



MyEducationBC

# MyEducation BC Standards

A Manual for Managing Student Information

Enrollment

Version 0.2- Draft

August 2014

## Enrollment

Enrollment includes the processes of admission, registration, cross enrolling and withdrawing a student in MyEducation BC.

## Registration

Registration is the process of admitting a student by entering student data to create a single student record in MyEducation BC. Registration happens each time a student is associated with a “Primary School” (school of record). Correctly following the registration processes will ensure better-quality data and greater efficiency for all current and future MyEducation BC users. Users should ensure that information has been entered accurately in all fields prior to leaving the registration wizard. All information entered should use the appropriate upper and lower case letters. Do not enter information with the Caps Lock button on.

There are a number of steps in the registration process which are outlined below.

### Verify Identity and Eligibility

Details about eligibility for funding can be found in Sections 82, 106.3, 106.4, and 114 of the School Act, Section 16 of the School regulation and the Eligibility of Students for Operating Grant Funding policy.

To attend school in B.C., documentation must be presented at each school the student is registering in, showing their age, that they are a Canadian citizen, a permanent resident or an international student. The student’s legal name, date of birth and gender are required elements of the demographic file held in MyEducation BC and must be validated by the school with information that appears on legal documents relating to civil (e.g., immigration or citizenship) status. Canadian citizens and permanent residents must provide Canadian documentation as listed below. Foreign documentation will only be accepted for international students. The legal documents listed below provide acceptable proof of identity and eligibility. If there are differences between legal documents in the spelling or use of names, date of birth or gender, use the document that has the most recent date of issue.

### Canadian citizen or permanent resident

#### Acceptable Documents

- Permanent residence card
- BC identification card (BCID)
- BC Services Card
- Passport
- Canadian birth certificate
- Marriage certificate
- Indian status card
- Canadian citizenship card
- Canadian driver’s licence
- Confirmation of permanent residence (IMM5292)
- Canadian immigration record of landing (IMM 1000, not valid after June 2002)

- Canadian adoption order
- Canadian court order approving legal change of name

## International Students

### Acceptable Documents

- Birth certificate (with English translation)
- Passport/visa
- Study permit
- Parent or guardian study or work permit

## Obtain Parental Verification

At the time of admission, a parent or guardian should sign a registration form verifying that the information which the school requires to support the student's education through funding is correct and that the contact information is correct. It is recommended that below the parent signature line there is a statement similar to the following: "I certify that the information I have provided on this form is correct."

It is also recommended that the registration form include a statement similar to the following to inform parents or guardians for what purpose the information is being collected, and what the consistent use of the information is:

"The information on this form is collected under the authority of the School Act. Information is used for Ministry of Education reporting: demographic, enrollment, budget, facility, transportation and operational analyses. It will be kept secure and confidential, in accordance with the Freedom of Information and Protection of Privacy Act."

If the school or district plans to make the information collected available in a recognizable form to any service provider or third party for reasons other than that for which the information was originally collected, the parent or guardian must sign a separate consent form (E.g. media release consent). For that consent to be meaningful, parents or guardians should have the opportunity to review the information and know to what they are consenting.

Consent must be renewed each time information is provided to a service provider or third party for a different reason. Districts and schools may choose to do this by informing parents or guardians that consent will be carried over from one year to the next unless the parent or guardian requests removal of consent. If consent is to be carried over, parents or guardians must be made aware in writing of any changes in information-sharing practices and then be given the opportunity to renew or deny consent.

If consent is not obtained, the student's information must not be provided to any service providers or third parties for reasons other than those for which it was originally collected.

## Updating Information

Update the student's information only if there is new legal documentation verifying that change is necessary. An example would be if Citizenship and Immigration Canada were to correct information on an official immigration document that had contained an error. In this case, the

student would have to provide new, corrected immigration papers in order to have a change made.

If the student's name has been changed officially, the student must provide a copy of the court order approving the legal change of name or a legal name change certificate.

If a student requests changes to their demographic information, the school should obtain written confirmation from the parent or guardian to ensure that the information is correct. Exceptions are if the student reaches the age of 19.

### Search for Duplicate Student Records

MyEducation BC will contain only one record for each student. When a student moves from one school to another, the access to that record changes. However, a new record is not created each time a student moves.

