



**Pre-Registering New Students for Next School Year**

Before you register a brand new student to MyEdBC for the next school year ensure you have all correct legal documentation and a signed registration form. You will also need to determine if the student is currently (or has ever been) registered in MyEducation BC (or formerly BCesis). Review these steps to determine this:

1. Run a query ( attempt to register) to confirm if the student has ever been registered in a MyEdBC school.
  - a. If the student currently exists in a MyEdBC school you simply need to contact the school (or send a file request) and ask for a the student to be **pre-registered** to your school for the **next school year**.
  - b. If the student is listed as inactive in MyEdBC, you can bring him/her in and pre-register them (see page two)
2. If you suspect the student exists within MyEdBC but you cannot find them in the active student database query, (i.e. student has been inactive for four or more years and greater than 6 years of age), you can Flag the Student for Retrieval. If the student exists, he/she will appear in your “**All Student**” Filter within 24 hours of the retrieval request.

**Student Top Tab>Options>Flag Student for Retrieval.**

Finally, If you determine the student is a brand new student and want to continue with the registration.

- Change your Filter to Pre-Reg Students
- Determine what the correct YOG will be for **next year** before you start registering.
- Know what our district Pre-Transition date will be (i.e. **August 1, 2016**)

**PROCEDURE TO REGISTER A NEW STUDENT FOR NEXT YEAR**

**NAVIGATION: STUDENT TOP TAB>OPTIONS>REGISTRATION>REGISTER STUDENT**

Using **legal documentation** perform a restrictive query on your student

- \*Use Legal Last Name
- \*Gender:
- \*Date of Birth: Use Day/Month/Year format (do not use the calendar)



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Click "Next" to move through the Registration Wizard.

On Step **three** of the wizard, ensure that you complete the page as shown

- Enter correct YOG (2025 in this example)
- Correct Enrollment Status (Pre-Reg)
- Correct date for Next-Year Pre-Registration (01-Aug-20XX)

**Student Registration: Enrollment** Step 3 of 4

Name	Epp, Bradley		
School > Name *	A E Perry Elementary		
Year of graduation *	2025	Grade level *	04  1. Enter YOG
Enrollment status *	PreReg  2. Select PreReg		
Pupil #	*** Auto Assign ***		
Personal Education Number			
Homeroom	<input type="text"/>		
Calendar	Standard	 3. Select Standard	
Grade sub level	<input type="text"/>		
PSR Grade	04	 4. Select PSR Grade	
Date *	01/08/2017	 5. Enter 01/08/20XX	
Code	<input type="text"/>	 6. Select the reason	
Reason	<input type="text"/>	 7. Leave blank	

 8. Click Next

Complete the Registration Wizard as you would any regular registration.

Change your filter to *PreReg Students* and field set to **SD73 Pre-Transition**

Using **Options, Modify List**, adjust the fields for: NextSkl > Name and Academic Track Type.

**Next Skl > Name** should be the name of your school.

**Academic Track** needs to be *Standard*.

0 of 1 selected  **Pre-Reg Students**

Name	Alerts	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	AcademicTrack	School > Name	NextSkl > Name
<input type="checkbox"/>				2025	04		Pre-Reg	Standard	A E Perry Elementary	A E Perry Elementary