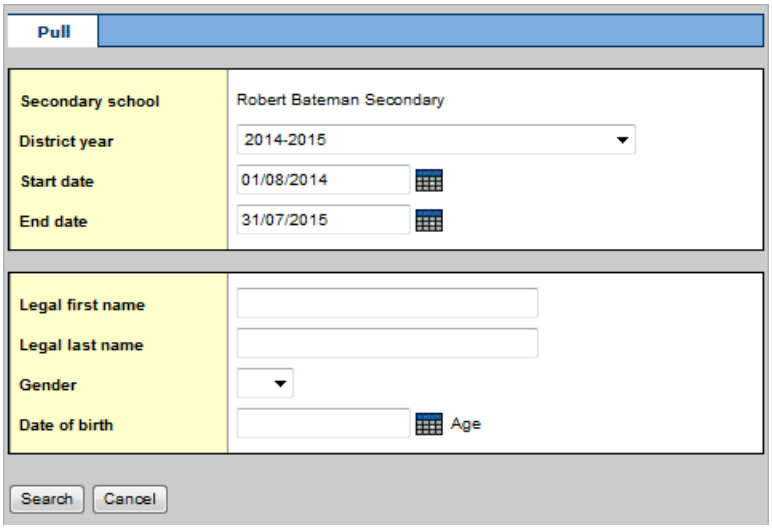
### 4.2.4 Create Cross-Enrollment at "New" Secondary School

Now that you have transferred your student to *Abbotsford Virtual*, you need to create the secondary school association back to *Robert Bateman Secondary*.

To associate our student with *Robert Bateman* as a secondary school:

1. From the **School** view, click the **Student** top tab.
2. Click **Options**, and select **Create Secondary School Associations**.

   The *Create Secondary School Associations wizard* appears:




3. Select the District year for the cross-enrollment.
4. Enter the Start date and End date that the student will attend the secondary school. These will default to the start and end date of the *school calendar*.
5. Enter the Last name, Gender, and Date of birth for the student. These are mandatory.
6. Click **Search**. A pop-up lists the student's name, some demographic information, and contact information for the student's primary school. Click **OK**.

The student should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon ( ) in the Alerts column.

The last step is to reschedule the student back into the courses at the Secondary School; in this case, *Robert Bateman Secondary*. Go back to your screenshots, and put the student into the courses she has remaining to complete at this school.

# 5.0 Other Registration Tasks

## 5.1 View a Student's Enrollment Information

There are several occasions where you may wish to see a student's primary and secondary enrollments in schools, both current and past. All enrollment information will be located in one place:

*Student top tab > select student > Membership side tab*.

### 5.1.1 Viewing current and past enrollments

For existing and previous Primary School enrollments (primary meaning "Home" school in MyEducation BC), you will look to the **Enrollment** side tab.

This will give you a list of all schools that the student has been enrolled in as a primary student, along with their current status, as well as what their status is at each particular school.

**Abbotsford Virtual - Enrollment status: Active - Enrollment type: Other - Year of graduation: 2017**

| | Type | Date | Code | Reason | Status | EnrStatus | YOG | School > Name | Admission Status Code | PSR Grade |
|---|---|---|---|---|---|---|---|---|---|---|
| | E | 28/01/2015 | | | Active | Active | 2017 | Abbotsford Virtual | | |
| | W | 28/01/2015 | | | Active | Active | 2017 | Robert Bateman Secondary | | |
| | E | 06/08/2013 | Public School InDs | | Active | Active | 2017 | Robert Bateman Secondary | | 09 |
| | W | 28/06/2013 | Publ School,In Dist | | Withdrawn | Active | 2017 | Clayburn Middle | | 08 |
| | E | 07/09/2011 | Public School InDs | | Withdrawn | Active | 2017 | Clayburn Middle | | 07 |
| | W | 06/09/2011 | Publ School,In Dist | | Withdrawn | Active | 2017 | William A. Fraser Middle | | 07 |
| | E | 09/08/2010 | Public School InDs | | Withdrawn | Active | 2017 | William A. Fraser Middle | | 06 |
| | W | 30/06/2010 | Publ School,In Dist | | Withdrawn | Active | 2017 | Margaret Stenersen Elementary | | 05 |
| | E | 07/09/2004 | Re-entry No Interr. | | Withdrawn | Active | 2017 | Margaret Stenersen Elementary | BC \| Home School in BCeSIS | 03 |

For example, The Status column will show that the status of the student at *Clayburn Middle* and *William A. Fraser Middle* is Withdrawn, however they are Active at both *Robert Bateman* and *Abbotsford Virtual*. The EnrStatus column shows you what the student's status is period. i.e., PreReg, or Active, etc.

**Note:** If the date of Withdrawal at one school is the same day as the Enrollment at the new school, these *may* appear "out of order".

### 5.1.2 Viewing current and past cross-enrollments

For existing and past secondary school associations, aka “cross-enrollments”, you will look to the **Schools** sub-side tab.

This will give you a list of all schools where the student has been cross-enrolled as a secondary student. This will also give you a list of all schools where there is a *former* school association. i.e., a former Primary school where they need to still appear in their student lists and to access the student for marks, etc. These will go until the end of the school year by default, but can also be ended early if necessary.

| | School > Name | Year | Type | Start | End |
|---|---|---|---|---|---|
| | Abbotsford Virtual | 2014 | Secondary | 25/02/2014 | 31/07/2014 |
| | Abbotsford Virtual | 2015 | Secondary | 01/08/2014 | 28/01/2015 |
| | Robert Bateman Secondary | 2015 | Former | 28/01/2015 | 31/07/2015 |
| | Robert Bateman Secondary | 2015 | Secondary | 28/01/2015 | 31/07/2015 |

Each cross-enrollment will be contained within a school year. In the example above, *Abbotsford Virtual* was the student’s cross-enrolled school over two school years, so there are two secondary school records for that school, one for each school year, regardless of whether it is a full year or not. You can see the Start and End dates for each school association.

For *Robert Bateman Secondary*, the student has a Former School Association, meaning they were formerly there this year, and will be visible in the Student List under the *Former Students* filter there. They are also cross-enrolled to that school now.

## 5.2 Changing a Student’s Registration Status

When you need to update a student’s registration status – for example, changing a student from PreReg status to Active when they are ready to attend at your school – you will do that from your Student List, and use the *Update Enrollment Status* wizard.

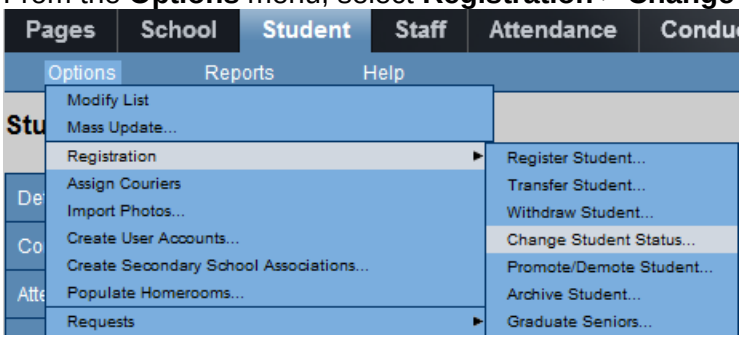
To change a student’s registration status, you will be in the Student List.

*School or District view > Student top tab*

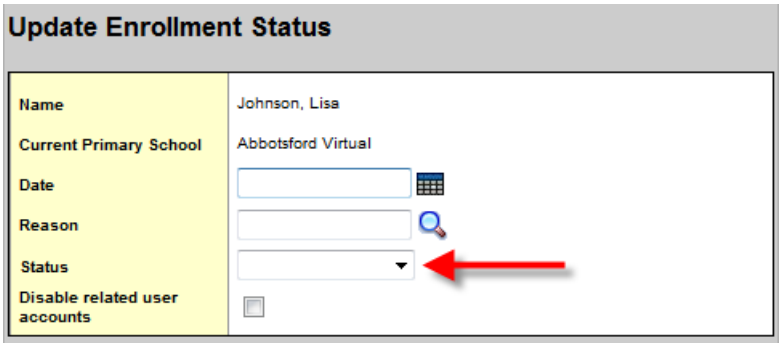
1. Select the checkbox by the name of the student whose status you wish to change.

> **Note:** If you are attempting to change the status of a student whose current status is not *Active*, you will need to go to that student’s Membership side tab and follow the rest of these instructions.

2. From the **Options** menu, select **Registration** > **Change Student Status**.




3. This will bring up the *Update Enrollment Status* wizard. Here you can put in a date for when this change is to take place (usually the current date); fill in the new Status, and you have the option of entering in a reason, such as "Updated pre-registration code". You could also choose to disable the student's User Account at this stage by checking the appropriate checkbox.




4. Click the **OK** button to make the changes.

You can see the change made in the following location:

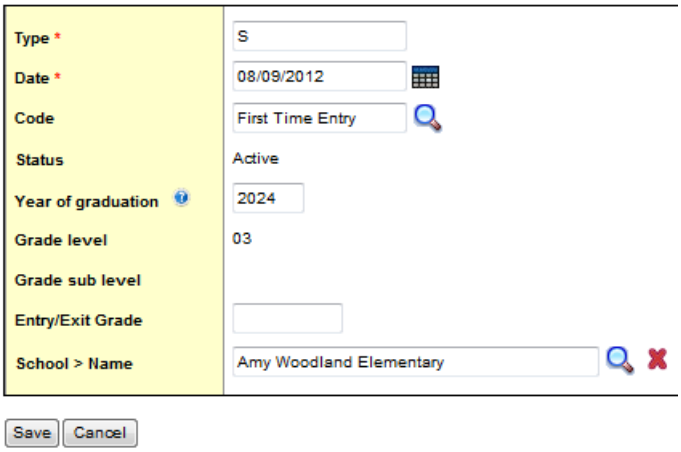
*Student top tab > select student > Membership side tab > Enrollment sub-side tab.*

All changes to Enrollment Status will be indicated with a **S**.

**Amy Woodland Elementary - Enrollment status: Active - Year of graduation: 2024**

| | Type | Date | Code | Reason | Status | EnrStatus | YOG | School > Name | Admission Status Code | PSR Grade |
|---|---|---|---|---|---|---|---|---|---|---|
| | S | 08/09/2012 | First Time Entry | Pre-reg | Active | Active | 2024 | Amy Woodland Elementary | | |
| | E | 01/09/2012 | First Time Entry | | PreReg | Active | 2024 | Amy Woodland Elementary | | |

Clicking the S will take you into the information for the Enrollment Status change:




While the fields may be editable, you should not change the *Type* or *YOG* fields here. You can adjust the *Date* or *Code* if necessary. *Entry/Exit Grade* is not applicable here, so you can ignore it.

**Note:** While the Grade Level would have been Grade 1 in the above instance, because we are looking at it two years later it is reflecting the student's *current grade*. Because the YOG calculates the Grade Level based on when you are looking at the record, this is why we have Entry/Exit Grade on enrollments and withdrawals.

