

May 2, 2016 Version 1.0

STRONG START YEAR-END STUDENT WITHDRAWAL

Each year-end, Strong Start Students, who are <u>not</u> moving to a designated Kindergarten, will need to be withdrawn. This process will need to be performed during the last week of work and before you leave for summer break to ensure correct student movement during the End of Year Rollover (EOYR).

1. In your Strong Start School please navigate to:

School View>Student Top Tab>Primary Active Students Filter>SD73 Pre-Transition Field Set

ur b	Jat	ton	Strong	Start	Contro	0015 201	6		Chang	e View	Select	School	Se	t Preferer	nces	Log Off
ur r	ומו	ton	Stronge	Start	Centre 2	2013-201	0								Schoo	ol View
Atte	nda	nce	Condu	ıct	Grades	Assessr	nent	Schedule	Globa	То	ols	Adm	in			
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з	YOG	Grade	GrSubLvl Enr	rStatus	School > Name		NextSkl	> Name	RetainGrade	Withdraw	Diploma	Granted	Date	NextHom	eroom	Next H
1/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
4/2015	2033	EL	Acti	tive	Arthur Hatton Str	rongStart Centre			N	N						
0/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
8/2015	2033	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2011	2029	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre	Stuart W	ood Elementary	N	N						
4/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
6/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
3/2015	2033	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
6/2011	2029	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre	Westmou	unt Elementary	N	N						
3/2014	2032	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
8/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
8/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
8/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
7/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2015	2033	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
8/2011	2029	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre	Arthur Ha	atton Elementary	N	N						
5/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
6/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
5/2012	2030	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
5/2015	2033	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						
1/2013	2031	EL	Acti	tive /	Arthur Hatton Str	rongStart Centre			N	N						

Please note: Name and DOB have been omitted from all screen shots

2. Click in the <u>"NextSkl>Name</u>" column header until all students with a next school value appear at the top.

A	rthur	Hat	tton	Stron	gStar	t Centr	e 2015-20)16			Cha	inge Vie	ew	Select	School	Set	t Preferen	ices Schoo	Log Off ol View
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#	DOB	YOG	Grade	GrSubLvi	Enr Status	School > Na	me	NextSki	> Name 💌		RetainGrad	de Witho	draw L	Jiploma	Granted	Date	NextHome	room	lext HI
103	20/01/2011	1 2029			Activo	Arthur Hattor	StrongStart Con	tro Stuart W				N							
120	00/05/2011	1 2029	EI		Active	Arthur Hattor	StrongStart Cen					N							
+20	20/06/2011	1 2028			Activo	Arthur Hattor	StrongStart Con			y 		N							
750	00/02/2011	1 2028			Activo	Arthur Hattor	StrongStart Con	tro Koy Ding		y		N							
152	16/02/2011	1 2028		, , , , , , , , , , , , , , , , , , ,	Active	Arthur Hattor	StrongStart Con	tro Port Edu		Tooh		N							
200	00/05/2011	1 2028			Active		StrongStart Cen					N							
240	09/05/201	2029			Active		StrongStart Cen		atten Elementer	s 		N							
204	05/08/201	2029			Active	Arthur Hattor	Change Chart Cen		atton Elementar	y 		N							
161	07/06/2011	2029	EL		Active	Artnur Hattor	StrongStart Cen	tre Artnur Ha		y	N	N							
336	16/06/2011	2029	EL	, F	Active	Arthur Hattor	StrongStart Cen	tre Arthur Ha	atton Elementar	y	N	N							
379	06/11/2012	2030	EL	F	Active	Arthur Hattor	StrongStart Cen	tre			N	N							
580	29/04/201	2033	EL	1	Active	Arthur Hattor	StrongStart Cen	tre			N	N							
348	26/10/2013	3 2031	EL		Active	Arthur Hattor	n StrongStart Cen	tre			N	N							
377	27/08/201	5 2033	EL	1	Active	Arthur Hattor	n StrongStart Cen	tre			N	N							
372	14/01/2013	3 2031	EL	1	Active	Arthur Hattor	n StrongStart Cen	tre			N	N							
186	26/04/2012	2 2030	EL		Active	Arthur Hattor	n StrongStart Cen	tre			N	N							
195	27/11/2012	2030	EL	1	Active	Arthur Hattor	n StrongStart Cen	tre			N	N							
				1															

