



MyEducation BC Pre-EOYR Checklist Elementary 2022

School:	Date:
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1. Introduction

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

A. **DO NOT:** Change current homerooms AND/OR add/delete/modify staff records.

**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

3. Other Tasks

- Student Conduct Incidents – are
- Confirm with Student Services Staff (LART) students who are de-listed are Exited from Student Services (Page 17)*
- Manage fees for leaving students (KEV Process)
- NEW: Enter students into next year’s homerooms (page 8)**

4. Data Quality Assurance

- No student has a value of Graduate=Y
- No student has a value un the DIP/SCCP Column
- No student has a retain=Y and withdraw=Y
- Check addresses of leaving students and their contacts to ensure accuracy.

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 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: _____