## 5.3 Changing a Student's Year of Graduation

There are several reasons why you may need to change a student's Year of Graduation during the school year. You could have an error when the student was enrolled, a student could be promoted to the next grade during the year, or any number of reasons based on your school business rules.

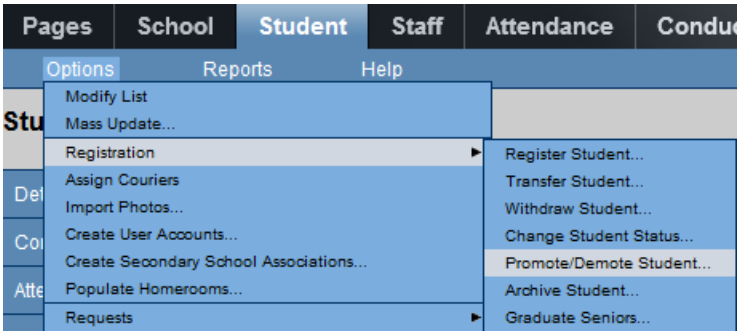
You can only change the Year of Graduation (YOG) for an Active student. If they are Withdrawn, PreReg or Graduated, you cannot change their YOG. You will either need to wait until they are made active or change their registration status following the steps in *section 5.2 – Changing a Student's Registration Status* above to Active, and then changing them back to their proper status once the YOG has been updated.

**Note:** If you change a student's Year of Graduation in their Student Details page, you will see it updated in that screen, but not elsewhere in the application. Always follow the procedure below to ensure that the YOG is changed in all places it will be used.

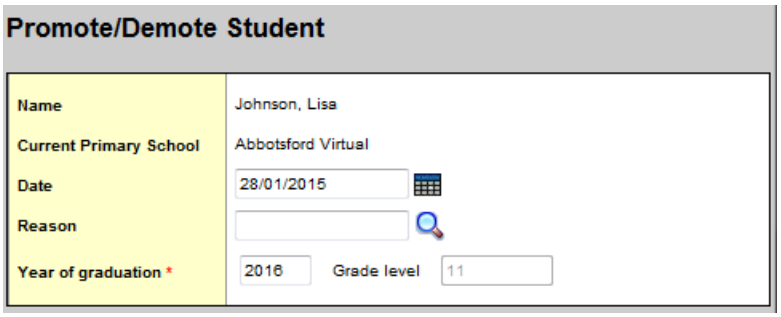
To change a YOG for a student, you will be in the Student List:

*School or District view > Student top tab*

1. Select the checkbox by the name of the student whose YOG you wish to change.
2. From the **Options** menu, select **Registration** > **Promote/Demote Student**.




3. This will bring up the *Promote/Demote Wizard*. Here you can put in a date for when this change is to take place (usually the current date), fill in a reason (if necessary), and the new YOG. This will calculate the Grade Level based on the current school year.




4. Click the **OK** button to make the changes.

You can see the change made in the following location:

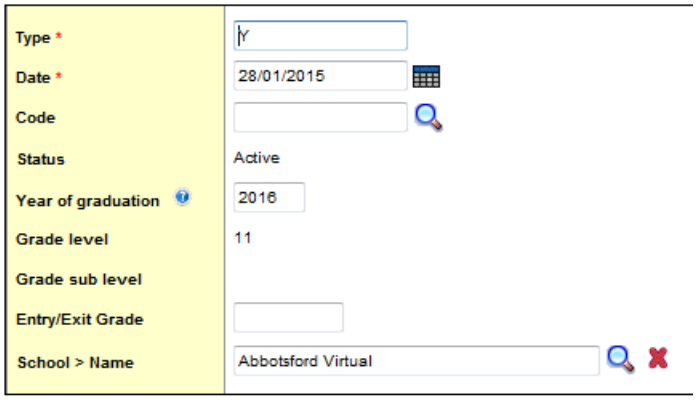
*Student top tab > select student > Membership side tab > Enrollment sub-side tab.*

All changes to Year of Graduation will be indicated with a **Y**.

**Abbotsford Virtual - Enrollment status: Active - Enrollment type: Other - Year of graduation: 2016**

| Type | Date | Code | Reason | Status | EnrStatus | YOG | School > Name | Admission Status Code | PSR Grade |
|---|---|---|---|---|---|---|---|---|---|
| Y | 28/01/2015 | | | Active | Active | 2016 | Abbotsford Virtual | | |

Clicking the Y will take you into the information for the YOG change:




While the fields may be editable, you should not change the *Type* or *YOG* fields here. You can adjust the *Date* or *Code* if necessary. *Entry/Exit Grade* is not applicable here, so you can ignore it.

# 6.0 Demographics

Student Demographics are the quantifiable information about the students – their date of birth, contact information, their parent/guardian information, grade level and more. This information is begun to be entered when you first register a new student, and continues whenever demographic information is updated throughout the student's attendance in BC Schools.

## 6.1 Student Demographics

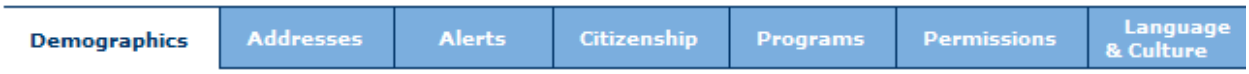
When you first register a student, you will collect information like their full legal name, gender, date of birth and Year of Graduation (which will calculate their grade level) and can also record telephone number(s), address(es), homeroom and home language at the moment you enter them into the system. Once they are registered, you can collect a myriad of additional information for your students.

### 6.1.1 Main Demographics page

*School or District view > Student top tab > select student > Details side tab*.

The Details page is where you can access and enter the Demographic information for your students. The bulk of the information for a student is stored here, and along the top are several *Sub-tabs* where more information can be collected and stored.

In addition to basic student demographic information, the Demographics sub-top tab contains fields for populating additional school-level information, such as calendars, homerooms and lockers.




When you first register a student, you will enter in some of this information so that when you get to the **Details** page, some of this information will already be entered. From here, you can begin filling in the additional information you may require.

#### 6.1.1.1 Formatting of Phone Numbers

Formatting of Phone Numbers in MyEducation BC follow a very specific format:

*XXX-XXX-XXXX*

If you type in just a string of numbers with no formatting, MyEd will automatically change the formatting to match this format when the record is saved. It will not change the formatting if you were to put in any other formatting for the phone number, however.

#### 6.1.1.2 Updating Homeroom Information

Homeroom assignments can be handled for individual students by using the magnifying glass on the **Demographics** sub-side tab > **Homeroom** field to select the appropriate homeroom. Alternatively, homerooms can be assigned by selecting a group of students and using the *Mass Update* or *Modify List* functions in MyEducation BC.

Schools that were live in MyEducation BC in the 2014-2015 school year may have used the Next Homeroom field in the Pre-Transition field set to organize their students for the new school

year. After End-of-Year Rollover, schools can easily copy that next homeroom value into the Homeroom field for each student so the new homeroom is reflected in the current year.

To copy *Next Homeroom* values to the current **Homeroom** field:

1. Log into the **School** view and click on the **Student** top tab.
2. Use the icon to select the Pre-Transition field set.
3. In the **Options** menu, select **Mass Update**. The mass update pop-up will appear.
4. Click the **Advanced** button. New options will appear in the mass update popup.
5. In the **Field** drop-down, select **Homeroom**.
6. In the **Source** drop-down, select **Another field**.
7. In the **Value** field, select **Next homeroom**.
8. The **Force save** field is optional.
    a. **Unchecked**: If the field cannot be updated for any reason (corrupt student data, incorrect selection for a student, etc.), the mass update will fail and an error message will be generated.
    b. **Checked**: System will ignore problems with updating the field and force the update for all selected records.
9. Click **Update**. Review results and make manual adjustments as necessary.

**Note**: Next Homeroom values will remain in the Next Homeroom field until they are changed by the school.

#### 6.1.1.3 Parent/Guardian Information

The bottom of the screen contains information about parents/guardians and other contacts that the student will have. You can modify this information here or from the **Contacts** side tab. For more information, see *Section 6.2 – Contacts*.

#### 6.1.1.4 Locker Assignment

Locker setup for your school is covered in the *MyEducation BC School Setup* documentation. Lockers can be assigned to students through the **Student** top tab:

- The locker field can be added to a field set in order to use *Modify List* functionality for populating multiple students.
- Click into the **Detail** side tab of a student and use the magnifying glass to populate the Locker field on the student's **Demographics** sub-top tab.

### 6.1.2 Addresses

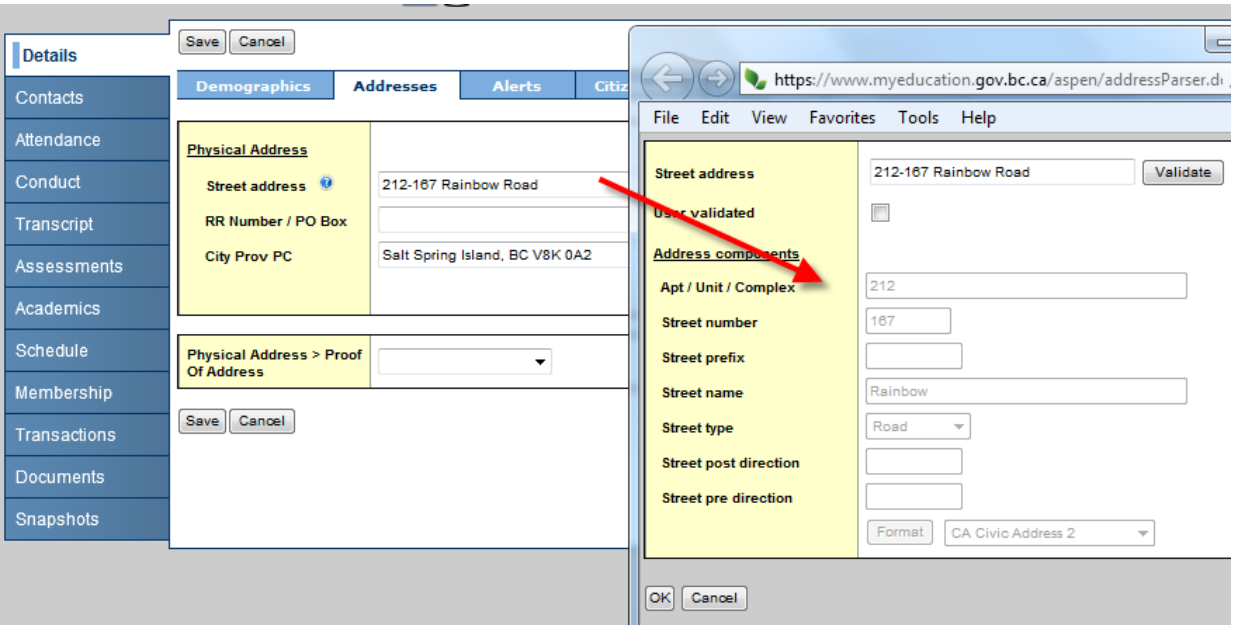
From the **Addresses** sub-top tab, you can enter both the Physical address and Mailing address for a student. If the Mailing address is the same as the Physical one, you may check the *is identical* checkbox beside the **Mailing Address** field and it will tell the system that it is the same information. MyEducation BC will copy that value into the **Mailing Address** field, so it will be displayed in the field sets where the **Mailing Address** field is included and on the **Addresses** sub-top tab in the **Student Details** page and be searchable using a *Query*.

