



Inclusions

Inclusions are statements that appear on the PSR. [The Ministry of Education requires inclusions are included on the PSR](#). The MyEducation BC Standards Document speaks to what Inclusions must be entered so that they will print on student's [Permanent Student Record \(PSR\)](#)

Inclusions are entered on the **Student** Top Tab > **Transactions** Side Tab > **Inclusions** sub-Side Tab.

Complete inclusion fields in MyEdBC as follows:

The screenshot shows the 'Inclusions' form in MyEdBC. The form includes a left sidebar with fields: Inclusion date *, Expiry Date, Inclusion type, School year *, and PSR Comment. The main area contains two date pickers, a dropdown for Inclusion type (set to 'Inclusion'), a dropdown for School year (with a magnifying glass icon), and a large text area for the inclusion document name and location. Annotations with red boxes and arrows provide the following information:

- Date Alert added, document filed or date of document**: Points to the first date picker.
- Date Alert or document expired (if relevant)**: Points to the second date picker.
- Inclusion type is self-populated to default "Inclusion"**: Points to the 'Inclusion' dropdown.
- Change template to "Default Fields" to edit the filed if needed**: Points to the 'BC Default Template' dropdown.
- When school year field is left blank, it will be defaulted to current school year**: Points to the 'School year' dropdown.

Use this space to record the Name and Location of the Inclusion document.

Type of Document	Inclusion	PSR Comment
Health Services information as indicated by a medical alert	Inclusion 01 - Health	Severe Allergy – See Student File Note: A medical alert should be entered: <ul style="list-style-type: none"> • diabetes • epilepsy with a history of seizures in the past two years • allergy (only those which produce an anaphylactic type of response, needing hospitalization and/or adrenaline at once by school staff) See Anaphylaxis Protection Order M232/07 • blood clotting disorders • serious heart conditions
Court Orders as indicated by the legal alert	Inclusion 02 – Legal	Ex. Custody Order- Dated October 2019 - See Student File *Please do not put personal information here (eg Dad has no visitation) Expiry date if situation changes
Other legal documents	Inclusion 02 - Legal	Ex. Name change or immigration document in student file
Notification that a student is on an Individual Education Plan	Inclusion 03 - Inclusive Support	See Student File (IEP) *Do not put personal details of the student in here.
Support Services Information	Inclusion 04 – Support Services	(E.g.) - Level B Testing - DD/MM/YYYY *Do not put personal details of the student in here.
Grad Program Change to Adult Grad	Inclusion 05 – Change of Graduation Program (AD)	Student's Graduation Program Changed to Adult Graduation Program) - Date (DD/MM/YYYY)
Grad Program Change to SCCP	Inclusion 05 - Change of Graduation Program (SCCP)	Student's Graduation Program Changed to School Completion Certificate Program) - Date (DD/MM/YYYY)
Notification that a student is a registered Home Schooler	Inclusion 06 – Home School	Student home schooling Note: Enter expiry date when: <ol style="list-style-type: none"> 1. Student moves to next school 2. Student returns to school / end of school year