3. Select all students that have a <u>"NextSkl>Name</u> value.

H SIA	MyEducation	BC A	rthur	Hat	ton	Stron	gStar	t Centre	2015-201	6		Chang	je View
iool	Student	Staff	Atte	enda	ance	Co	nduct	Grades	Assess	ment	Schedule	Globa	l Too
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	Name	Pupil #	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Nam	ne	NextSkl > I	lame ▼	RetainGrade	Withdraw [
				2029	EL		Active	Arthur Hatton	StrongStart Centre	Westmount	Elementary	N	N
				2020	EL		Active	Arthur Hatton	StrongStart Centre	Stuart Woo	d Elementary	N	N
		-		2029	EL		Active	Arthur Hatton	StrongStart Centre	Lloyd Geor	ge Elementary	N	N
				2029	EL		Active	Arthur Hatton	StrongStart Centre	Kay Bingha	m Elementary	N	N
		-		2029	EL		Active	Arthur Hatton	StrongStart Centre	Kay Bingha	m Elementary	N	N
					EL		Active	Arthur Hatton	StrongStart Centre	Bert Edward	ds Science & Tech	N	N
	-			0000	EL		Active	Arthur Hatton	StrongStart Centre	Beattie Sch	ool of the Arts	N	N
	8,	1201	1	2029	EL		Active	Arthur Hatton	StrongStart Centre	Arthur Hatto	on Elementary	N	N
				2029	EL		Active	Arthur Hatton	StrongStart Centre	Arthur Hatto	on Elementary	N	N
			1	2029	EL		Active	Arthur Hatton	StrongStart Centre	Arthur Hatto	on Elementary	N	N

4. Then go to <u>"Options</u>" and choose <u>"Omit Selected.</u>" This action will remove (from the screen) all students that have a <u>NextSkl>Name value</u>. You will then be left with only students with no "<u>NextSkl>Name.</u>"

These are the ones you will need to withdraw before End of Year Rollover so they do not appear back at your school again next year.

In this sample screen shot we are left with 72 (out of 82) students then will need to be withdrawn at the end of the school year.

\rt	hur l	Hat	ton	StrongStar	t Centre 2	015-201	6			Chang	e View	Selec	t School	Set	Preferer	nces L School	.og Off <i>View</i>
F	Atte	nda	nce	Conduct	Grades	Assessi	nent	Sch	edule	Global	Тс	ools	Adn	nin			
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						70 1 1											
	•				0 of	72 selected									Cust	om Sele	ection
# D0	рв	YOG	Grade	GrSubLvl EnrStatus	School > Name		NextSkl >	• Name 🔻	RetainGrade	Withdraw	Diploma	Granteo	d Date Ne	extHome	eroom Ne	ext HR Tea	ache
79 06	/11/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
80 29	/04/2015	5 2033	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
48 26	/10/2013	3 2031	EL	Active	Arthur Hatton Stro	ngStart Centre			Ν	N							
77 27	/08/2015	2033	EL	Active	Arthur Hatton Stro	ngStart Centre			Ν	N							
72 14	/01/2013	3 2031	EL	Active	Arthur Hatton Stro	ngStart Centre			Ν	N							
36 26	/04/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
95 27	/11/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
02 29	/ <mark>06/201</mark> 3	3 2031	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
<u> 56</u> 13	/03/2015	2033	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
58 02	/03/2014	2032	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
78 10	/08/2013	3 2031	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
25 07	/08/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
36 20	/08/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
34 27	/07/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
42 26	/01/2015	5 2033	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
15 10	/05/2013	3 2031	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
02 03	/06/2013	2031	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
30 14	/05/2012	2030	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							
71 28	/05/2015	2033	EL	Active	Arthur Hatton Stro	ngStart Centre			N	N							

5. Now click on <u>"Options"</u> and then <u>"Modify List".</u> Pencils will appear in columns that are editable. Click on the pencil in the <u>"Withdraw"</u> column.

