

## **MyEducation BC – Guidelines for using Grade Sub-level of “SU”**

**School-aged students, in grades 8 to 12, who enroll in our district and are in one of the following categories, must be given a Grade sub-level of ‘SU’ in MyEducationBC upon registration.**

*Categories of students who must have a grade sub-level of ‘SU’ are:*

- Fee paying students (International), (International is responsible for these students and placing the grade sub-level)
- Exchange students (Rotary, Quebec, etc.)
- Student athletes who are from out of district, but register with the district because of their sport season (Hockey, Baseball, Lacrosse, Swimming, etc.)
- Students whose parents are here on Exchange (teacher exchanges).

**School-aged students, in grades 8 to 12, who enroll in our district and it appears that they will be here on a short-term basis should also be considered for a Grade sub-level of ‘SU’ upon registration.**

*Categories of students who potentially require a grade sub-level of ‘SU’ are:*

- Children of parents who are in Kamloops with a Work or Study Visa, or
- Students who register with us for a particular short term program (Sky/Osprey)
- Other (Contact District Principal of Information Management and Analytics)

An explanation note is to be placed in the memo field of MyED to indicate why the students has been given the grade sublevel of SU.

Data should be checked prior to the 1701 submission at the end of September. Six year School Completion Cohorts are established and updated annually based on this data.

Any questions regarding the above should be directed to the District Principal of Information Management and Analytics.

---

SU students are not visible to TRAX (will not be seen for gr 10 assessments, Graduation)

SU students in grade 8 or 9 will be funded on a per block basis (if part time)

SU Students will count towards BC School Sports totals (even if in grade 8 or 9)