There is also a pull down menu for *Proof of address*, if your district requires this, with a list of different proof types.

#### 6.1.2.1 Formatting of Addresses

Addresses in MyEducation BC are actually concatenated smaller fields that must fit a specific format. When saving the address, a validation procedure will be run, and may stop you from saving the information if the address does not match this format. Data that has been converted or imported in may not cause a validation error until you attempt to change the address data on the student record. At that point, you will need to put the information into the correct format.

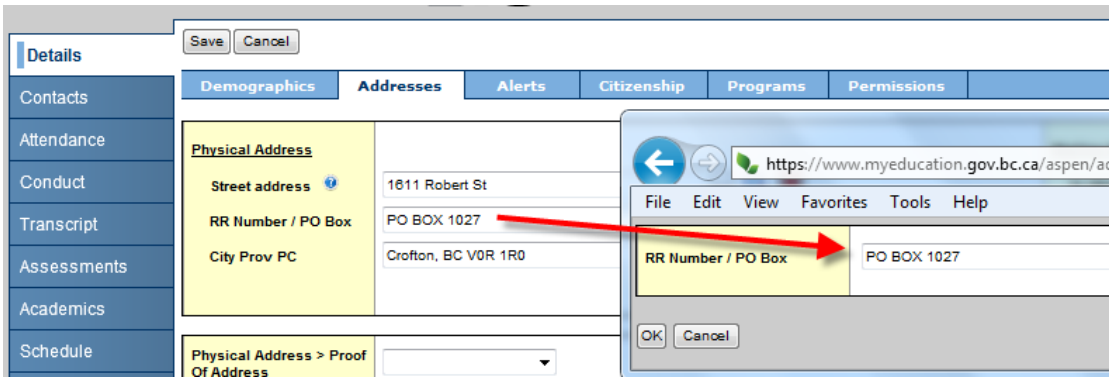
Canada Post conventions for street types have been applied to the validation of addresses, so abbreviations must be used when entering a street type. The validation tool provides a selection list for valid street types, if required.




| Address Component | User enters . . . |
|---|---|
| Apt/Unit/Complex | **Only** the number or letter of the apartment, unit or complex. Do not preface the letter or number with *Apt*, *Unit*, etc. |
| Street number | The street number of the building |
| Street prefix | Street prefix, if there is one. |
| Street name | Name of the street, without the street type |
| Street type | Street type as per Canada Post abbreviation conventions. Example: Rd, St, etc. |
| Street post direction | Street direction that comes **after** the street name, if there is one. This value should be the abbreviated street direction. Example: Gordon St SE |

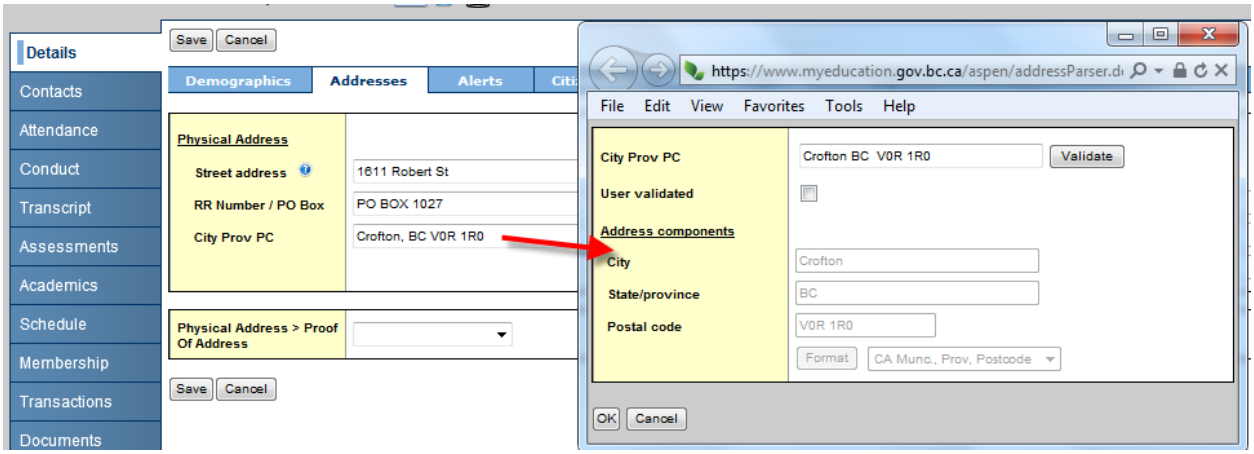
| | |
|---|---|
| Street pre direction | Street direction that comes **before** the street name, if there is one. This value should be the abbreviated street direction. Example: N Gordon St |

The second set of fields will be for RR Number or PO Box.




| Address component | User enters . . . |
|---|---|
| RR Number/PO Box | This field may contain: RR, PO BOX, LOT, CONC or GD information. When entering data, these fields should be entered in block caps as follows:<br>• RR<br>• PO BOX<br>• LOT<br>• CONC<br>• GD |

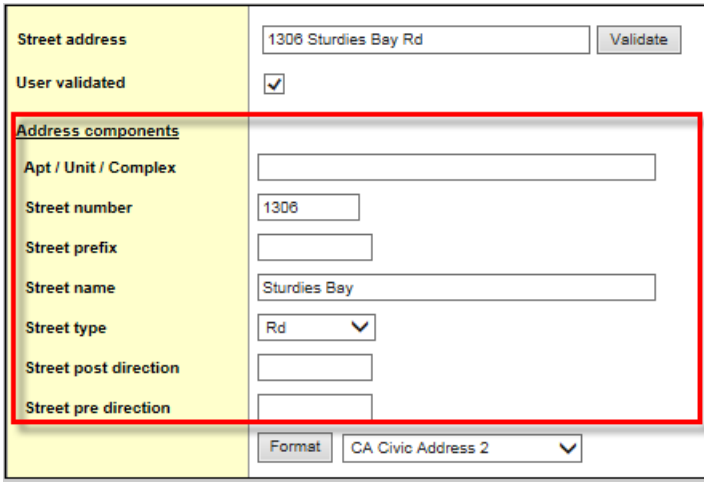
The last set of fields in the address will be City, Province and Postal Code.



| Address Component | User enters . . . |
|---|---|
| City | Name of the city, town, etc. |
| Province | 2-Digit Provincial code, i.e., BC or YK |
| Postal code | Postal code in Canada Post convention format A1A 1A1 |

#### 6.1.2.2 Entering Addresses in MyEducation BC

1. Type in your address into the fields given.
2. Click on the icon at the end of the address field to open up the validation window.
3. In the pop-up validation window, verify that the address components appear in the correct fields, by clicking the **Validate** button.
4. If a validation warning is received on entering this window, verify the address components appear in the correct fields.
   a. If they appear that they are correct, check the **User validated** checkbox. This will open the address fields to be populated manually.

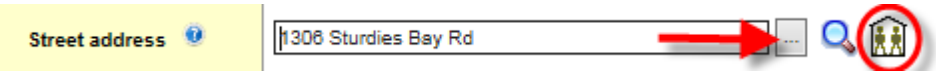



   b. Type the address components into the appropriate fields.
   c. Click **OK**, then the **Save** button.

#### 6.1.2.3 Shared Addresses

If an address is already in MyEducation BC, attached to a sibling or contact, you can use the magnifying glass to select the address from a list. Autofill suggestions may appear once you have typed enough of the address to trigger a match in the system. When selected, this will automatically populate the entire address *and identify it as a shared address between the student and the sibling or contact you selected*. Subsequent changes to this shared address will prompt the user to choose if they want to update the address for any or all records attached to the shared address.

The “Shared Address” icon will then appear.



### 6.1.3 Alerts

On the **Alerts** sub-top tab, you will be able to see three Alert categories. Student alerts are important bits of information about a student that are represented by an icon next to the student's name on student pages. These icons alert users to information they should know about a student. The information you enter about each alert will be visible to any user who has Read access to the Alerts table in their Security Role.

#### 6.1.3.1 Legal Alerts

**Legal alerts** can inform users about certain legal situations they should be aware of. These are most often used for child custody, safety or legal issues surrounding the student's family situation. Some court documentation is typically on file at the school for these students.

#### 6.1.3.2 Medical Alerts

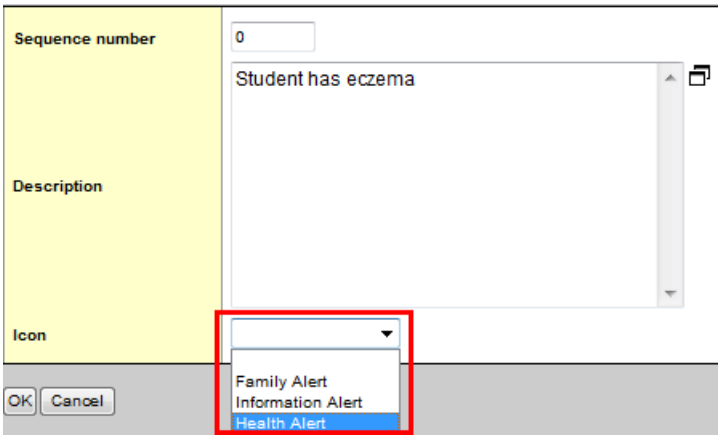
**Medical alerts** can inform users about a student's life-threatening medical condition. Other health conditions that are not considered life-threatening will be stored in the *Other Alerts* category using *Health Alert*. These two different types of alert will produce different alert icons.

#### 6.1.3.3 Other Alerts

**Other alerts** can inform users about any other important information staff members should know about a student, such *Family Alerts*, *Health Alerts* or other *Information Alert*s. When you create an *Other alert*, you select the icon you want to appear.

The most common example of an Other alert would be the **Health alert**. This will be used for non-life threatening medical conditions.

To create a *Health alert,* you will click the **Add** button underneath the **Other Alert** field, to bring up the Other Alert pop-up. Fill in the description for that Health Alert and choose the "Health Alert" icon from the pull down menu. Click the **OK** button to finish the pop-up, and then the **Save** button on the Alerts page.



The *Family Alert* icon is most often used to note information on a student's family situation that is not related to safety or legal matters for that student.

The *Information Alert* would be used for any other informational alert that you would want users to know about that student.

### 6.1.4 Citizenship

The **Citizenship** sub-top tab contains information about a student's *Country of Birth*, *Country of Citizenship* and corresponding *Citizenship code*. This page will also contain information for International students, such as *Length of Stay*, *Visa Status* and *Expiration Date*.

