



MyEducationBC

# MyEducation BC Standards

A Manual for Managing Student Information

Transition Appendix

Version 0.7

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The following document is a temporary draft of an Appendix to the MyEducation BC standards manual which will explain the conversion process and the Enrollment Standards for the common enrollment scenarios that will apply to the 2014-2015 and 2015-2016 school years during the implementation of MyEducation BC. This Appendix is intended to supplement the MyEducation BC Standards Manual, which is in development.

## Process Overview:

- All BCeSIS historical data for all students was converted in July 2014.
- After YET in August 2014, the data for 2013-2014 school year was converted.
- For live BCeSIS schools all data will be refreshed in that schools non-live MyEducation BC school after each conversion. The purpose of the refresh process is to keep the student record current in MyEducation BC in case a student moves to a live MyEd school during the transition period.
- Students' enrollment status in MyEducation BC will be set to "Inactive" when their records are converted to a not-live school in MyEducation BC. The purpose of this is to allow live MyEducation BC schools to enroll a student who moves to a live MyEducation BC school during the transition period.
- Students in schools that are going live in MyEducation BC will need to reverse register their students in BCeSIS after they go live in MyEducation BC. These students will remain admitted in BCeSIS so they can be found in the BCeSIS admission process if the student moves to a school still using BCeSIS. The live MyEducation BC schools will still have access to BCeSIS for the purpose of withdrawing students moving to a live BCeSIS school during the transition period.
- Any change made to a student's credit details for the current year (2015-16) will be considered as current year data and **WILL** be refreshed in October for schools with a December conversion date.

## Implementation Recommendations for Continuous Entry Schools

Since most continuous entry schools enroll students from their own district it is recommended that those schools transition to MyEducation BC when the majority of the district's high schools are transitioned to MyEducation BC. This will make it simpler to maintain student records for the majority of students.

Continuous entry schools with many out-of-district cross enrollments may find it easier to run both BCeSIS and MyEducation BC. This will enable Continuous entry schools to maintain the student record directly in the same SIS that the Primary School is using so they will have the most up to date information without having to manually inform the Primary School to update the student record.

## Common Transition Scenarios

The BC Standard for students moving between schools is to have their Permanent Student Record and two most recent years Report Cards or an official copy of their Transcript and any relevant documents in their

student file. Some of this information may need to be manually entered in the system for the electronic record to be complete depending on when the current school year data from MyEducation BC to BCeSIS was refreshed. It is expected that all information will be transferred between the systems during conversion, however, due to the timing of student moves, it will be necessary to have paper backups of these important documents.

Here are the most common scenarios.

1. A school is using BCeSIS and a student who is live in a MyEducation BC primary (home) school moves to the BCeSIS school.
  - The student will be withdrawn in MyEducation BC and will have the status of “Withdrawn” in MyEducation BC.
  - The MyEducation BC school will also need to withdraw the student from BCeSIS at the same time to ensure that the student can be enrolled in the BCeSIS a timely manner.
  - When the BCeSIS school admits the student the regular admission process will address whether the student exists in BCeSIS or not. If the student does not exist in BCeSIS the regular PEN process will ensure the correct PEN is assigned, or assign a new PEN.
  - Any data from the students file that is not in BCeSIS will need to be entered into BCeSIS manually. There is no transfer of data from MyEducation BC to BCeSIS. This will be only the current year data if the student was in BCeSIS as the historic data will be still available.
2. A school is using MyEducation BC and a student who is live in a BCeSIS home school moves to the MyEducation BC school.
  - The student will be withdrawn from BCeSIS.
  - The student is already in MyEducation BC in their previous school (which is non-live in MyEducation BC) and the student status is “Inactive”, which will allow the MyEducation BC School to enroll the student.
  - Most of the student’s data will have been copied to the non-live MyEducation BC school during the monthly refreshes, any data from the students file that is not in MyEducation BC will need to be entered into MyEducation BC depending on when the latest monthly refresh was completed.
3. A school is using BCeSIS and student whose primary school is in MyEducation BC needs to be cross-enrolled to the BCeSIS continuous entry school. There are two options:
  - a. The BCeSIS Continuous entry school is not live in MyEducation BC, but is using MyEducation BC for cross-enrolled students whose primary school is live in MyEducation BC.
    - The student will be enrolled in the MyEducation BC instance of the continuous entry BCeSIS school as a secondary student.
    - The student record will not be updated during the refresh because the primary school is a live MyEducation BC school so it is not included in the monthly refresh, only live BCeSIS schools student records will be refreshed to the MyEducation BC Continuous entry school.
  - b. The BCeSIS continuous entry school is not live in MyEducation BC is only using BCeSIS.

