

## Student Withdraw / Transfer Checklist

Step	Processes
1	Remove Homeroom
	Remove Counsellor
	Remove Locker Information
2	if student is leaving the district, Remove <u>Emergency Contacts only</u>
3	Review Conduct (School P/VP)
4	PLAN
	<ul> <li>If student is leaving the district AND student has an IEP (<sup>11)</sup>), notify their</li> </ul>
	case manager that the student will be <i>Exited</i> from <b>Student Services</b>
5	<ul> <li>Review Transcript/Current Grades (teacher entry)</li> </ul>
	<ul> <li>Run a copy of current Report card if you have just passed a reporting period(s)</li> </ul>
6	Remove your current year school courses from student schedule
7	<ul> <li>Remove any course requests for the next school year (If applicable)</li> </ul>
	Remove Next Year School (If Applicable)
8	<ul> <li>Remove student from build view once (If Applicable)</li> </ul>
9	End date any 1701 current year Programming
10	Review Inclusions
11	<ul> <li>Delete any Group or Snapshots attached to the student</li> </ul>
12	Review Journal Entries
13	Review Enrollment Record (Adjust dates and entry/exit grades if necessary)
14	<ul> <li>Withdraw (out of district) or Transfer (in district) student</li> </ul>
15	Final Review of student using the Former student filter



Student Withdraw / Transfer Checklist

-	Steps to complete a student withdrawal (movement out of SD73) or								
Transfer (movement within SD73).									
Step 1 Details Side Tab									
	Student Top Tab, Details Side Tab								
•		Homeroon							
•	Remove <u>Co</u>					,			
•	Remove Lo	<u>cker Inform</u>	ation (if	your sch		this feature)			
	Ned School > Name Pre-VandSch Med School > Name	Q	L	Transfer School > Name 6 year Grad CohortD 2015/2016					
	Out of Californiant			273277					
	Out of District Teal  Home School Nation Heave School Nation								
	HS not in MyEd Name			Confidential Student					
	CiproCCP Date Crade level 12			Confidential Student Flag					
	Crade sub level  Enrollment status Catentar Q		I	Family Courier No  Locker Parking Space	Q				
	BC Personal Health Namber			Coursellor •	q				
•	Remove Bu	s Informatio	n (if vour	school	ses this	feature)			
			i (ii youi			iouturo)			J.
								Language &	
	Demographics	Addresses	Alerts	s Cit	izenship	Programs F	Permissions	Culture	Buses
	2. Contacts	e (1		•.• •				_	
									ergency contacts. In the
						contacts 3, 4,			
Stude						ts, click <b>Optic</b>		e	-
Pages	School Student S	Staff Attendance	Conduct Gra	ides Assessme	ent Schedule	Global Tools Adm	nin		
Student	List :: 02 -	★							
Details									
	Options - Rep	ports 🗸 Help 👻	Search on Priority	<u>م</u> ۲	a-z	њ 🖶			
Contacts								5 of 5 selected 🥔	
Contacts Details	Priority	Name	ID	Relationship	LivesWith	Parent or Guardian?	PortalAccess	HomePhone	
Related	☑ 1		e5569461	Mother	Υ	Y	N		
Students	2		e5569460	Father	Y	Y	N		
Attendance	e			Aunt	N	N	N		
Conduct	✓ 5			Aunt	N	N	N		
Transcript									
Sten (	3. Conduct -	School Adr	ninistra	tors Only	V				
	nt Top Tab, (				L				
•	•	duct Record							
	Contacts								
	Atlandance Incident Actors								
	Primary code* Asson	Q, Arson	incident ID 00178574						
	Additional codes     Add     Incident Date     Opt122016		Investigation status N.A.	Q					
	Incident Time 9 00 AM Detentions Landian Detentions Landian Detentions		Referal Staff > Name	٩					
	Served Lucation namey - name	Γ	Expiration Date						
	Assessments								
Ston	Sten A. Student Convise								
-	Step 4. Student Services If student is moving out of district, notify the case managers (LART) that the student will be <i>Exited</i> out of								
		•	sinci, ne		case ma	nagers (LAN	(i) that th		will be Exhed out of
Slude	Student Services.								
Ston	Step 5. Grades								
-		Franscrint S	Side Tab		ades Tor	o Tab, <b>Grade</b>	Innut Side	- Tah	
	•	-			•				
•	<ul> <li>Review (if applicable) Current Year Transcript Record         <ul> <li>Questions to ask:</li> </ul> </li> </ul>								
				in the m	iddle or	near the end	l of a rong	orting perio	d2 Who will produce
			awing				i or a rept		d? Who will produce
	18 million a	port card?							
	Vientanius Vear Grade School > Name	SchoolCourse > Crisito MasterSchedule > Course II	ItasterSchedule > Sectio CourseDesc	Final ProviBiam B	served Credit				
	Transcript			ION AND MACHINING 12	00				
	Transcript	IPE-12 IPE-12-001 0	01 PHYSICAL EDUCAT	TON 12	0.0				
	Detais 🗄 2017 12	IPLANDER E	T PLANNIG 10	107 A.	00				
	Credit Sunnary	YED-2A YED-2A146 0	16 TEACHER ASSIST		00				
•	Update Term/Final Marks and Course End Dates(if appropriate)								