### 6.1.5 Programs

The **Programs** sub-top tab is where you will assign any *Student Programs* that a student may be a member of. If a student is assigned a program, it will be done here, and other users may view what programs a student is assigned to.

To assign a program to a student, click the **Add** button to bring up the Student Program pop-up. When this appears, you can choose the *Program code* using a pick list. Then assign your *school*, the *start date* and *end date* (if necessary). If this is an aboriginal program assignment, users may choose to add additional information using the *Ab school liaison* and *Ab comment* fields.

**Note:** To add additional Program Codes to the pick list, you can go the Reference Table at the District level and locate the *Student Programs* table. Here, you can add codes that will become available to all schools in your district.

To modify existing program assignments, you can click the blue, hyperlinked name of the program and update the information in the fields as required.

The second part of the Programs page is the **Years of ESL** section. This information is loaded by the Ministry of Education, and while this value can be modified here, it is recommended to at least speak with the Ministry before changing this field.

### 6.1.6 Permissions

The **Permission** sub-top tab allows you to indicate which permissions that parents or guardians have given for certain student's information. The fields that appear on this tab include *Send Email & Autodialer Calls, Release of Info/Photos Outside of District, Permission to Walk Home, Allow Internet Access,* and *Field Trip Permission*.

These fields are strictly informational and do not have functionality outside of this page; if you set *Send Email* to "No", it will not remove the parent from the email list when you bulk-send emails to all parents/contacts from the system.

### 6.1.7 Language & Culture

The **Language & Culture** top tab is a place where you can record what languages are spoken in the home, which are most used and their first language. On the other side of the screen will be where you record their *Aboriginal Ancestry*, *Band of Residence* and *Status Card Number*.

## 6.2 Student Contacts

MyEducation BC stores information about a student's contacts and related students. This data can be shared among other students, as can their addresses and other contact information.

### 6.2.1 Parents/Guardians/Other Contacts

Information on Parents/Guardians and other emergency contacts can be found in two locations in MyEducation BC:

*School or District view > Student top tab > Details side tab*

- The Contact information is at the bottom of the Student details page.

*School or District view > Student top tab > Contacts side tab*

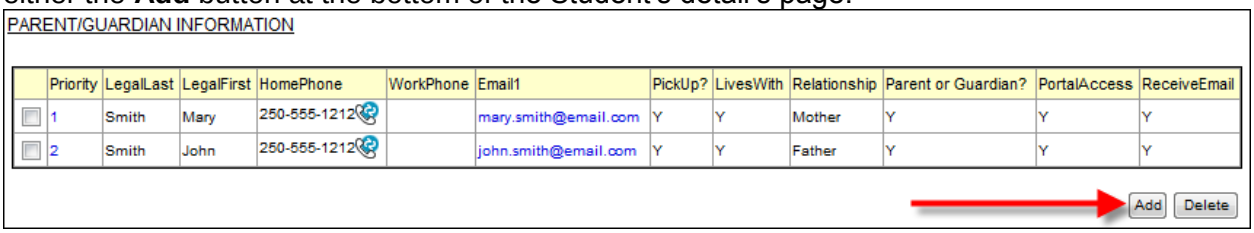
- This contains the same contact information as found on the Details page.

Both of these locations have the same information. The **Contacts** side tab allows you to change the field set to whatever fields you may require for these contacts. The Details page allows you to access the majority of the student's information on a single page. Either one will allow you add or remove contacts easily if necessary.

Contacts default to being sorted by Emergency Priority. The highest priority should be 1; Doctors and Dentists will be converted in as having a priority of *99*. You can modify any contact to change the priority or any other field by clicking the blue, hyperlinked number for their Emergency Priority, and then saving the record.

#### 6.2.1.1 Adding a New Contact in MyEducation BC

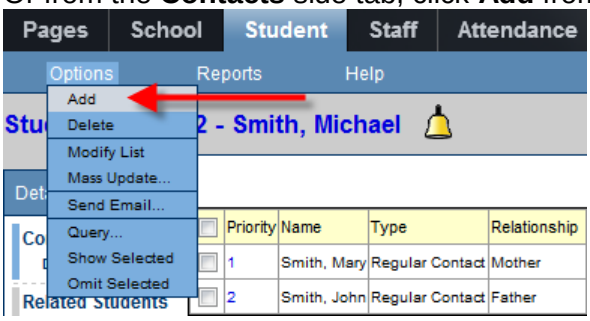
If you are adding a contact that has never existed in MyEducation BC, you will want to click either the **Add** button at the bottom of the Student's detail's page:


PARENT/GUARDIAN INFORMATION

| | Priority | LegalLast | LegalFirst | HomePhone | WorkPhone | Email1 | PickUp? | LivesWith | Relationship | Parent or Guardian? | PortalAccess | ReceiveEmail |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | Smith | Mary | 250-555-1212 | | mary.smith@email.com | Y | Y | Mother | Y | Y | Y |
| | 2 | Smith | John | 250-555-1212 | | john.smith@email.com | Y | Y | Father | Y | Y | Y |

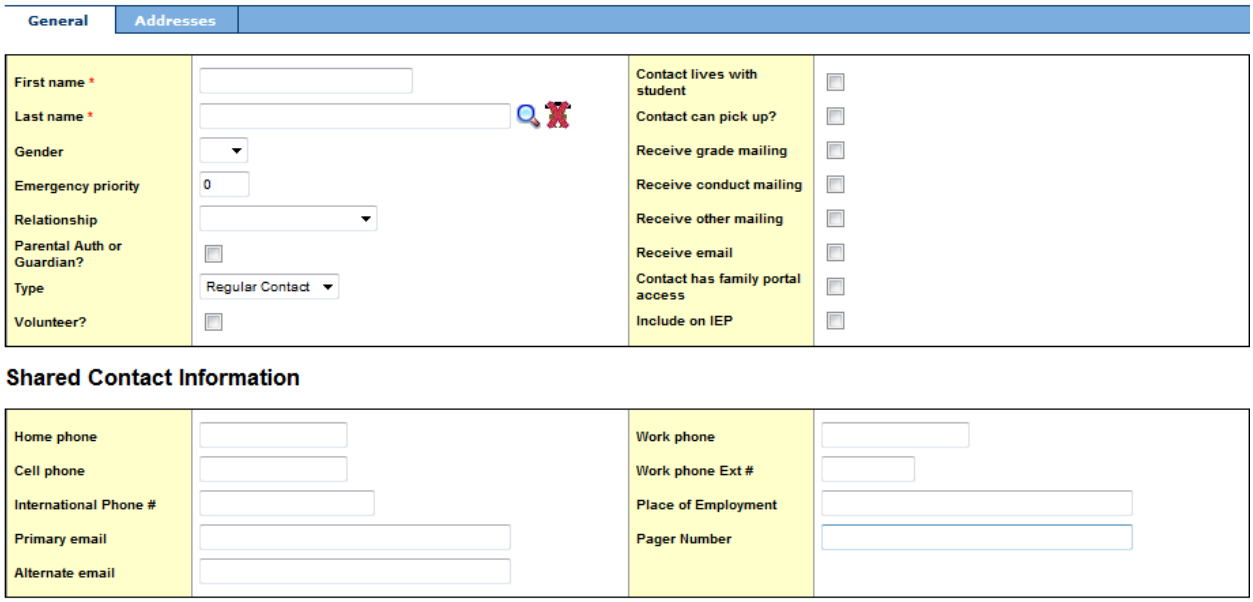
Add Delete

Or from the **Contacts** side tab, click **Add** from the **Options** menu:



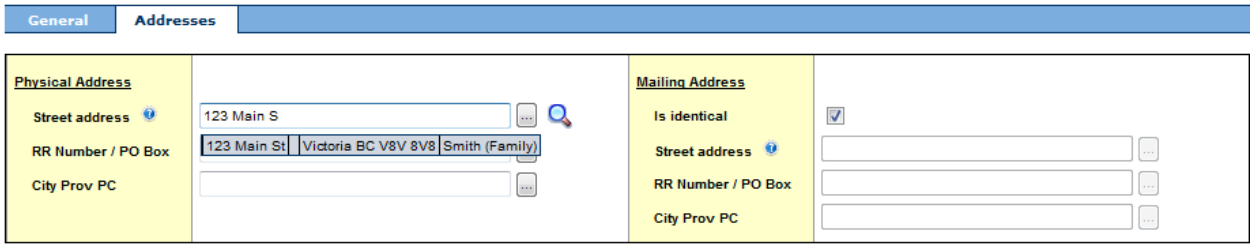

Clicking from the **Details** page will bring up a pop-up with the *New Contact* page. From the **Contacts** page, it will simply take you to that same page, with no pop-up.

Once on the *New Contact* page, you can enter the demographic information for that contact. Fields include *first* and *last name*, *gender*, *phone numbers*, *email addresses*, *place of employment* and *addresses*. You can also record their relationship to the student, whether they are a Parent/Guardian, What their *Emergency Priority* is (0 is the highest value), and several check boxes along the right side to indicate whether the *Contact lives with student*, *Contact can pick up*, if they will *receive grade mailing*, *receive conduct mailing*, *receive other mailing*, *receive email*; if the *contact has family portal access*, and if they should be *included on IEP*.




Some of the information you enter here will be *informational* only – it does not have function in MyEducation BC. *Contact has family portal access* and *Include on IEP* do actually have function within the application: The former allows the Contact to see that student's information in the "Family view" if they have an account created, and the latter allows them to see IEP information on that student.

Addresses will be input on the **Addresses** sub-top tab. If this will be the same address as the student, you will want to *connect* this address with the student's address. Autofill suggestions may appear once you have typed enough of the address to trigger a match in the system. If you click the autofill suggestion, it will fill in the rest of the fields and when you save the contact, it will create a "Shared Address" icon:



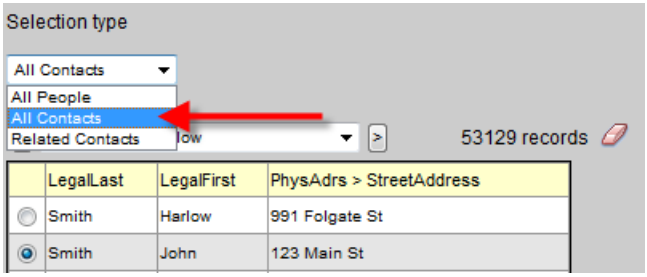
If you do not get an Autofill suggestion, you can click the magnifying glass at the end of the *Street address* field. This will bring up a pop-up with a list of addresses that match what you have typed, and an "owner" field indicating who lives there. If none appear, you may have typed the address differently than exists in the system. Selecting one and clicking OK will autofill all fields and give you the "Shared Address" icon.

