## Student Withdraw / Transfer Checklist – International Education

| Step | Processes | During School Year | End of School Year | Person Responsible |
|------|-----------|--------------------|--------------------|--------------------|
| 0 | ☐ Run TRAX for the school | Yes | Yes | School Principal / vice Principal or Counselling Secretary |
| 1 | ☐ Remove Homeroom<br>☐ Remove Counsellor<br>☐ Remove Locker Information<br>☐ Remove Next Year School (If Applicable) | Yes | Yes | Counselling Secretary |
| 2 | ☐ *if student is leaving the district*, Remove all Contacts | Yes | Yes | Counselling Secretary |
| 3 | ☐ Review Conduct (School P/VP) | Yes | Yes | School Admin |
| 4 | ☐ Student has an IEP ( ) | N/A | N/A | |
| 5 | ☐ Review Transcript/Current Grades (teacher entry)<br>☐ Run a copy of current Report card if you have just passed a reporting period(s) | Yes | Yes | Counselling Secretary |
| 6 | ☐ Remove your school courses from student schedule | Yes | Yes | International Ed. Counsellor |
| 7 | ☐ Remove any course requests | Yes | Yes | International Ed Counsellor |
| 8 | ☐ Remove student from build view (If Applicable) | Yes | Yes | International Ed Counsellor |
| 9 | ☐ End date any 1701 current year Programming | N/A | N/A | |
| 10 | ☐ Print an Account Statement then delete all fees from your school and send to International Education Office | Yes | Yes | Head Steno |
| 11 | ☐ Review Inclusions | Yes | Yes | Counselling Secretary |
| 12 | ☐ Delete any Group or Snapshots attached to the student | Yes | N/A | Counselling Secretary |
| 13 | ☐ Review Journal Entries | N/A | N/A | |
| 14 | ☐ Review Enrollment Record | Yes | Yes | Counselling Secretary |
| 15 | ☐ Withdraw (out of district), Transfer (in district), Graduating students | Yes | See Note | Counselling Secretary |
| 16 | ☐ Final Review | Yes | | Counselling Secretary |

During school year includes at the end of the semester 1.

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Student Movement at the end of Year

Notes:

Use field Set: SD73 Pre-Transition

1. Transfer:
   If a student is moving to another school at the end of year complete the NextSkl>Name and the Pre-Transition Withdrawal Code

| Name | Pupil # | Designation | DOB | YOG | Grade | GrSubLvl | EnrStatus | AcademicTrack | School > Name | NextSkl > Name | Pre-transition Withdrawal Code | RetainGrade | Withdraw | To be Graduated | Dip/SCCP Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | No matching records | | | | |

2. Withdraw
   If a student is withdrawing (and leaving the BC school system), complete the Pre-Transition Withdrawal Code and Withdraw=Y

| Name | Pupil # | Designation | DOB | YOG | Grade | GrSubLvl | EnrStatus | AcademicTrack | School > Name | NextSkl > Name | Pre-transition Withdrawal Code | RetainGrade | Withdraw | To be Graduated | Dip/SCCP Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | No matching records | | | | |

3. Graduating
   A. Make sure the Grade Sub Level SU has been removed by International Ed Counsellor
   B. To be Graduated = Y and Dip/SCCP Date = Last Day of School Year

| Name | Pupil # | Designation | DOB | YOG | Grade | GrSubLvl | EnrStatus | AcademicTrack | School > Name | NextSkl > Name | Pre-transition Withdrawal Code | RetainGrade | Withdraw | To be Graduated | Dip/SCCP Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | No matching records | | | | |

   C. Print PSR. Hard Copy file generated for delivery to SBO

## Student Withdraw / Transfer Checklist – International Education

### WITHDRAW CODES IN MYEDUCATION BC

MyEducation BC requires a code when a student withdraws from your school — use the following list of codes. (Historical codes are included for reference only.)

| | CODE | DESCRIPTION | WHEN TO USE |
|---|---|---|---|
| 1 | Graduated - Dogwood | Graduated - Dogwood | Student completes requirements for 1995, 2004, B.C. Graduation Program (2018), or Adult Graduation program. |
| 2 | Completion - Evergreen | Completion - Evergreen (SCCP) | Student completes their School Completion Certificate Program. |
| 3 | Publ. School, In Dist | To Public School, In District | Transfer to public school within district. |
| 4 | Publ. School, Out Dist | To Public School, Out District | Transfer to a BC public school in another district. |
| 5 | Indp. School, In Dist | To Independent School, In District | Transfer to independent school in district catchment area. |
| 6 | Indp. School, Out Dist | To Independent School, Out of District | Transfer to independent school outside of the district within BC. |
| 7 | DL School | To DL School | Student transfers to a distributed learning school as their primary school. |
| 8 | School, Out Prov. | To School, Out of Province | Transfer to any school outside of BC. |
| 9 | School, Out Cntr. | To School, Out Country | Transfer to a school outside of Canada. |
| 10 | Exchange Complete | Exchange Complete | Exchange student leaves the school. |
| 11 | Home Schooling | To Home Schooling | Transfer to home schooling. |
| 12 | Administrative Trans. | Administrative Transfer | Transfer for administrative reasons. |
| 13 | To Institution | To Institution | Transfer to any other type of institution, e.g., correctional, psychological, etc. |
| 14 | To Post Secondary Ed | To Post Secondary Education | Transfer to university or college without graduating or completing an SCCP. |
| 15 | Moved out of BC | Left Province | Student moves out of BC but school status is unknown. |
| 16 | Discont. Schooling | Discontinued Schooling | Student stops attending school and does not return. |
| 17 | Expulsion | Expulsion | Student is expelled from school and does not return. |
| 18 | Medical | Medical | Student cannot complete schooling due to illness or injury. |
| 19 | Death | Death | Student death while registered at the school. |
| 20 | No Show | No Show | New student registers but does not show up when expected. Use other codes for existing students who don't return. |