



MyEducation BC Pre-EOYR Checklist Distance Learning 2022

School: _____ Date: _____

1. Introduction

Reference Document: MyEdBC – End of Year Reference Guide v5.3pdf

2. Student Movement (Student Movement Scenarios Document & Graduation Matrix) – page 4 to 9
(See SD73 PreTransition Grid)

School View, Student Top Tab, SD73 Pre-Transition Field Set
Options>Mass Update or Options>Modify List

- Check end dates of Student (Former & Secondary) School Associations (page 15)

3. Other EOYR Tasks

- Student Conduct Incidents - Expiry Dates (page 13-14)
- Confirm with Student Services Staff (LART) students that de-listed students are Exited from Student Services.(page 17)
- Manage fees for leaving students (page 16)
- Remove locker assignments (page 16)

4. Other non-EOYR Tasks (Completed During Year End Meeting with MyED Team)

- Copy Master Schedule in Build
- Complete K-7 final marks sheet
- Ensure K-9 students have final marks are entered in current year courses along with completion date
- Copy Transcript Procedure

5. EOYR Health Checks

- EOYR – Future YOG flagged to graduate: (Students in this list will not be a part of the Graduate Seniors process.)
- EOYR – Multiple flags set: Students in this list have multiple movement flags set, students may only have one movement flag set for EOYR.
- EOYR – Prior YOG still Active (Students in this list have a prior year YOG and an Active enrollment status, these records require a review for accuracy)
- EOYR – Students becoming Active no Primary Students in this list of have both the pre transition settings and Secondary Association settings that will result in a student status of Active no Primary next year.

Verification of Pre EOYR Completion and Setup confirmed ready for 2022/2023. Please note that some outstanding errors can stop the EOYR process for the entire province. Thank you for your attention to the details. Once you have completed all of the steps and checked all of the boxes on this sheet, submit a signed copy to Jake Schmidt by June 20th.

Administrator Name: _____

Administrator Signature: _____

- Review: Yearlong, Semester, Term Courses (Start and End Dates)
- Prepare Grade Input (Term 4 and Final)
- Communicate with GRADE 12 students who have an OPEN SSA