If your contact does not have a shared address with another person in the system, simply fill out the remaining fields and click the **Save** button. There will be a "Not-Shared Address" icon displayed at the end of the *Street address* field:

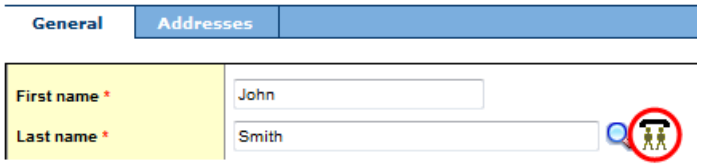
### 6.2.1.2 Adding a Contact That Already Exists in MyEducation BC

If the contact already exists in the system for a different student, you may attach that same contact to another student. Click the magnifying glass at the end of the surname when inputting a new contact and it will attempt to match the surname or next closest surname.

You will want to change the *Selection type* to "All Contacts" if this person is a contact already in the system. If the contact is an existing staff member, you can choose "All People" from the *Selection type* list, and this will give you a list of all contacts, staff and students already in the system. If there are multiple people with the same first and last name, you can match the person with the physical address for that person.



Once you have assigned the shared contact, you will see the Shared Contact icon at the end of the surname. This lets you know that the contact has been shared correctly between the two students.




When you share a contact, this will auto-populate all the existing fields that have already been filled out for this person, including *gender*, *phone numbers*, *email addresses*, and *physical & mailing addresses*. Clicking the Address sub-top tab, this will display whether the contact has a shared address. This may not mean that the contact has the same address as your student; they could have a shared address with the other student or another contact that they are attached to.

#### 6.2.1.3 Deleting Contacts

If your contact is no longer applicable to your student, you may delete them. Once deleted, they will still be available when assigning a contact to another student down the road, by selecting them from the pick list as shown in *Section 6.2.1.2 – Adding a Contact That Already Exists in MyEducation BC*.

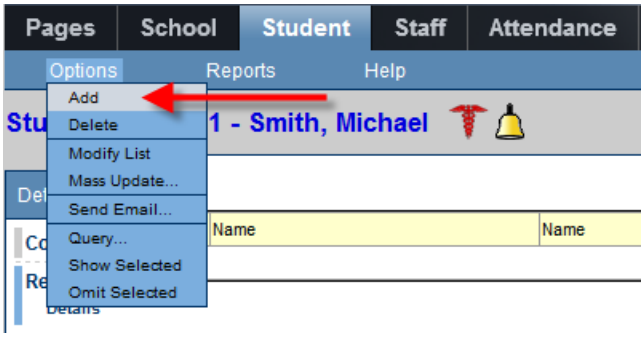
To delete a contact, you can check the box beside their name in the *Contacts* section at the bottom of the **Details** page, and click the **Delete** button, or else from the **Contacts** side tab, and then select **Delete** from the **Options** menu.

### 6.2.2 Siblings/Related Students

When you have enrolled a student as a sibling (see *Section 2.1.3 – Admitting related students*), they will appear in the **Contacts** side tab > **Related Students** sub-side tab. If you wish to add a sibling/related student to another, when both are already enrolled, you may also do this from this location.

#### 6.2.2.1 Creating a related student record for two students in the system.

From the **Student** top tab, select your student by clicking the checkbox beside their name. Then, from the **Contacts** side tab > **Related Students** sub-side tab, select **Add** from the **Options** menu.




This will produce a page that has a *Name* field with a magnifying glass to select your student, along with a *Relationship* pull down menu to select how the related student is connected to your student.

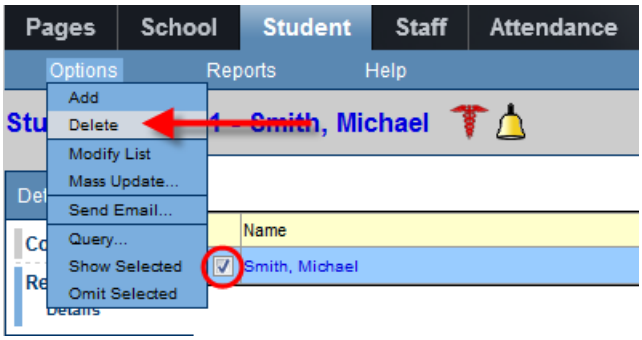
Click the magnifying glass to select your related student. This will produce a pick list of all active students in your District. Select that student and click the **OK** button. Choose the relationship between the two students and click the **Save** button.

In order to display the information on the Student Details page, you will need to make sure that each student connects to each other: *Student A* must connect to *Student B*, and then *Student B* will connect to *Student A*.

**Note:** If you need to connect two students who are not in the same district, this can be done by the Fujitsu Service Desk at the Enterprise level.

#### 6.2.2.2 Deleting a related student

To delete a relationship between two students, click the checkbox beside your student's name, and choose **Delete** from the **Options** menu.

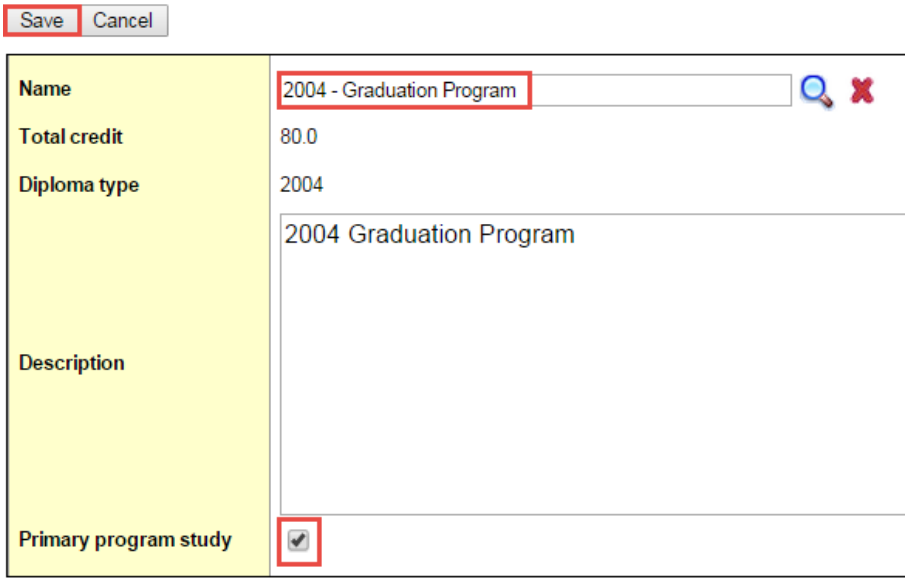



## 6.3 Program of Study

Student graduation programs are known as Programs of Study and do not automatically populate in MyEducation BC. It is recommended that this field be populated as part of the registration process.

### 6.3.1 To add a program of study to an individual student:

1. In the **School** view, click on the **Student** top tab.
2. Find the student that requires a program of study and check the box beside their name.
3. Click the **Transcript** side tab.
4. Click the **Programs of Study** sub-side tab.
5. In the **Options** menu, select **Add**. A new window appears to enter the graduation program information.
6. Click the to open the *Graduation Program Pick List* window.
7. Click the radio button to select the appropriate graduation program in the list.
8. Click **OK** to close the pop-up window. The selected program will now appear in the **Name** field. The **Total credit, Diploma type,** and **Description** fields will auto-populate.
9. Check the box for **Primary program study.**
10. Click **Save.**




### 6.3.2 To add a program of study to multiple students:

1. In the **School** view, click the **Global** top tab.
2. Click the **Favorite** side tab.
3. Click the blue hyperlink on the **Graduation Student Program** table.
4. Update student graduation program values using modify list or mass update functions.

## 6.4 Updating Diploma Granted Dates

*Diploma met* dates may be updated prior to **End of Year Rollover (EOYR)** to confirm students who are graduating. It may also be necessary to update *Diploma met* dates for students who did not meet graduation requirements before EOYR, but have completed summer school courses to complete their programs.

### 6.4.1 To enter Diploma Granted Date for an individual student:

1. In the **School** view, click the **Student** top tab.
2. Click the **Details** sub-side tab and select the **Demographics** sub-top tab.
3. Use the date selector icon or type in the *Diploma Granted Date* that reflects the effective date on which the student fulfilled graduation requirements.

### 6.4.2 To enter Diploma Granted Date for multiple students:

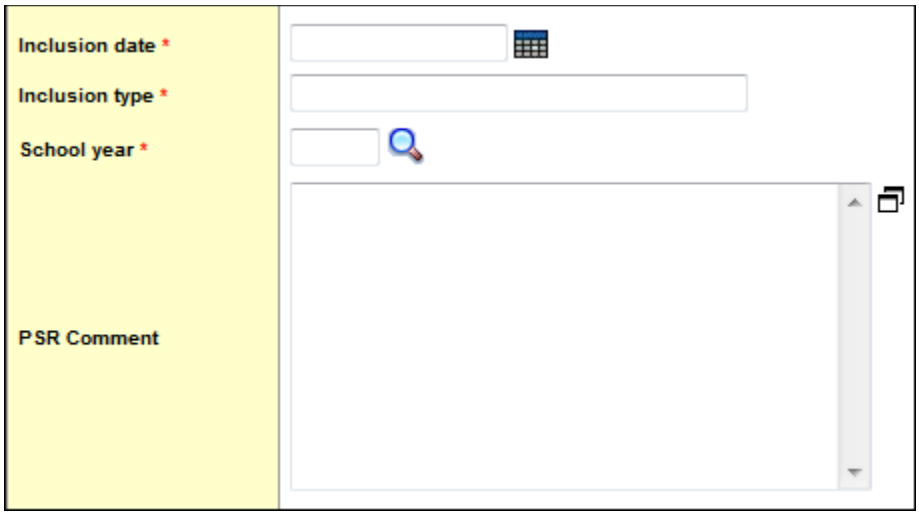
1. In the **School** view, click the **Global** top tab.
2. Click the **Student** side tab.
3. Click the blue hyperlink on the **Student** table.
4. Select the field set called **Diploma Granted.**
5. Update *Diploma granted date* values using **Modify List** or **Mass Update** functions.

> **Note:** If using Mass Update, ensure that the only students in your list are ones you intend to update. There is no way to mass update date fields back to a blank value.

## 6.5 Inclusions

Inclusions will appear on the Permanent Student Record (PSR) report. To enter an inclusion for a student:

1. In the **School** view, click on the **Student** top tab.
2. Find the student requiring an inclusion record and check the box beside their name.
3. Click the **Transactions** side tab.
4. Click the **Inclusions** sub-side tab.
5. In the **Options** menu, select **Add**.
6. The New Inclusion page opens:




   a. In the *Inclusion date* field, type or use the calendar icon to select the effective date of the inclusion.
   b. In the *Inclusion type* field, indicate the type of inclusion being recorded.
   c. In the *School year* field, use the icon to select the year the inclusion is recorded for.
   d. Use the *PSR Comment* field to record the necessary information.
7. Click Save.

