



**Minimizing Active No Primary Students**

In the *School View*,

**Student** Top Tab, Field Set ( ): *Default*. Filter ( ): *Grade Level=?*

**Search criteria**

Grade level:  **1. Select 12**

Search based on: My Students Cross-Enrolled to Other School **2. change to this value**

**3. click submit**

This filter will give you the list of grade 12 students that have an OPEN Secondary School Association (SSA) with other schools.

I would recommend creating a spreadsheet for your school to track/handle these students:

Student Name	Secondary School	Courses	Strategy / Plan
X	@Kool	Planning 10	Speak to student and inform them that they need to finish this course to graduate.
Y	SCIDES	None	Contact SCIDES to end SSA
Z	TLA	Physics 12	Speak to student to determine if they need Physics 12 for graduation and post-secondary education
T	@Kool, SCIDES	PE 10, Criminology 12	Speak to student to determine if they need PE 10 and Criminology 12 for graduation / post-secondary education

0 of 11 selected

Current Year

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc	Final	Prov Exam	Blended	Credit	MasterSchedule > Teacher	TransDef > Nam
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MBI-12	MBI-12-004	004	BIOLOGY 12				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MCH-12	MCH-12-002	002	CHEMISTRY 12				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MEN-12	MEN-12-006	006	ENGLISH 12				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MFDN-12	MFDN-12-004	004	FOODS AND NUTRITION 12				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MGT----	MGT----001	001	GRADUATION TRANSITIONS				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	@KOOL	MPE-10	MPE-10-01	01	PHYSICAL EDUCATION 10	No Mark			0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MPE-12	MPE-12-003	003	PHYSICAL EDUCATION 12				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	@KOOL	MPLAN10	MPLAN10-61	61	PLANNING 10				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	YED-2A	YED-2A-035	035	TEACHER ASSISTANT 12				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Central Interior DE	YPSS-2B	YPSS-2B-01	01	CRIMINOLOGY 12 BAA	No Mark			0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	YVPA-2A	YVPA-2A-001	001	PHOTOGRAPHY 12				0.0		Quarterly - No Ca



**Minimizing Active No Primary Students**

Finding the information:

Secondary School's name: Click the cross enrollment icon ( )

Courses: We recommend looking in both side tabs

1. **Schedule** Side Tab. Change the school to the student's secondary school and look at the schedule

School

Time

South Central Interior DE

South Kamloops Secondary
South Central Interior DE

2. **Transcript** Side Tab. Dictionary ( ): ALL. Filter ( ): Current Year, Field Set ( ): Default Fields

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Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc	Final	Prov Exam	Blended	Credit	MasterSchedule > Teacher	TransDef > Nam
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MBI-12	MBI-12-004	004				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MCH-12	MCH-12-002	002				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MEN-12	MEN-12-006	006				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MFDN-12	MFDN-12-004	004				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MGT----	MGT----001	001				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	@KOOL	MPE-10	MPE-10-01	01		No Mark		0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	MPE-12	MPE-12-003	003				0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	@KOOL	MPLAN10	MPLAN10-61	61				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	YED-2A	YED-2A-035	035				4.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Central Interior DE	YPSS-2B	YPSS-2B-01	01		No Mark		0.0		Quarterly - No Ca
<input type="checkbox"/>	2017	12	South Kamloops Secondary	YVPA-2A	YVPA-2A-001	001				0.0		Quarterly - No Ca

What to do when finished collating the information

Issue	Strategy
1	<p>Open SSA with no courses</p> <p>Contact the secondary school and ask the secondary school to END Date the SSA for the list of students.  <b>You are NOT ALLOWED TO END DATE the SSA</b></p>
2	<p>Open SSA with completed courses</p> <p>Contact the secondary school and ask the secondary school to END Date the SSA for the list of students.  <b>You are NOT ALLOWED TO END DATE the SSA</b></p>
3	<p>Open SSA with incomplete courses. Student doesn't intend to complete</p> <p>Using the secondary school's processes, ask the student to contact the secondary school and ask to be withdrawn from the course(s) prior to the end of the school year. The primary school cannot do this for the student.</p>
4	<p>Open SSA with incomplete courses. Student intends on completing</p> <p>Encourage student to complete the course(s) PRIOR to the end of the school year.</p>

This should MINIMIZE the number of graduated students that will have an enrollment status of ACTIVE NO PRIMARY for school start up in September 2018.