To eliminate the possibility of creating a duplicate student record, a search must be conducted for every new student seeking admission to a MyEducation BC school. Use the Registration Wizard to search the MyEducation BC database for an existing record to determine if the student has been previously admitted into MyEducation BC. Search by legal last name, gender and birth date to identify any previously entered records.

#### No MyEducation BC Record

If MyEducation BC does not have a record for the student, contact their last school to confirm that the student has withdrawn and to request a copy of their record. Enter the information from the legal documentation and the school registration form to create a new student record in MyEducation BC.

#### Existing MyEducation BC Record

If the student already exists in MyEducation BC and is withdrawn from the previous school, select the student from the Student Pick List. As the enrollment status will be withdrawn, the student may be added. Update the demographic field as needed.

If the student already exists in MyEducation BC and is not withdrawn, contact the previous school to withdraw the student and release or forward any records. If this is a cross enrollment, where a student is concurrently registered at more than one school, create a "Secondary School Association". This process requires a parent or guardian signature on a registration request. The release of the record should occur within one business day of receiving the request. Once the record is released the student can be enrolled, or in the case of a Secondary School Association, the student can be enrolled immediately.

### Enter Demographic Data

Collect student demographic information by completing the required fields in the MyEducation BC registration wizard. (Required entries are indicated with an asterisk.)

The standards for the required demographic fields are set by the Ministry and are located here:

<http://www.bced.gov.bc.ca/pen/schools/guidelines.htm>

### Legal Last Name

- Schools must enter a student's entire legal surname.
- If the student has more than one legal last name, enter them in the same order as they appear on the acceptable documentation as defined by the Ministry.
- If a student has only one name, enter it in the Legal Surname field and use an apostrophe (single quotation mark) in the first name field. This is required by the Ministry PEN's system.
- Married women can use their maiden or married name as their legal surname, as long as it is the same as the surname on the acceptable official document. A copy of the marriage certificate is required. It is best practice that if a married last name is presented then a search be done with the maiden name as well.

### Legal Given Names (First and Middle)

- Students must provide all of their legal given names and provide documentation such as a Birth Certificate or a Permanent Resident Card (see example from Government of Canada Web site below).
- If more than one name appears on a student's acceptable official document, enter them in the order they appear on that document. (Use the complete name in the Legal Name fields and the preferred name in the Usual Name fields.)
- A usual name is the name the student would prefer to be called.
- If a student does not have a middle name, the Legal Middle Name field must remain blank, indicating no middle name.
- Name(s) referred to in the remarks area of the immigration document, which indicates "...the name(s) should read..." or "...the client's full name is..." may also be usual names and may appear in the Usual Name fields only. Get clarification before entering data.

International or foreign students should not have a "Canadian" name in brackets beside the legal given name in this field. Preferred names should be identified as such in the appropriate field.



<b>Entering Legal Names</b>	
<b>Rule</b>	<b>Example</b>
Hyphenated given names should be coded as one name.	Jean-François
Continuous versus hyphenated names. Check that the style the student enters matches the legal documentation. Students will sometimes write differently on the registration form.	Names are detached (e.g., Xiao Xin) on the official document, and the student runs them together (i.e., Xiaoxin) or vice versa.
No nicknames or short forms are permitted in the Legal Name fields.	Robert cannot be entered as Bob. Don't accept names in this field such as Buzz, Zinger, etc., unless they appear on the legal document.
Students of Asian heritage often have multiple names that together make up a single given name. These should all be put in the Legal Given Name field whenever possible. Follow the rules above for formatting such names.	Code as per legal document.
Some international students may place the surname first. Obtain clarification from a second acceptable legal document or the parent(s) before entering the data.	Lao is the surname for Lao Sun Lee Hung. It should be entered in the Legal Surname field.
Students with a legal name including a suffix such as Jr. or III.	Enter the suffix with the legal last name. Don't use the suffix field on the demographic screen.
Student with single name i.e. "Cher"	Confirm with legal documentation. Enter the single name in the legal surname field; enter an apostrophe (single quotation mark), ' in the first name field.