**Note:** Guidelines on *Student Record Inclusions* for the **Student Permanent Record** can be found on the Ministry of Education website at as per the Ministry of Education instructions at http://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm

# 7.0 APPENDIX 1: Enrollment Reports

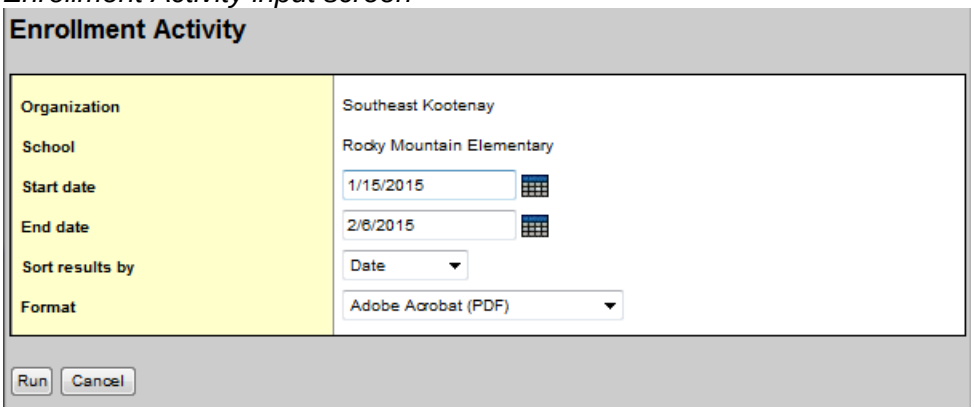
## 7.1 Enrollment Activity

*School view > School top tab > Reports menu > Enrollment Activity report*
*School or District view > Student top tab > Reports menu > Enrollment Activity report*
*District view > District top tab > Reports menu > Enrollment Activity report*

The **Enrollment Activity** report will give a list of all enrollment tasks done at a school within a district; the report shows *Enrollments*, *Withdrawals*, *Status changes* and *YOG changes* between two user-identified dates within a school year. The user can choose to sort the results by *Date*, *Name*, *YOG*, *School* (if done by District) and *Type* (i.e., display all Enrollments first, then all Status Changes, etc.).

The final report displays all of the sort fields, as well as any *Code* and/or *Reason* that may be entered when the enrollments were done.

*Enrollment Activity input screen*




*Enrollment Activity report*

**Southeast Kootenay**

Enrollment Activity

Page 1 February 6, 2015

**1/15/2015 - 2/6/2015**

| Date | Type | Student Name | YOG | School Name | Code | Reason |
|---|---|---|---|---|---|---|
| 1/28/2015 | W | Smith, Michael | 2026 | Amy Woodland Elementary | | |
| 1/28/2015 | E | Smith, Michael | 2026 | Rocky Mountain Elementary | | |

Enrollment Types:
**E**=Enrolled
**W**=Withdrawn
**S**=Status Change (i.e., ***PreReg*** *to* ***Active***)
**Y**=Year Of Graduation change (i.e. *holding a student back a year or skipping a grade*)

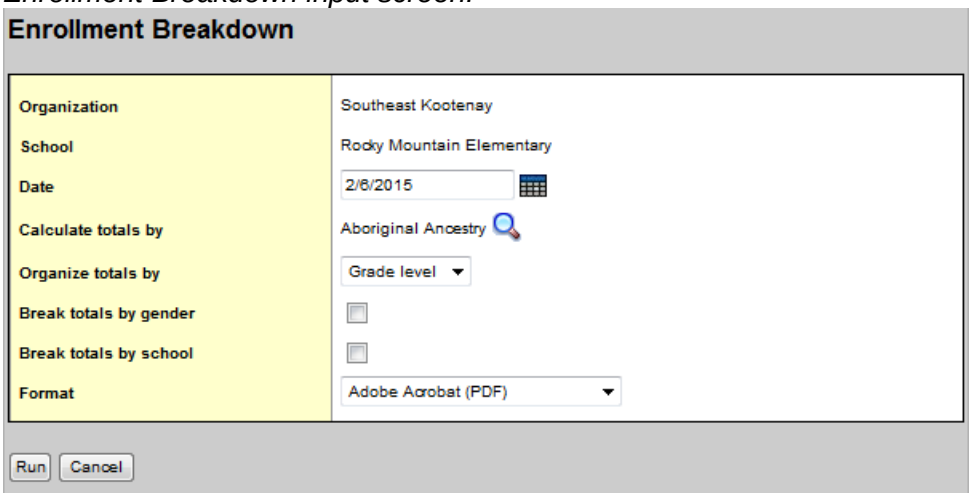
## 7.2 Enrollment Breakdown

*School view > School top tab > Reports menu > Enrollment Breakdown report*
*District view > District top tab > Reports menu > Enrollment Breakdown report*
*District view > District top tab > Schools side tab > Reports menu > Enrollment Breakdown report*

The **Enrollment Breakdown** report will produce a report that allows you to see the breakdown across the Grade Level or Age of your school or district. The report will run from the beginning of the school year until a date you specify, and then you may choose a field on the **Student** table to calculate your totals.

For example, you can run this report to see how many enrollments you have had by grade and by Aboriginal Ancestry at your school. This will display the number of Inuit, Metis, Non-Status and Status-Off Reserve you have per each grade in your school, with totals at the end.

*Enrollment Breakdown input screen:*




*Enrollment Breakdown report:*

**Southeast Kootenay** Enrollment Statistics **Rocky Mountain Elementary**

**2/6/2015**

Page 1

**Rocky Mountain Elementary**

| Code | | | EL | KF | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | | | | | | | | Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BLANK | | | | 25 | 37 | 24 | 29 | 21 | 27 | 23 | | | | | | | | | | | | | | 186 |
| Inuit | | | | | 1 | 1 | | 1 | 1 | | | | | | | | | | | | | | | 4 |
| Metis | | | | 3 | 1 | 1 | 1 | 2 | 3 | 3 | | | | | | | | | | | | | | 14 |
| Non-Status | | | | | 2 | 1 | 2 | 3 | | 5 | | | | | | | | | | | | | | 13 |
| Status - Off Reserve | | | | | | | 1 | 1 | 1 | | | | | | | | | | | | | | | 3 |
| Totals | | | | 28 | 41 | 27 | 33 | 28 | 32 | 31 | | | | | | | | | | | | | | 220 |

## 7.3 Homeroom Enrollment

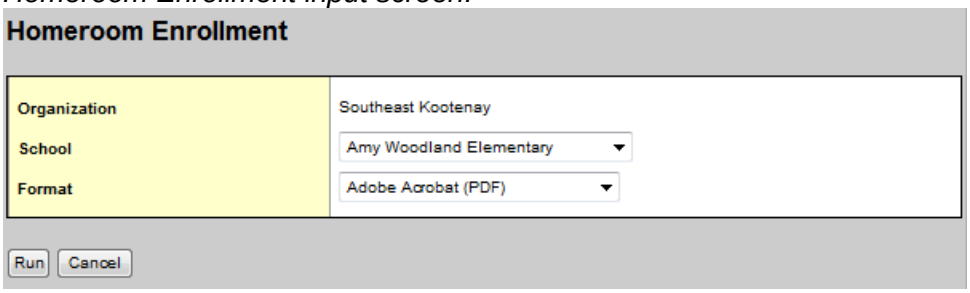
*School view > School top tab > Reports menu > Homeroom Enrollment report*

*District view > District top tab > Reports menu > Homeroom Enrollment report*

The **Homeroom Enrollment** report will display a list of homerooms in your selected school, with the teacher assigned, and a count of how many males and females are enrolled in each homeroom.

From the **School** view, your input will be locked to the school you were in; from the **District** view, you will have the option of selecting which school you would like to run this report for.

*Homeroom Enrollment input screen:*



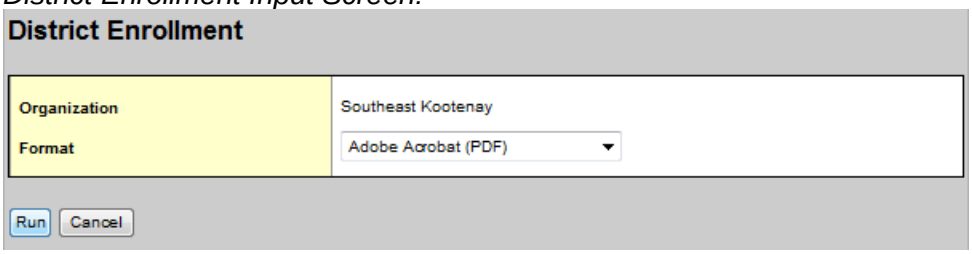

*Homeroom Enrollment report:*

## 7.4 District Enrollment

*District view > District top tab > Reports menu > District Enrollment report*

The **District Enrollment** report will give you a breakdown of the enrollment statistics for each school by grade level. Each school will list how many students are active in each grade, along with a total for each school. The columns will also give a total for how many students are active in each grade for the entire district.

*District Enrollment Input Screen:*




*District Enrollment report:*

**Southeast Kootenay**

District Enrollment

Page 1 February 6, 2015

| School | School Name | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | SP | Othe | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 501007 | Jaffray Elem-Jr Secondary | 0 | 26 | 18 | 19 | 16 | 18 | 17 | 12 | 12 | 9 | 12 | 10 | 0 | 0 | 0 | 0 | 169 |
| 501009 | Isabella Dicken Elementary | 0 | 60 | 56 | 58 | 57 | 52 | 51 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 380 |
| 501010 | Frank J Mitchell Elementary | 0 | 50 | 66 | 45 | 65 | 45 | 43 | 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 350 |
| 501017 | Rocky Mountain Elementary | 0 | 28 | 41 | 27 | 33 | 28 | 32 | 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 220 |
| 502023 | Amy Woodland Elementary | 0 | 38 | 41 | 37 | 41 | 40 | 33 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 256 |
| 502024 | T M Roberts Elementary | 0 | 47 | 56 | 56 | 59 | 42 | 41 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 351 |
| 502028 | Gordon Terrace Elementary | 0 | 44 | 31 | 34 | 36 | 46 | 39 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 268 |
| 502029 | Highlands Elem - | 0 | 34 | 36 | 45 | 44 | 42 | 24 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 260 |
| 502030 | Pinewood Elem - Cranbrook | 0 | 17 | 11 | 17 | 17 | 16 | 14 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 116 |
| 502031 | Steeples Elementary | 0 | 27 | 18 | 21 | 16 | 25 | 16 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 147 |
| 502032 | Kootenay Orchards | 0 | 37 | 33 | 29 | 30 | 34 | 38 | 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 237 |
| 525204 | Frank J. Mitchell StrongStart | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 |
| | Totals | 0 | 408 | 407 | 388 | 414 | 388 | 348 | 358 | 12 | 9 | 12 | 10 | 0 | 0 | 0 | 2 | 2756 |