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 Run a report card (if applicable when teacher(s) have entered all marks). <u>Please Note</u>: If a student is withdrawn just before a reporting period, it is possible to produce a report card after the student has been withdrawn. This can be done via the "Former" Student Filter and teachers can find withdrawn students in the MyEdBC Gradebook Top Tab>Scores Side Tab. They will need to choose "Withdrawn" in the Status area of the page. Teachers can enter marks/comments and then post; however, they cannot print report cards, so the office will need to produce the report card for the withdrawn student.
 : 2016-2017 - MEN--08-3 - ENGLISH LANGUAGE ARTS 8 #



## Step 6. Student Schedule (Current Year)

- Student Top Tab, Schedule Side Tab, Workspace Sub-Side Tab
  - If transferring a student to a school in SD73, drop the courses from the student schedule **Note:** The withdraw functionality will automatically drop the courses from the student schedule

V	Course	Description	Term	Schedule	Unrotated Schedule	Teache
V	MMFM-12-002	METAL FABRICATION AND MACHINING 12	S1		1(1)	
V	MAT12-001	AUTOMOTIVE TECHNOLOGY 12	S2		1(1)	
V	YED2A-046	TEACHER ASSISTANT 12	S1			
7	YLRA-2C-001	OUTDOOR EDUCATION - FLY FISHING 11/12	S2		2(1)	
V	MHI12-001	HISTORY 12	S1		3(1)	
V	MMFMJ12-002	METAL FAB. & MACHINING 12:ART/JEWELLERY	S2		3(1)	
V	MPE12-001	PHYSICAL EDUCATION 12	S1		4(1)	
V	MMFM-11-001	METAL FABRICATION AND MACHINING 11	S2		4(1)	
	MGT001	GRADUATION TRANSITIONS	FY			
		PLANNING 10	FY		1(1)	

## Step 7. Student Top Tab, Schedule Side Tab, Requests Sub Side Tab

 If your school has begun the process of scheduling for the next school year, delete the student course requests

			2017-2018 - Requests: 10 pr	rimary, 0 alte	rnate - Schedu	uled: 0%
	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	AltPri
<b>V</b>	FFRAL11	FRANÇAIS LANGUE SECONDE-IMMERSION 11	South Kamloops Secondary		N	0
<b>V</b>	FSCH-11	SCIENCES HUMAINES 11	South Kamloops Secondary		Ν	0
	MBI11HON	BIOLOGY 11 HONOURS	South Kamloops Secondary		Ν	0
<b>V</b>	MCH11HON	CHEMISTRY 11 HONOURS	South Kamloops Secondary		N	0
	MEN11HON	ENGLISH 11 HONOURS	South Kamloops Secondary		Ν	0
	MGE11	GERMAN 11	South Kamloops Secondary		Ν	0
<b>V</b>	MPE11	PHYSICAL EDUCATION 11	South Kamloops Secondary		N	0
	MPH11HON	PHYSICS 11 HONOURS	South Kamloops Secondary		Ν	0
	MPREC11	PRE-CALCULUS 11	South Kamloops Secondary		Ν	0
V	MSS11	SOCIAL STUDIES 11	South Kamloops Secondary		N	0

🗄 Select... 🗐 Delete

• Remove <u>Next Year school</u> (If withdrawing a student between February and June of the current school year)

Step 8. Student Schedule – Build Year - Middle/High School OnlyIf the student is being withdrawn/transferred between February and the end of the school year:Change view: Build ViewStudent Top Tab, Click Options , RefreshFilter: Students to Schedule, Search for the student, they should no longer appear on the list.



