Changing Next Year Pre-registration Information

After the initial mass update of all students in your school to their next year school, you wll need to manually maintain this list in order to have students move correctly to their new school (your school or another school in MyEdBC).

Navagation: Student Top Tab
Filter: Primary Active or Next Year Students
Fieldset: SD#73 Pre-Transition List

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw	Diploma Granted Date	NextHomeroom	Next HR Teacher
02/06/1998	2017	11		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
27/04/1999	2017	11		Active	Sa-Hali Secondary		N	Y			
20/07/2001	2019	09		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
25/03/1997	2016	12		Active	Sa-Hali Secondary		N	Y			
28/12/2000	2018	10		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
13/01/1998	2016	12		Active	Sa-Hali Secondary		N	N			
28/02/2001	2019	09		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
22/04/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
24/01/2001	2019	09		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
14/02/1998	2017	11		Active	Sa-Hali Secondary		N	Y			
27/05/2000	2018	10		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
13/09/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
20/04/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
01/09/2000	2018	10		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
11/09/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
11/02/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
16/03/1998	2017	11		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
14/06/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
04/04/2001	2019	09		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
15/11/2000	2018	10		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			
29/01/2002	2020	08		Active	Sa-Hali Secondary	Sa-Hali Secondary	N	N			

In this fieldset you are able to view all your next year students (both yours or being sent to you) and the Next School Name. Ensure that all students that will be coming back to you in September have your school name in the **NextSkl>Name** field. Homeroom and Homeroom teacher name fields can be populated at a later time or in September.

TO MAKE CHANGES TO PRE-TRANSITION INFORMATION
Navagation: Student Top Tab>Options>Modify List
Filter: Primary Active or Next Year Students
Fieldset: SD#73 Pre-Transition List

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name ☑ ⊗	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary	Chase Secondary 🔍 ✖				N	N
27/04/1999	2017	11		Active	Sa-Hali Secondary	Clearwater Secondary 🔍 ✖				N	N

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary	Chase Secondary				N	N
27/04/1999	2017	11		Active	Sa-Hali Secondary	Clearwater Secondary				N	N

Make your changes here and don't forget to click on the green "checkbox" to save your changes. If you do not know the name of the school, but are certain that the student is transferring somewhere, leave the **NextSkl>Name** blank and then ensure that you add a check mark in the "**Withdraw**" column.

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw ☑ ⊗
02/06/1998	2016	12		Active	Sa-Hali Secondary					N	☐
27/04/1999	2017	11		Active	Sa-Hali Secondary					N	☐
20/07/2001	2019	09		Active	Sa-Hali Secondary					N	☐

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DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw ☑ ⊗
02/06/1998	2016	12		Active	Sa-Hali Secondary					N	☑
27/04/1999	2017	11		Active	Sa-Hali Secondary					N	☑
20/07/2001	2019	09		Active	Sa-Hali Secondary					N	☑

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary					N	Y
27/04/1999	2017	11		Active	Sa-Hali Secondary					N	Y
20/07/2001	2019	09		Active	Sa-Hali Secondary					N	Y

Click on the green checkbox to save your changes. Be sure that when updating records you use the **"Show Selected"** function so that you only update the records you want. When you have finished updating, go back up to "**Options**" and remove the modify list function by clicking it again.

If you need to **retain a student in a grade** **that is returning to your school,** please use the "Modify List" function as above, but now you will need to click in the "**RetainGrade**" column. By performing this task, it will retain the student in the current year's grade and automatically change the YOG at End of Year Rollover (EOYR).

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade ☑ ⊗	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary					☐	Y
27/04/1999	2017	11		Active	Sa-Hali Secondary					☐	Y
20/07/2001	2019	09		Active	Sa-Hali Secondary					☐	Y

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade ☑ ⊗	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary					☑	Y
27/04/1999	2017	11		Active	Sa-Hali Secondary					☑	Y
20/07/2001	2019	09		Active	Sa-Hali Secondary					☑	Y

Choose your students and then "Show Select" to ensure that you only update the records you want
Remember to click on the green checkbox to save

DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw
02/06/1998	2016	12		Active	Sa-Hali Secondary					Y	Y
27/04/1999	2017	11		Active	Sa-Hali Secondary					Y	Y
20/07/2001	2019	09		Active	Sa-Hali Secondary					Y	Y

Be sure to keep updating your SD#73 Pre-Transition list when you hear of any changes up to the end of the school year to ensure that everyone is correctly pre-transitioned or withdrawn.
Please Note:

- *Students with an active IEP that are moving (pre-transitioned) to an out-of-district school for the next school year will need to be flagged in order to be exited from Student Services at the end of the school year.*

- *Students will be automatically pre-transitioned on <u>August 1</u> of each year after End of Year Rollover (EOYR) is complete.*

- *Please see document named <u>Student Movement Scenario</u> – MyEdBC for specific information on moving students correctly to the next school year.*