



End of Year Rollover (EoYR)

2020-2021

<https://bit.ly/3nkAi9Q>

Filter/Field Set



Filter: Grade Level =? (Grade 12)



Filter: SD73 Grade Level does Not Equal 12



Filter: PreReg Students



Field Set: SD73 Pre-Transition

Reviewing Students

- You can set up "all" your grade 12 students to graduate & then "undo" various students based upon
 - Grad program
 - Not completing students

- You can use modify list / mass update when doing this work
 - Make sure that you SHOW SELECTED before mass updating

- International program students – do not change their data. The program manages their own students.

Graduating Seniors

| 2018 Grad Program | Adult Grad Program | School Completion Certificate Program (SCCP) |
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| <p>Transcript>Programs of Study=2018 Grad Program</p> | <p>Transcript>Programs of Study=Adult Grad Program</p> <ul style="list-style-type: none"> • Student must be 18 • Must be an inclusion stating the grade program change • Grade sub level=AN | <p>Transcript>Programs of Study=SCCP</p> <ul style="list-style-type: none"> • Student must have a 1701 designation • Must be an inclusion stating the grad program change • Must have had a meeting with admin & parents about student "graduating" with this program. |
| <ul style="list-style-type: none"> • Grade sub-level=NOT SU • NxtSkl>Name = Blank • Pre-Transition Withdrawal Code=Blank • Retain in Same Grade =N • Withdraw at EOY=N • To Be Graduated = Y • Dip/SCCP Date: 30/06/2021 | <p>When a student <u>meets requirements</u></p> <ul style="list-style-type: none"> • Change Grade sub level from AN to AD • NxtSkl>Name = Blank • Pre-Transition Withdrawal Code=Blank • Retain in Same Grade =N • Withdraw at EOY=N • To Be Graduated = Y • Dip/SCCP Date: 30/06/2021 | <ul style="list-style-type: none"> • NxtSkl>Name = Blank • Pre-Transition Withdrawal Code=Completion-Evergreen • Retain in Same Grade =N • Withdraw at EOY=N • To Be Graduated = Y • Remove SU • Dip/SCCP Date: 30/06/2021 |

Graduating Students – Special Cases

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| <p>Returning students</p> <p>Graduating student who is returning to complete "extra" courses (at your school/other school)</p> <p>NextSkI>Name = Not Blank</p> <p>Dip/SCCP Date: 30/06/2021</p> <p>Retain in Same Grade=Y</p> <p>To be Graduated=N</p> | | <p>SCCP Student eligible for additional year</p> <p>Withdraw student prior to EoYR (at the end of June) and pre-Register the student for the next year. (Why? It makes the PSR clean)</p> |
|---|--|---|

Non Grads

Returning students

NxtSkl>Name = Your School
Pre-Transition Withdrawal
Code=Blank
Retain in Same Grade =Y
Withdraw at EOY=N
To Be Graduated = N
Dip/SCCP Date: Blank

Transferring students

NxtSkl>Name = New School Name
Pre-Transition Withdrawal
Code=Select Reason
Retain in Same Grade =Y
Withdraw at EOY=N
To Be Graduated = N
Dip/SCCP Date: Blank

Leaving School

NxtSkl>Name = Blank
Pre-Transition Withdrawal Code=
(Discontinue Schooling?)
Retain in Same Grade =N
Withdraw at EOY=Y
To Be Graduated = N
Dip/SCCP Date: Blank

Active-no-primary

- When a student is cross enrolled to another school (DL/CE) and the student has not completed the course
- The software cannot withdraw (graduate) the student – the software "marks" this student as "still active" but without a primary (home school)
- Students can have the status of 'active no primary' for one (1) calendar year. If the student has not completed the course by June 2022, the home school can request the DL/CE (secondary) school become the primary school
- If you have any students who have been 'active no primary' for the current school year – review – student needs to either finish before the end of June or the other school needs to pick them up – do not let them go through EOYR as Active no-Primary (4 students total in the district April 2021)
- SD73 Source Document:
http://myed73.sd73.bc.ca/pluginfile.php/38/mod_folder/content/0/EOYR/SD73%20-%20Minimizing%20Active%20No%20Primary.pdf?forcedownload=1

Other Tasks

- Fees – students who are leaving your school – cannot have fees (voided/paid)
- PSRs (review Enrolment/Withdraw dates – must be one day apart, exit & entry grades)
- School Programs – end dated?
- Review transcripts – credits/ final marks / completion dates?

- Submit TRAX (all 3 files)
 - Review non-grad lists
 - Fix TRAX errors
 - **Note: there is no more "course mark change form"**

Grades & TRAX

- Final Marks entered by school
- Siobhan/I will mass update course dates (Start Date / End Date / Completion Date)
- Exception MWRK

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|--|--|
| <p>June/Final Submission of Grades June-July</p> | <p>Transfer of marks is required by all schools.</p> <p>Final marks must be included for all courses completed on or before the end of June.</p> <p>Remember to include all courses completed via Distance Learning and Continuing Education.</p> <p>Ensure that addresses are current for Grade 12, Adult Graduation (AD), and School Completion Certificate Program students.</p> <p>June/Final Submission is important to ensure the final transcripts produced in July are complete and correct.</p> <p>Check your TVRs (Transcript Verification Reports). They will be updated overnight each day until at least July 16th. This allows schools to confirm that final marks for individual Grade 12 students have been submitted as expected.</p> |
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Build View Stuff

- 1. Final Scenario – Labeled with "FINAL"
- 2. We can schedule your LAC blocks...just need to ask
- 3. We can schedule your TRNV/PV/MWRK
- 4. Scheduling Report > BC Master Schedule
 - Workspace TT > Schedules > Filter: Low Incidence & Inclusion =N
 - How to fix:
https://sd73kamloopsthompson-my.sharepoint.com/:w:/g/personal/bepp_exc_sd73_bc_ca/ETyzGO_xFz1PsnTM-allnB4BgzUq7yFBQEzMRV9HPXkXJg?e=WhHNmh

Source Documents

→ Fujitsu Documents:

http://myed73.sd73.bc.ca/pluginfile.php/38/mod_folder/content/0/EOYR/MyED%20BC%20End-of-Year-Rollover-Reference-Guide-v5.8.pdf?forcedownload=1

→ Minimizing Active No Primary:

http://myed73.sd73.bc.ca/pluginfile.php/38/mod_folder/content/0/EOYR/SD73%20-%20Minimizing%20Active%20No%20Primary.pdf?forcedownload=1

→ Inclusions:

→ https://docs.google.com/presentation/d/1N1q4veNq45V_cKxefE6dRWYiT3c1CC11wzrWrYQS90/edit?usp=sharing