MyED 73						Novem	1ber 29, 2021	
							Version 5.2	
	Stude	nt Withdrav	N / T	ransfer Ch	ecklist			
Step 9. 1701 Programs				/ • E S	az 1h ≓ NI 3C Student Learning 0 Student Designations	Groups		
<ul> <li>Student Top Tab, Memb</li> <li>End-Date any 170</li> </ul>	-	-	he da			General P ds - General Progr	•	
Program		ProgSch		Start	End			
Core French		Barriere Elementary		01/10/2015	30/06/2	2016		
Core French		Barriere Elementary		06/09/2016	29/06/2	2017		
Ab Language & Culture		Barriere Elementary		01/10/2015	30/06/2	2016		
Ab Language & Culture		Barriere Elementary		06/09/2016	29/06/2	2017		
Ab Support Services		Barriere Elementary		01/10/2015	30/06/2	2016		
Ab Support Services		Barriere Elementary		06/09/2016	29/06/2			
				00/03/2010	23/00/2	.017		
Date Expiry Type 1911/2015 Absence Latter	xr 5 2016							
• Remove student f • Remove student f • Group > Title • All School Athletes • Barriere FN Students • French K-7 • RC-IC	rom any group	· •			Au Ma	nagement Type tomatic nual tomatic tomatic		
Remove Journal I     Welcorr 235 PM	<ul> <li>tudent Top Tab, Documents Side Tab</li> <li>Remove Journal Information (if your school uses this feature)</li> </ul>							
Step 13. Review Enrolln Check Membership Side ates are in chronologica Barriere Elementary - Enrollment st	e Tab > <b>Enroll</b> I order and at atus: Active - Year of gradua	least 1 day ap	oart. I	Remove any o	duplicated enro	olment or v		
Type Date Cod		Status EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade		
	t Time Entry Ison Unknown	Active Active Withdrawn Active	2027	Barriere Elementary Barriere StrongStart Centre		KF		
	ent, Involn With,	Withdrawn Active	2027	Barriere StrongStart Centre		EL		
	ison Unknown	Withdrawn Active	2027	Barriere StrongStart Centre		EL		
	t Time Entry	Withdrawn Active	2027	Barriere StrongStart Centre		EL		
Koncy Stand Have     Koncy Stand Have     Koncy Stand Have	Yer         Instant           2015         Secondary           2015         Secondary	<b>Is maintaining Internet Inte</b>					ry School hdraw the student as	
GKOOL     Kanloos School of the Arts	2016 Secondary 2016 Secondary	01/08/2015 08/08/2016						
2         6000.	2017 Secondary	0606/2016						
Step 14. Withdraw Stu listrict)	udent (if mov	ving out of		listrict)	nsfer Stude	-	-	
			_		nt Top Tab, <b>I</b> licated fields.		ide Tab. Complete	

Transfer pending

sfer School >

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• Notify receiving school that the student is



	Student Withdraw	/ Transfer Checklist
🛈 🛍 https://sdt.myeducation.gov.bc.ca	/aspen/studentWithdrawal.do	available
Withdraw Student		
Withdraw student that is:	Primary -	
Name	Q Select student name	
Current Primary School	South Kamloops Secondary	
Date	25/10/2019	
Code	Q 1. Select appropriate choice	
Reason	Q Leave Blank	
Status *	2. Select Withdrawn	
Keep student in special education	Don't check this box	
Disable related user accounts	Don't check this box	
Create former school association	V Keep checked	
PSR Grade	Select the grade the student was in when s/he left the school	
☑ OK 🗶 Cancel	Click OK	
When the	above steps are completed,	
withdraw	the student using correct	
date/code	/reason/status	
Step 16. Final R	eview	
<ul> <li>After with</li> </ul>	drawing/transferring the student, o	check the "Former" T Student Filter to ensure that
	nt appears correctly	¥
		o ensure that all withdrawal information is correct.

- Remember to check for PSR entry/exit grade
- Modify the Withdrawal record in the Membership side tab as necessary