### Date of Birth

- This must reflect the information on the acceptable official document.
- If a student submits a passport, use the birth date on it.
- On the Record of Landing, Study Permits and Confirmation of Permanent Residence forms, the date of birth is clearly stated under "Date of Birth" or "Date de Naissance." These forms use the format of day/month/year.
- MyEducation BC allows multiple methods for date entry (see documentation for details), the MyEducation BC standard for dates once entered is dd-mm-yyyy, e.g., 12/05/2005.

## Gender

- Should be coded as it appears on the official document.
- Gender is shown in Box 8 on the immigration papers and is indicated by the number 1 (male) or 2 (female).

## Preferred Gender (Optional)

- This is an optional district owned field that may be populated by a District by adding preferred gender values to the District Preferred Gender Reference Table.
- Should be coded as decided by District policy.

## Address Fields

- All addresses entered into MyEducation BC must conform to Canada Post conventions to minimize data quality issues. Some examples follow. See Appendix V for details and for lists of abbreviations.

Entering Addresses	
Rule	Example
Street: This is the official name recognized by each municipality. It cannot be translated. There is no space between a numerical street name with an ordinal or an alphanumeric character.	2nd St 36A St
Street Type: Use common abbreviations, but do not use periods.	St Ave
In some instances the street type is also the street name.	Parkway
Street Direction: Use the common one- or two-letter abbreviation. Do not use periods.	NW SE
Postal Code: Must be in upper case and have one space between the first three and the last three characters.	V8X 3X1
Post Office Box: Do not use the # symbol or its French equivalent, n <sup>o</sup> , or any other punctuation.	Box 301
Station Information: Must be present to direct mail to the proper postal installation when there is more than one within a municipality. Use the abbreviation for station without any punctuation.	STN A
Province: Should always be entered using the recognized two-letter abbreviation.	BC ON
Rural Route: Do not use either the # symbol or punctuation.	RR 3
General Delivery: Should be the two-letter abbreviation without punctuation.	GD

- Students may not be able to provide an address when they apply for admission to school. For example, a student may apply in the spring for admission the next school year, knowing they will be moving during the summer. To permit processing of the information necessary to schedule the student, schools are all asked to enter the address as 000 Unknown St. This will be cleaned up in the regular Student Verification process in the fall.

### Enrollment Information

- Enrollment information includes the Year of Graduation (which determines the student’s grade level), enrollment status with dates, and reasons in MyEducation BC for the following: pre-registration, active, withdrawal and graduate. E.g. Date of Graduation or promotion to a new grade, date and reason for a student entering the system, date and reason for a student leaving etc. The date entered is the factor that determines when a student status has changed.

Enrollment Status	Definition
Inactive	Converted record from BCeSIS
Active	Currently enrolled in a school taking one or more courses
Active No Primary	Currently enrolled in a Primary school (school of record) taking no courses, but also cross enrolled in another school (taking one or more courses
Graduated	Graduated
PreReg	Pre-registered for the purpose of scheduling for next year. Only used for students not active in a current year school.
Withdrawn	Withdrawn, or not active

Enrollment Reasons	Definition
To be determined	

### Personal Education Number (PEN)

- There is no manual entry of PEN numbers in MyEducation BC. PEN assignment occurs as follows:



- A PEN extract of students who need a PEN will be submitted to the Ministry PEN's system each night.
- When the extract is returned to My Education BC, a PEN will be assigned to the student, or a PEN error will be generated and sent to the school district PEN contact.
- If the student is a duplicate, follow the duplicate student rules on the Ministry of Education website:  
[http://www.bced.gov.bc.ca/datacollections/help/duplicate\\_rules.pdf](http://www.bced.gov.bc.ca/datacollections/help/duplicate_rules.pdf)

#### Pupil Number

- There is no manual entry of pupil numbers in MyEducation BC; pupil numbers will be converted for existing BCeSIS students or assigned by MyEducation BC.

#### Alerts

- *Legal*
  - Ensure the required documentation on any custody situations is on file.
- *Medical*
  - Ensure the required documentation on any medical situations is on file. Medical alerts can be life threatening or informational.