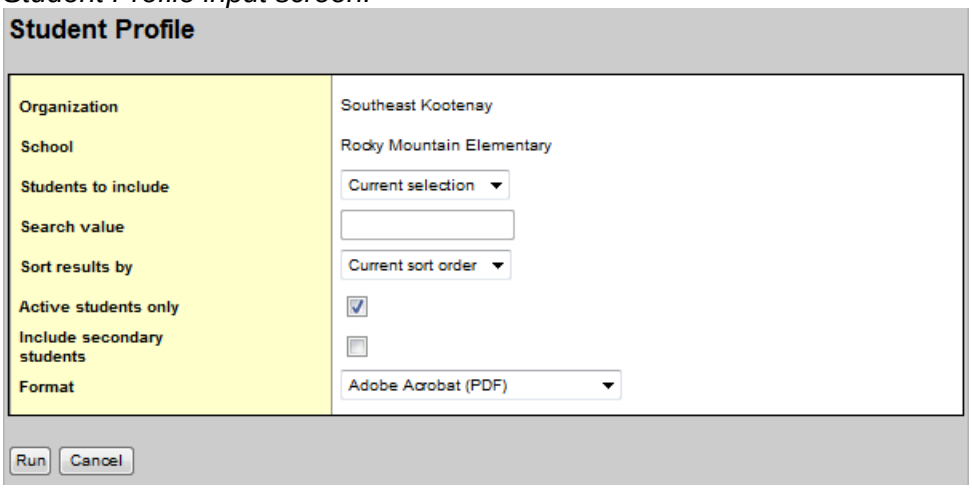
# 8.0 APPENDIX 2: Demographic Reports

## 8.1 Student Profile

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Profile*

The **Student Profile** report prints out individual sheets for each student you select. You can choose to run it for the *Selection* on your screen, or else you can choose to run it for *All students*, or by *YOG* or *Homeroom*. The Input screen allows you to only run for Active students, and whether or not to include Secondary students.

*Student Profile input screen:*




*Student Profile report:*

**Southeast Kootenay** **Rocky Mountain Elementary**

**Student Profile**

Page 152 February 6, 2015

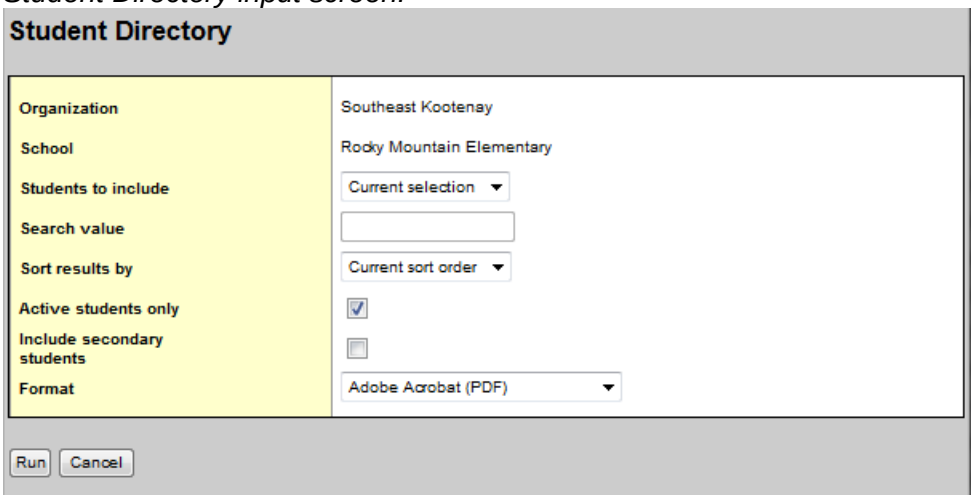
| | | | |
|---|---|---|---|
| **First Name:** | Michael | **LASID:** | 2003742 |
| **Middle Name:** | | **SASID:** | |
| **Last Name:** | Smith | **Homeroom:** | 1/2 |
| **Gender:** | M | **YOG:** | 2026 |
| **Date of Birth:** | 4/5/2008 | **Grade:** | 01 |
| **Home Phone:** | 250-555-1212 | **House Code:** | |
| **Emerg Phone:** | | **Enr Status:** | Active |
| **Address:** | 123 Main St | | |
| **City:** | Victoria | | |
| **State:** | BC | | |
| **Zip:** | V8V 8V8 | | |
| **Country:** | | | |
| **Home Lang:** | English | | |

## 8.2 Student Directory

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Directory*

The **Student Directory** report prints out a list of each student you select, one student per line. You can choose to run it for the *Selection* on your screen, or else you can choose to run it for *All students*, or by *YOG* or *Homeroom*. The Input screen allows you to only run for Active students, and whether or not to include Secondary students.

*Student Directory input screen:*




*Student Directory report*

**Southeast Kootenay** **Rocky Mountain Elementary**

Student Directory

Page 8 February 6, 2015

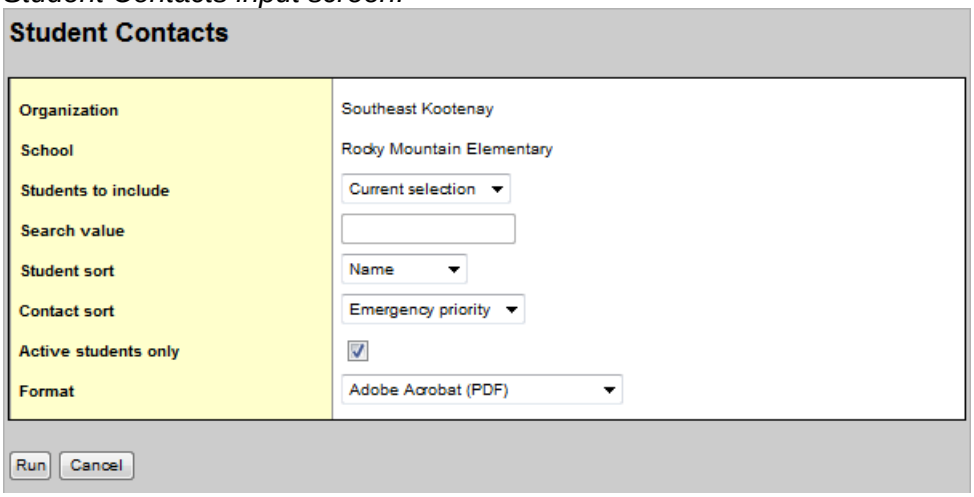
| Name | YOG | Hrm | Sex | DOB | Phone | Parent/Guardian | Address | City | ZIP |
|---|---|---|---|---|---|---|---|---|---|
| Zhou, Perry | 2026 | 1/2 | M | 8/3/2008 | (250)555-1234 | Bulloch, Kenzie | 699 Dittaro St, | Elkford | A1A |
| Zubak, Christel | 2021 | 6 | F | 7/4/2003 | (250)555-1234 | Lundy, Darian | 4619 Yurchak St, | Elkford | A1A |
| Zupp, Cathleen | 2027 | K/1 | F | 1/13/2009 | (250)555-1234 | Tulloch, Bailey | 869 Endsleigh St, | Elkford | A1A |

## 8.3 Student Contacts

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Contacts*

The **Student Contacts** report prints out a page for each student in a school that you identify that displays the student's *Name*, *Pupil #* and *Homeroom*, along with all contacts associated with that student. The contacts will list the *Emergency Priority* number, *Name*, *Relationship* and two *phone numbers* for each contact.

*Student Contacts input screen:*




*Student Contacts report:*

**Southeast Kootenay** **Rocky Mountain Elementary**

**Student Contacts**

Page 1 February 6, 2015

| | |
|---|---|
| **Name:** | Smith, Michael |
| **ID:** | 2003742 |
| **Homeroom** | 1/2 |

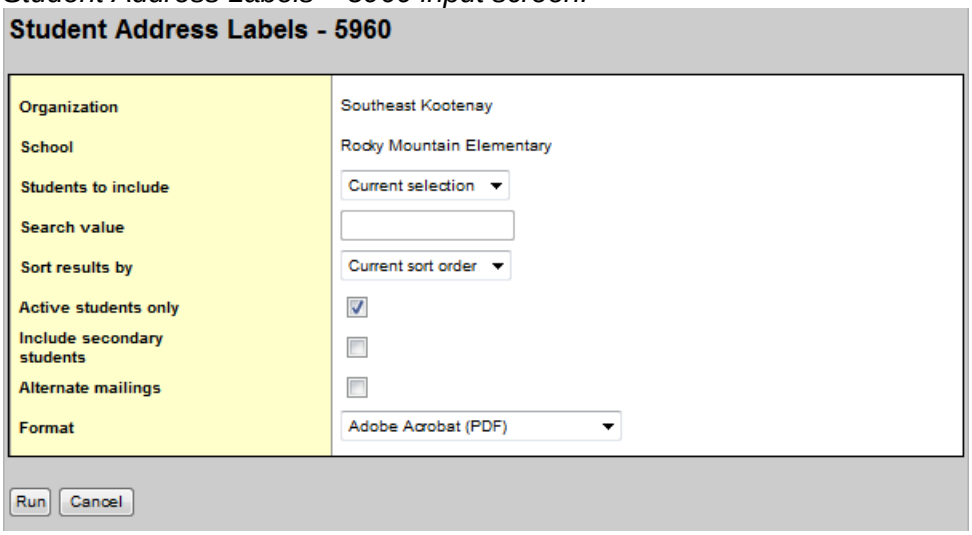
| Pri | Name | Relationship | Phone 1 | Phone 2 |
|---|---|---|---|---|
| 0 | Smith, John | Father | 250-555-1212 | |
| 0 | Smith, Mary | Mother | 250-555-1212 | |
| 3 | Smith, Agnes | Grandmother | 250-234-5678 | |

## 8.4 Student Address Labels

*School or District view > Student top tab > Reports menu > Student Address Labels – 5161*
*School or District view > Student top tab > Reports menu > Student Address Labels – 5960*

There are two sizes of **Student Address Labels** available in MyEducation BC: Ones that are formatted 1" x 4" for *Avery 5161* (also will fit *5961*) and 1" x 2.63" for *Avery 5960* (will also fit *5160*) labels.