- The student will need to be withdrawn from the previous non-live BCeSIS School and enrolled in the BCeSIS Continuous entry school. If the student does not exist in BCeSIS they will need to be enrolled. The “Home School not in BCeSIS” flag will need to be set and the “Home School not in BCeSIS” procedures followed. “Home School not in BCeSIS” students will not be included in conversion or the monthly refreshes.
  - The BCeSIS continuous entry school will need to ensure that course completion marks are delivered to the MyEducation BC primary school prior to a TRAX submission to ensure the data is up to date.
4. A school is using MyEducation BC and a student whose primary school is in BCeSIS needs to be cross-enrolled to the MyEducation BC continuous entry school. There are two options:
    - a. The MyEducation BC continuous entry school is live but is using BCeSIS for cross-enrolled students whose home school is in BCeSIS.
      - The student will be cross-enrolled in the BCeSIS instance in the MyEducation BC continuous entry school as a cross-enrolled student using the usual BCeSIS cross-enrollment process.
      - The student record will not be updated during the refresh because the continuous entry school is live in MyEducation BC and is not subject to the monthly refresh.
    - b. The MyEducation BC DL school is converted and is only using MyEducation BC. (This is an unlikely scenario)
      - The student will exist in the primary MyEducation BC schools non-live instance as “Inactive” and can be enrolled to the MyEducation BC continuous entry school. If the student does not exist in MyEducation BC they will need to be enrolled as a new student. The “Home School not in MyEducation BC” flag will need to be set and the “Home School not in MyEducation BC” procedures followed.
      - The MyEducation BC continuous entry school will need to ensure that course completion marks are delivered to the BCeSIS home school prior to a TRAX submission to ensure the data is up to date.
      - On conversion of the BCeSIS home school the credit detail records will not overwrite the MyEducation BC transcript records as only current course records in the home school will move.
  5. A student whose primary school is in MyEducation BC or BCeSIS and is cross-enrolled in multiple MyEducation BC and BCeSIS schools.
    - a. Scenario 3 and 4 rules will apply

## Cross-enrollments when a School Transitions mid-term

Continuous entry BCeSIS schools with cross enrollments from schools going live will need to identify the students who have transitioned to MyEducation BC using the BC Common Student Data Extract report (20 District Reports) and ensure that the students are dealt with using one of the below two options.

- a. The BCeSIS continuous entry school is not live in MyEducation BC, but is using MyEducation BC for cross-enrolled students whose primary school is now in MyEducation BC.
  - The student will need to be enrolled in the MyEducation BC instance of the Continuous Entry BCeSIS school as a secondary student.
  - The student record will need to be updated in MyEducation BC with the most current course and mark information from BCeSIS.
  - The student will then be withdrawn from the BCeSIS Continuous entry school to ensure that the record is not overwritten during the monthly refresh.
- b. The BCeSIS continuous entry school is not live in MyEducation BC is only using BCeSIS.
  - The student will need to be withdrawn from the previous non-live BCeSIS school because the student record will exist in the MyEd schools BCeSIS instance as un-registered. The student will then be enrolled in the BCeSIS Continuous entry school and the “Home School not in BCeSIS” flag will need to be set and the “Home School not in BCeSIS” procedures followed. “Home School not in BCeSIS” students will not be processed during conversion or refreshes.
  - The BCeSIS Continuous entry school will need to ensure that course completion marks are delivered to the MyEducation BC primary school prior to a TRAX submission to ensure the data is up to date.