#### Confidential Student Flag

A confidential student flag can be enabled for students. Once enabled students cannot be queried in the Register Student screen or the Student Siblings screen except by their Primary school. The purpose of this functionality is to ensure that student information is available to only the Primary school in cases where the student's privacy or safety is threatened. Some examples of this are

- Students in custody
- Students in a transition house
- Students who are under legal protection (Peace Bond or Restraining Order protecting them from someone)
- Students identified by administration as needing their privacy protected

Districts should have guidelines around the use of this flag and use it only as needed in order to prevent inadvertent creation of duplicates. For example:

- Which students will be deemed confidential?
- Will these guidelines be documented and by whom?
- Who will have the security role assigned to check the flag and take it off?
- How will movement of the confidential student be communicated to the person responsible for the confidential flag security role?

A clear understanding of the implications of the use of this functionality is required by school staff that have this access to ensure that duplicate students are not created. For example if a student is moving to a new MyEducation BC school and the flag is checked, the new school will not be able to query for the new student until the flag is unchecked or the student is

withdrawn (the confidential flag is automatically removed upon withdrawal). It is very important to understand that the flag must be unchecked, the student must be withdrawn, or some communication with the receiving school be made promptly, so that duplicate student records are not created. If duplicates are created, a duplicate student report will be received with all the information required for the regular duplicate resolution process. The receiving school will need to communicate with the previous school to have the confidential flag unchecked or the student withdrawn as soon as possible.

### Cross Boundary Students

To record a student who is attending a school outside the normal boundary area, use the X Boundary option on the Demographic screen. Put an X in the X Boundary box and select the name of the school that the student should attend if staying within the district boundary structure.

Change based on MyEd when this is known

### Cross Enrollment

A student may concurrently register at more than one school. This is known as a Secondary School Association. MyEducation BC permits the schools involved to share access to the student's record.

Each student must have a school of record, which is commonly referred to as the student's Primary School.

#### School of Record

It is the student's choice which school or schools to attend. The school of record or Primary school will be usually be determined by the school where the majority of courses are taken or by student and parent choice. There are cases when the student is finished their courses in their Primary school but they are still enrolled in a Secondary school to finish a course. In this case the Primary school can set the enrollment status to Active No Primary. This will allow the student to finish their courses in the Secondary school (usually a DL school) and maintain their school of record in the school where they have taken the majority of their courses.

Note: In the case of grades K – 7, funding will be allocated to the school of record and any required transfer of funds will be arranged between schools. For grades 8, 9, 10, 11, 12, Secondary Ungraded and Graduated Adult, funds will be distributed to each of the schools based on the number of courses taken at each school. For Grades 8 and 9 funding will be allocated based on the summer grade 8 and 9 cross enrollment 1701 data collection.

Please see 1701 reporting process for details on this process:

[www.bced.gov.bc.ca/datacollections](http://www.bced.gov.bc.ca/datacollections)

#### School of Record Responsibilities

For grades K – 7 the school of record will be responsible for reporting the student to the ministry, using the Ministry Reporting processes. It is up to the school boards or independent school authority involved in the cross enrolled student's education program to work out an agreement as to any transfer of funding as required.

The school of record is responsible for the overall educational program of the student and for tracking their progress through to graduation.

For grades K – 7 the school of record is responsible for producing a report card for the student. For grades 8, 9, 10, 11, 12, Secondary Ungraded and Graduated Adult, schools are responsible for preparing report cards for the courses taken at their school.

For Distance Learning Schools, it is important to include the course active date in the “ActiveDate” field on the Grade Input screen once the student has met requirements for activation.

Records for students cross enrolled in both MyEducation BC and non-MyEducation BC schools should be sent to the Primary school (school of record) for input into the system.

### Cross Enrollment Standards

The Cross Enrollment or Secondary School Association function is to be used for students with courses in two or more schools. All Cross Enrollments or Secondary School Associations are initiated by the cross enrolling school. Complete a restrictive query using the Create Secondary School Association function.

Students needing to be enrolled for planning and course scheduling purposes for the upcoming school year, should **NOT** be cross enrolled. Instead they should have a Next School assigned in their demographic record or have an enrollment status of PreReg if they are not yet active in a school, e.g. next years’ kindergarten students.

