



MyEducation BC Pre-EOYR Checklist SECONDARY 2022

School: _____ Date: _____

1. Introduction

Reference Document: MyEdBC – End of Year Reference Guide v5.7pdf

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)

a. Low Incidence school aged grade 12 students that are returning for an additional school year
Recommendation: Withdraw student prior to EOYR and then re-enroll and schedule the student

b. All Other students

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 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 unless the LART is writing SSP for these students.*(page 17)

Confirm with Student Services Staff (LART) all students have a plan end dated for 30/09/20XX

Manage fees for leaving students (KEV Process)

Remove locker assignments (page 16)

Review Current Active No Primary

4. 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 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: _____

In the *Build View*, **review**: Yearlong, Semester, Term Courses (Start and End Dates)

Prepare Grade Input for grades (Term 4 and Final) and course dates

Ensure that all courses have a final mark (except for comment only courses)

Communicate with GRADE 12 students who have an OPEN Secondary School Association