You will notice a green check box and a red X will now appear in the header.

Name Pupil # DOB YOG Grade GrSubLvl EnrStatus School > Name NextSkl > Name RetainGrade Withdraw Diploma Granted Date NextHomeroom Next HR Teache

6. Now you will need to choose the students. Click on the checkboxes in the <u>"Withdraw Column"</u> until all student names that you are withdrawing are chosen. Then click on the <u>Mcheckbox</u> to save these changes. Click <u>"OK"</u> in the pop-up dialogue box to save changes made to the Withdraw column.

F	Atte	nda	nce	Sav	e changes to (column "Withdraw"?	Cancel	nedule on Name	Globa	Tools /	Admin EZ II: 🔀	1 =
	Ŧ	>				0 of 72 selected	0				Си	istom Selectio
ŧ	ров	YOG	Grade	GrSubLvl	EnrStatus	School > Name	NextSkl > Name	RetainGrade	Withdraw	Diploma Granted Dat	te NextHomeroom	Next HR Teache
9	06/11/2012	2030	EL		Active	Arthur Hatton StrongStart Centre		N				
0	29/04/2015	2033	EL		Active	Arthur Hatton StrongStart Centre		N	Image: A start and a start			
8	26/10/2013	2031	EL		Active	Arthur Hatton StrongStart Centre		N				
7	27/08/2015	2033	EL		Active	Arthur Hatton StrongStart Centre		N				
2	14/01/2013	2031	EL		Active	Arthur Hatton StrongStart Centre		N				
36	26/04/2012	2030	EL		Active	Arthur Hatton StrongStart Centre		N				
95	27/11/2012	2030	EL		Active	Arthur Hatton StrongStart Centre		N				
02	29/06/2013	2031	EL		Active	Arthur Hatton StrongStart Centre		N				
66	13/03/2015	2033	EL		Active	Arthur Hatton StrongStart Centre		N				
58	02/03/2014	2032	EL		Active	Arthur Hatton StrongStart Centre		N				
78	10/08/2013	2031	EL		Active	Arthur Hatton StrongStart Centre		N				
25	07/08/2012	2030	EL		Active	Arthur Hatton StrongStart Centre		N				

If, <u>before saving</u>, you think you may have made a gross error, click on the Red X Sto <u>cancel</u> all changes in the <u>"Withdraw"</u> column and then start again. If, <u>after saving</u> your selection, you discover an error to one or several records only, use the same process, but only make the change in the record needed. Go to the row that the student is located in, remove the green check and then save the changes. It will default back to an "N" for withdraw. Please note that this process can be repeated at any time before End of Year Rollover. <u>FYI</u>: If you are going to be working with more than 35 student records, you will need to save each page before you move to the next page. If you do not, when you move to the next page any changes you made will be lost.

7. After saving you will notice that the column "Withdraw" is now populated with a "Y" instead of an "N" for the students you chose. This will now cause the student to be withdrawn at End of Year Rollover (EOYR). Double check the withdrawals to ensure they are correct.

4	rthur H	lat	ton	Stron	gStart	Centre 20	015-201	6								School	Viev
f	Atte	nda	nce	Con	duct	Grades	Assessm	nent	Sch	nedule	Globa	To	ools	Adm	in		
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ŧ	DOB	YOG	Grade	GrSubLvl	EnrStatus	School > Name		NextSkl >	Name	RetainGrade	Withdraw	Diploma	Granted Da	ate Nex	tHomeroom	Next HR Tea	ache
79	06/11/2012	2030	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
80	29/04/2015	2033	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
48	26/10/2013	2031	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
77	27/08/2015	2033	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
72	14/01/2013	2031	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
86	26/04/2012	2030	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
95	27/11/2012	2030	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
02	29/06/2013	2031	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
66	13/03/2015	2033	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
58	02/03/2014	2032	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						
78	10/08/2013	2031	EL		Active	Arthur Hatton Stro	ngStart Centre			N	Y						