



**Instructions for Entering Purchase Service Students in MyEducation BC**

**Purchased Services Set Up – School Level**

Click the **Staff Top Tab**, change the filter to *Primary Active Staff*

Ensure that you can see the Purchased Services Staff Record

	LegalLast	LegalFirst	UsualLast	UsualFirst	StaffID	Type	Homeroom
<input type="checkbox"/>	PURCHASED SERVICE	Kay Bingham			S1039674	Teacher	PS

If your school does not have “PURCHASED SERVICE, School Name” as shown then contact the SD73 Human Resources Department to have them add it to your staff list. Do not ADD/MODIFY these staff Records!

**Purchased Services – Student set up (Full Time / Part Time)**

1. Register Student as PER SD73 Enrollment Standards
  - a. Add Memo to Student Demographics.

This will be set out in the original Purchased Services letter you receive  
Record the School Division number (e.g. DIV 001)

The screenshot shows the 'Demographics' tab in MyEducation BC. On the right side, there is a 'Memo' field with the following text: "This student has Purchased Services with the Chris Rose Therapy Centre for Autism. Student will attend Chris Rose Therapy Centre for Autism on Mondays (am), Wednesdays (am) and Fridays (am). Student will attend ABC Elementary on Mondays (pm), Tuesday (am/pm), Wednesday (pm), Thursdays (am/pm) and Fridays (pm)." There are also fields for 'Pupil #', 'Personal Education Number', and various name fields.

**b. Select Purchased Services Homeroom**

The screenshot shows the 'Homeroom Pick List' dialog box. The 'Filter' is set to 'Homeroom'. The list shows 20 records, with the first record highlighted: 'PS PURCHASED SERVICE, Kay Bingham'. Below the list are 'OK' and 'Cancel' buttons. An arrow points to a magnifying glass icon on the main form with the instruction '1. Click Magnifying Glass'. The text '3. Click Ok' is also present at the bottom of the dialog box.



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- c. Schedule the student
  - If the student is attending school part time - use the Division Number in the Memo, eg DIV 001. Ensure to add the appropriate Attendance Courses as well as the academic courses the student is participating.
  - If the student is NOT attending school – skip this step
- d. Attendance
  - If the student is only attending the Purchased Service centre, then enter the provided attendance report from the purchased service for the student in the Attendance Top Tab, Daily Office Side Tab.
  - If the student is attending school part time, then then enter the provided attendance report from the Purchased Service for the student in the Attendance Top Tab, Daily Office Side Tab and the classroom teacher will take attendance for the student on the day(s) they are scheduled to be in class.
  - The school (teacher) should only be entering attendance for the student on the days that the student is expected to attend school.
  - The school **may need to put a plan in place considering the** potential conflict with the Synrevoice Safe Arrival Program.

Child Development Centre or Daycare Students:

Students with Purchased Services with the Child Development Centre, Courtyard Daycare, or Kamloops Kidz Early Learning Centre typically attend “full time” at the Centre and usually have purchased services only for the current year.

These students must be registered at a school and attendance reports will be sent to the registering school on a monthly basis – school will enter attendance in MyEducation BC.

Chris Rose Therapy Centre for Autism Students:

Students with Purchased Services with Chris Rose Therapy Centre for Autism can attend either part time or full time at the Centre and can continue to attend throughout their schooling years.

If a student who already attends the Chris Rose Centre will be “continuing” for an additional year, a letter will be sent to the school at the beginning of the new school year indicating the same.

As well, each student’s scheduling information may change throughout the year. If this is the case, the Chris Rose Therapy Centre for Autism will provide you with the changes in the form of a memo. Once you receive this change, please ensure that you make the appropriate changes to the student in MyEducation BC – please refer to **#1- a - Add Memo to student’s demographics** on page 4 for instructions on entering/updating this information.

These students must be registered at a school and attendance reports will be sent to the registering school on a monthly basis – school will enter attendance in MyEducation BC