## BCeSIS School Registration Scenario 1

BCeSIS School admits student.

Conduct a thorough traditional search to determine where the student is registered.

- Ask the family which school they attended.
- Check the list of MyEducation BC schools posted on the ISW under District Collaboration.
- Call the previous school.

Student was not registered in either a BCeSIS or a MyEd school	Student was registered in a live BCeSIS school	Student was registered in a MyEd school only – never in a BCeSIS school (new to BC or from a BC school on an alternate system)	Student was registered in a MyEd school that converted from BCeSIS
↓	↓ Contact previous school to withdraw from BCeSIS, if necessary ↓	↓ Contact previous school to withdraw from MyEd ↓	↓ Contact previous school to withdraw from BCeSIS and MyEd ↓
Enroll in BCeSIS	Enroll in BCeSIS	Enroll in BCeSIS and manually update any records as required. This will create a duplicate record in MyEd on conversion, to be resolved then.	Enroll in BCeSIS and manually update any records as required

## MyEducation BC School Registration Scenario 2

MyEd School admits student.

Conduct a thorough traditional search to determine where the student is registered.

- Ask the family which school they attended.
- Check the list of MyEducation BC schools posted on the ISW under District Collaboration.
- Call the previous school.
- Use the Registration Wizard

Student was not registered in either a BCeSIS or a MyEd school	Student was registered in a live BCeSIS school and the Registration Wizard does not find the inactive student record in MyEd	Student was registered in a live BCeSIS school and the Registration Wizard finds the inactive student record in MyEd	Student was registered in a MyEd school
↓	↓ Contact previous school to No Show (never attended) or Withdraw (attended) from BCeSIS ↓	↓ Contact previous school to withdraw from BCeSIS ↓	↓ Contact previous school to withdraw from MyEd ↓
Register in MyEd as a new record	Register in MyEd as a new record and add any student information as needed	Register in MyEd	Register in MyEd

## BCeSIS DL School and Cross Enrollment Scenario 3

BCeSIS School admits student.

Conduct a thorough traditional search to determine where the student is registered.

- Ask the family which school they attended.
- Check the list of MyEducation BC schools posted on the ISW under District Collaboration.
- Call the previous school.

Student was not registered in either a BCeSIS or a MyEd school	Student was registered in a live BCeSIS school	Student was registered in a live BCeSIS school		Student was registered in a MyEd school that converted from BCeSIS
↓	↓	↓ Contact previous school to determine if they are using both systems ↓		↓ Contact previous school to withdraw from BCeSIS and MyEd ↓
		YES ↓	NO ↓	
Enroll in BCeSIS as the Home School	Contact previous school to cross enroll the student or do a self cross enroll	Create Secondary School Association in MyEd	Manage the student record outside of BCeSIS and report results to MyEd Primary School on completion (cannot enroll in BCeSIS because PEN exists in MyEd)	Enroll in BCeSIS and manually update any records as required. Set Home School not in BCeSIS flag



## MyEducation DL School Cross Enrollment Scenario 4

MyEd School admits student.

Conduct a thorough traditional search to determine where the student is registered.

- Ask the family which school they attended.
- Check the list of MyEducation BC schools posted on the ISW under District Collaboration.
- Call the previous school.

Student was not registered in either a BCeSIS or a MyEd school	Student was registered in a MyEd school	Student was registered in a MyEd school only – never in a BCeSIS school (new to BC or from a BC school on an alternate system)		Student was registered in both BCeSIS and MyEd
↓	↓	↓ Contact previous school to determine if they are using both systems ↓		↓ Determine which school is Primary and follow appropriate path <input type="checkbox"/>
Register in MyEd as a new record as the Primary School	Create a Secondary School Association	YES ↓	NO ↓	
		Contact the previous school to cross enroll the student or do a self cross enroll	Register in MyEd and flag as Home School Not in MyEd Student record must be deleted via Pando ticket upon completion OR Manage the student record outside of MyEd and report the final results to the home school upon completion	