*Student Address Labels – 5960 input screen:*




*Student Address Labels – 5960 report:*

To the Parents/Guardians of:
Smith, Michael
123 Main St
Victoria, BC V8V 8V8

To the Parents/Guardians of:
Suntok, Ramanjit
3032 River St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Tomsett, Brad
1559 Kao St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Smithers, Marcie
1180 Granville St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Suther, Deborough
1695 Laferriere St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Traynor, Christabel
2458 Moring St
Elkford, BC A1A 1A1

*Student Address Labels – 5161 report:*

To the Parents/Guardians of:
Smith, Michael
123 Main St
Victoria, BC V8V 8V8

To the Parents/Guardians of:
Suntok, Ramanjit
3032 River St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Smithers, Marcie
1180 Granville St
Elkford, BC A1A 1A1

To the Parents/Guardians of:
Suther, Deborough
1695 Laferriere St
Elkford, BC A1A 1A1

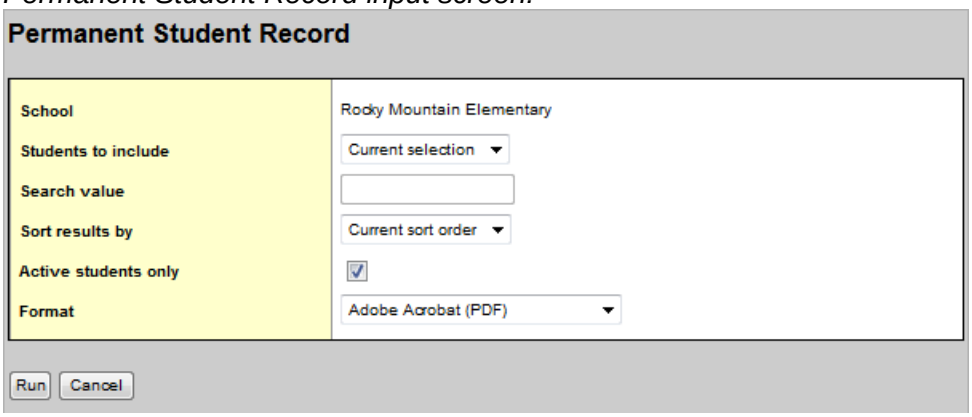
## 8.5 Permanent Student Record

*School or District view > Student top tab > Reports menu > Permanent Student Record*

The **Permanent Student Record** report is used to document the history of a student's education program. The report will track a student's enrollment information, inclusions, attendance and achievements.

You are able to print the report for a *Selection* of students on the screen (highlight students by checking the boxes beside their names, and choosing **Show Selected** from the **Options** menu), *All students* in your school, a specific *Year of Graduation (YOG)* or a *Snapshot* of students that you have saved.

*Permanent Student Record input screen:*



*Permanent Student Record report:*

Ministry of Education

**PERMANENT STUDENT RECORD**

Page 1 of 1

[X] MEDICAL ALERT
[ ] LEGAL ALERT

**STUDENT INFORMATION** | **P.E.N.**

| LEGAL FAMILY NAME | LEGAL FIRST NAME | LEGAL MIDDLE NAMES | | |
|---|---|---|---|---|
| Smith | Michael | | | |
| USUAL FAMILY NAME (if different) | USUAL FIRST NAME (if different) | USUAL MIDDLE NAME(S) (if different) | | |
| | Mike | | | |
| GENDER [X] MALE [ ] FEMALE | BIRTHDATE (DD-MON-YYYY) 05-Apr-2008 | BIRTH COUNTRY Canada | INITIAL ENTRY FROM | VERIFICATION Birth Certificate |

**RECORD OF SCHOOLING**

| MINCODE | DISTRICT-SCHOOL NAME | ENTRY | | EXIT | | |
|---|---|---|---|---|---|---|
| | | GRADE | ADMIT DATE | GRADE | WDR DATE | REASON |
| 501017 | 05 - Rocky Mountain Elementary | | 28-Jan-2015 | | | |

**STUDENT RECORD INCLUSIONS**

| DATE DD-MON-YYYY | DESCRIPTION AND DOCUMENTATION | EXPIRY DATE DD-MON-YYYY |
|---|---|---|
| | | |
| | | |

**ACHIEVEMENT/ATTENDANCE RECORD**

| MINCODE | DISTRICT-SCHOOL NAME | | |
|---|---|---|---|
| YEAR | GRADE | PROGRESS DESCRIPTION | DAYS ABSENT |
| | | | |
| | | | |

**ACHIEVEMENT/ATTENDANCE**

| MINCODE | DISTRICT-SCHOOL NAME | YEAR | | GRADE | | | | DAYS ABSENT |
|---|---|---|---|---|---|---|---|---|
| COURSE CODE | COURSE DESCRIPTION | COMP DATE | PROV EXAM DATE | SCHOOL LG | SCHOOL % | PROV EXAM | FINAL | CREDIT |
| | | | | | | | | |
| | | | | | | | | |

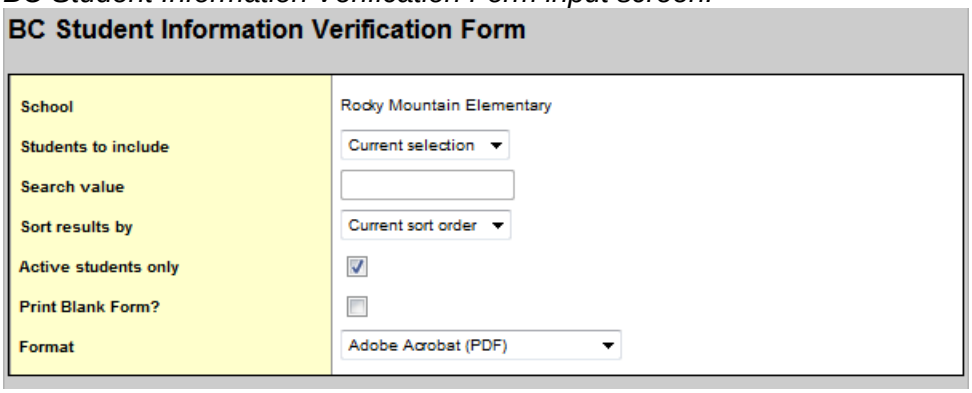
**Graduation Requirements** [ ] _____

## 8.6 BC Student Information Verification Form

*School or District view > Student top tab > Reports menu > BC Student Information Verification Form*

The **BC Student Information Verification Form** is a full report of the student's demographic and contact information that is sent home with the student for a Parent/Guardian to enter or confirm existing information on the student. You have the option of printing the form with the student's information, or you can print a blank form for the Parent/Guardian to fill in.

*BC Student Information Verification Form input screen:*



*BC Student Information Verification Form report (page 1):*

**Rocky Mountain Elementary**
**Student Information Verification** February 6, 2015

**DEMOGRAPHICS**

Legal Last Name _____ Primary Contact Work _____
Legal First Name _____ Primary Contact Cell No _____
Legal Middle Name _____ Student e-mail address _____
Usual Last Name _____ Home Street Address _____
Usual First Name _____ RR Number/PO Box _____
Usual Middle _____ City _____ Prov ____ PC _____
Gender MALE ☐ FEMALE ☐ **Mailing address if not the same:**
Date of Birth _____ Street Address _____
Proof of Age _____ RR Number/PO Box _____
Home Phone Number _____ Unlisted? ☐ City _____ Prov ____ PC _____

Previous School _____ District No ____ Current Teacher _____
Current School _____ Grade ____ Care Card No _____
Current Home Room _____ Family Courier ☐ Out of Catchment ☐

**PARENT/GUARDIAN INFORMATION**

Name _____ Contact can pick up? ☐
Gender MALE ☐ FEMALE ☐ Receive Mailings? ☐
Relationship _____ Contact has Family Portal Access? ☐
Parental Authority or Guardian? ☐ Work No _____ Cell No _____
Contact Lives with student? ☐ E-mail _____

Name _____ Contact can pick up? ☐
Gender MALE ☐ FEMALE ☐ Receive Mailings? ☐
Relationship _____ Contact has Family Portal Access? ☐
Parental Authority or Guardian? ☐ Work No _____ Cell No _____
Contact Lives with student? ☐ E-mail _____

Name _____ Contact can pick up? ☐
Gender MALE ☐ ☐ Receive Mailings? ☐
Relationship _____ Contact has Family Portal Access? ☐
Parental Authority or Guardian? ☐ Work No _____ Cell No _____
Contact Lives with student? ☐ E-mail _____

**EMERGENCY CONTACT INFORMATION: OTHER THAN PARENT**

Contact 1 _____ Work No _____ Cell No _____

*BC Student Information Verification Form report (page 2):*

**Rocky Mountain Elementary**
**Student Information Verification** February 6, 2015

Contact 2 _____ Work No _____ Cell No _____
Contact 3 _____ Work No _____ Cell No _____
Out of District Contact _____ Work No _____ Cell No _____

**SIBLING INFORMATION**

Name _____ Sibling School _____ Grade _____
Sibling Phone _____
Name _____ Sibling School _____ Grade _____
Sibling Phone _____
Name _____ Sibling School _____ Grade _____
Sibling Phone _____
Name _____ Sibling School _____ Grade _____
Sibling Phone _____

**STUDENT LEGAL ALERTS - Court Order on file?** ☐
Description _____

**STUDENT MEDICAL ALERTS - Life Threatening?** ☐
Description _____

**OTHER STUDENT ALERTS - Health, Family or Other informational**
Description _____

**CITIZENSHIP**

Country of Birth _____ Visa Status _____
Country of Citizenship _____ Visa Expiration Date _____

**LANGUAGE and CULTURE**

Home Language _____ Aboriginal Ancestry _____
Language Most Used _____ Status Card Number _____
First Language _____ Band of Residence _____

**PERMISSIONS**

Release of Information/photos outside of district? ☐ Allow Internet access? ☐
Permission to walk home? ☐ Send e-mail and auto dialer calls? ☐

The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.

Parent / Guardian Signature _____

## 8.7 Other Demographic Reports

### 8.7.1 Birthday List

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Birthday List*

The **Birthday List** report will print out a list of birthdays for the students at a school that match your input type: *Current Selection, All,* a *Single Day*, *a Week* or a *Month*. You can sort the results by *Date* or *Name*.

### 8.7.2 Bus List

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Bus List*

The **Bus List** report will give you a list of what bus routes students are expected to take arriving to school, leaving school or both.

### 8.7.3 Homeroom List

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Homeroom List*

The **Homeroom List** is a summary of the rosters of each homeroom in your school. The report prints out the *Homeroom number* and *Teacher name*, along with the *Pupil #, Name*, *YOG* and *Sex* of each student.

### 8.7.4 Locker Assignments

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Locker Assignments*

**Locker Assignments** will give you a breakdown of what lockers are assigned to which students. You may choose to run the report for *All students*, *Students without lockers*, *All lockers*, *Unassigned lockers* or *All lockers and students*. The report will display a student's *Pupil #*, *Name*, *YOG* along with the *Locker #* and *Combination* for which it is assigned.

Refer to the **School Setup** reference guide for information about assigning lockers to students.

### 8.7.5 Student Alerts

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Student Alerts*

The **Student Alerts** report will allow you to print out a summary of Student Alerts for a selection of students that you determine based on *All students*, a particular *YOG* or an individual *Homeroom*. You may also decide to print the report for only *Medical Alerts*, *Legal Alerts*, *Other Alerts* or *All*.

The report will give a list of all Alerts for all students that were chosen in the Input screen, along with the descriptions for each Alert.

### 8.7.6 Student List

*School or District view > Student top tab > Reports menu > Other Jurisdiction > Student List*

The **Student List** is a list of chosen students in your school, based on a *Selection*, *YOG*, *Homeroom* or *All students*. When run, you can choose how to sort the list, by *Name, YOG* or *Homeroom*. This report will display the *Pupil #*, *Name*, *YOG*, *Sex* and *Homeroom* for each student listed.