Normally, students are enrolled in a Primary school and may have Secondary School Associations to one or more schools. When a student is cross enrolled, a cross enrolled Alert is created indicating in which schools the student is cross enrolled. The school that is identified as the Primary school will continue as such. The Primary school is responsible for the student record and any changes to it, except for the part of the record directly related to the cross enrollment, e.g. attendance and marks for the cross enrolled courses.

Cross enrollment should not be used for normal movement of students between schools. The Primary school should withdraw the student, which will allow the new Primary school to register the student. If the Primary school cannot be contacted, the district L1 should be contacted so they can contact the L1 in the other district to withdraw the student. However, as a last resort, cross enrollment can be used in limited cases where attempts to contact the Primary school to withdraw the student have failed, or when the Primary school does not withdraw the student in a timely manner. A cross enrollment will be more work for the cross enrolling school as the student will need to be removed from all courses and the Secondary School Association removed before the Primary school can withdraw the student. Schools should make every effort to communicate with each other and handle withdrawals in a timely manner.

If a student is being enrolled or withdrawn from a Secondary (cross enrolled) school, the Secondary school can do so without notifying the Primary school, although it is best practice that the Primary school be informed of enrollments and withdrawals.

If the home school wishes to withdraw a student, all cross enrollment schools will need to be contacted and must give permission for the withdrawal. If the student wishes to continue with courses at the cross enrolled school, then transfer of home school status must be done prior to any withdrawals.

## Withdrawal

When a student withdraws from a MyEducation BC school, the withdrawal date is the day after the student's last day of attendance.

If the student is transferring to a non-MyEducation BC school (inside or outside British Columbia), the school which the student is withdrawing from is responsible for printing a Permanent Student Record (PSR) card containing demographic information, courses, grades and historical information. And the last two report cards. The PSR card and report cards are then mailed to the receiving school. However, the student's electronic record remains within the BCeSIS database for future admission to another BCeSIS school. A new record is not created for the student, as the original BCeSIS record is not deleted.

Enrollment Reasons	Definition
To be determined	

## Transfer Process

For the transfer of students between schools, MyEducation BC involves withdrawal from one school and an admission to the next. This is the recommended way to handle student movement whenever possible. However, there are times when this method does not fulfill the needs of a school. Some schools have students who are moving between schools but wanting to maintain an ongoing course in a cross enrolled school. In order for a student to move from one Primary school to another, schools are required to withdraw students from ALL schools before they can be admitted to a new school. This method is untenable for a student in a continuing education course. In this case, having the Primary school change the enrollment status to Active No Primary is the recommended standard.

## Contacts

Contacts are added from the Student Top Tab and Contacts Side Tab. Below are the contact types and descriptions. It is important to note that the contact area is where legal custody and the parent/guardian of a student is indicated. For students on a Temporary or Continuing Custody Order, ensure that the correct contact type is selected and that the Guardian check box is selected. A guardian is defined as the person(s) who have parental authority. Any student who has a guardian other than both parents may also need a Legal Alert entered depending on the circumstances. The Legal Alert is not automatically generated in MyEducation BC.

Contact Type	Description
Continuing Custody Order	When a student is on a Continuing Custody Order they will have a Continuing Custody Order contact who will usually also be the guardian
Emergency Contact	Contact for short term local emergencies who would be able to pick up the student and care for them if the parent or guardian is unavailable
Out of District Contact	Contact for longer term local emergencies who would likely be unaffected by the emergency and be able to pick up the student and care for them if the parent or guardian is unavailable
Temporary Custody Order	When a student is on a Temporary Custody Order they will have a Continuing Custody Order contact who will usually also be the guardian
Regular Contact	Non-emergency contact

Relationship	Description
Aunt	Family
Brother	Family
Cousin	Family
Dentist	Medical Contact
Doctor	Medical Contact
Education Specialist	District contractor for student services
Father	Family
Foster Parent	Family
Friend	Friend
Grandfather	Family
Grandmother	Family
Guardianship Worker	Custody Contact
Home Stay Coordinator	District contact for Home Stay issues
Home Stay Family	International Students host family

Mother	Family
Neighbour	Contact who lives near student
Parent	Family
Relative	Family
Sibling	Family
Sister	Family
Sitter	Child care worker
Social Worker	Social Worker usually with MCFD
Stepfather	Family
Stepmother	Family
Surrogate	Assigned by guardian
Uncle	Family