



BC Personal Health Number Cleanup

The purpose of this document is to explain how to clean up a Personal Health Number (PHN).

- 1. How to find "bad" PHN
- 2. In the school view, Student Top Tab > Options > Exports> BC PHN Validation
- 3. Click Include Headings Checkbox then click Run

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BC PHN Validation					
School(s)	7324012 Q 🗙				
Include Headings					
S Run X Cancel					

- 4. Download the file. Change the file name so that it ends in .CSV instead of .TXT
- 5. Open the file with EXCEL
- 6. Column D (Pupil #) and E (Bad PHN Number) of the spreadsheet are the relevant data

How to Fix

- 7. In the school view, Student Top Tab > Search for the student > Details side Tab
- 8. Copy the data in the BC Personal Health Number box into the Memo field and date it.

Year of graduation 🧕	2030	
Dip/SCCP Date		
Grade level	03	
Grade sub level	~	
Enrollment status	Active	
Calendar	Standard	Q
BC Personal Health Number 9		Å

- 9. Remove the data from the BC Personal Health Number field so that it is blank.
- 10. Save