

Data Clean Up - Part 3



The Final Countdown

Inclusions! (Digital Records)

Ok so what are they and why do we need them?

- 1) Inclusions are statements that appear on the PSR (digital records)
- 2) The Ministry of Education requires that Inclusions are included on the PSR - for those of you that remember, and worked in, BCeSIS, they were included

So what Inclusions (digital records) need to be added?

please look at slide 7 for clarifying information

From the [Ministry of Education](#):

The following inclusions **must** be listed on the PSR form:

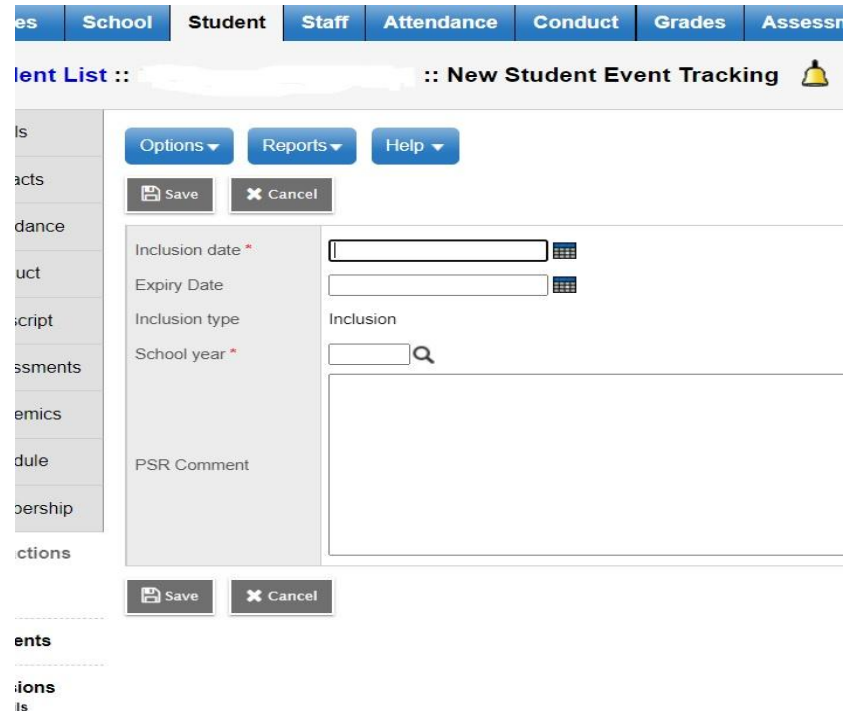
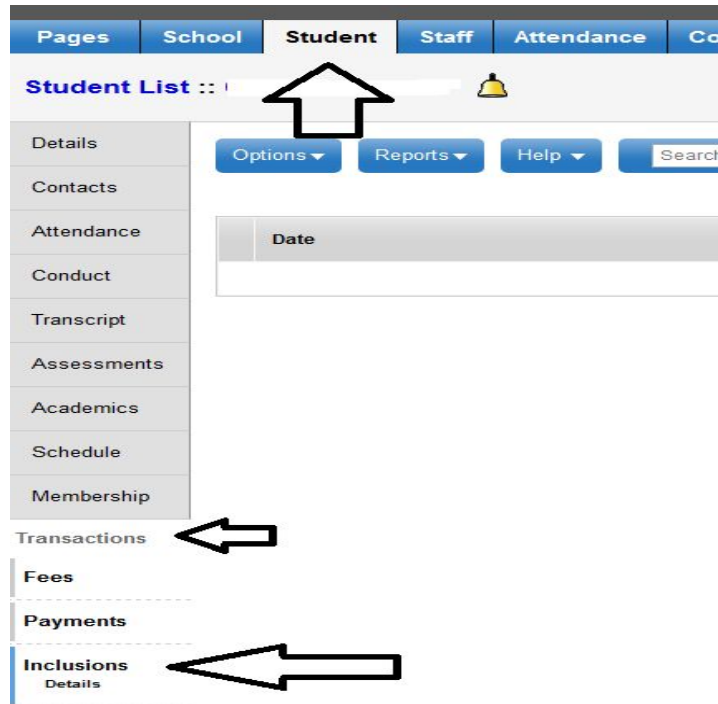
- Health services information as indicated by a medical alert.
- Support services information (e.g., psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities).
- Court orders as indicated by the legal alert.
- Other legal documents e.g., name change or immigration document.
- Notification that a student is on an Individual Education Plan (IEP)
- Notification that a student is registered as a Homeschooler.

The following inclusions **may** be listed on the PSR form:

- Records of information which an educator deems relevant to the educational program of the student.
- Award information (Ministry awards information must include year, date, and serial number).

How do I input an inclusion (digital record)?



Student Top Tab - Transactions Side Tab - Inclusions Sub Side Tab - Options - Add





Filling in the Fields - (once you have clicked on Options - Add)



Options ▾ Reports ▾ Help ▾

Save Cancel

Inclusion date *   the date the inclusion started

Expiry Date   use when an inclusion ends

Inclusion type Inclusion

School year *   the year the inclusion started

PSR Comment

Please see notes on slide 6 and examples on slides 8 - 13

Save Cancel

Notes

In order for an inclusion to show up on a PSR, in the “Inclusion Type” field, there is exact wording that needs to be followed.

In the PSR comment box, you must type the number (this will allow it to be ordered) - then on the next line you would write the nature of the inclusion (example below)

Eg. 01 - Health

Severe Allergy - See Student File

Notes continued - In the past few years we have tried to update our inclusions. Moving forward, as **new information** is received by the school, please add the corresponding inclusion (in other words, you do not need to go into all your files and add all the inclusions for everything... just as new information comes)

Order of Inclusions as per district standards:

01 - Health (eg. severe allergies etc)

02 - Legal (eg. court order, immigration document, name change etc)

03 - Inclusive Support (only for students who have an IEP)

04 - Support Services (eg. psychometric testing, hearing testing etc)

05 - Change of Grad Program (any time a student is moved into a different Program of Study)

06 - Home School

Examples

(PSR Comment Field)

01 -Medical Alert

Severe Anaphylactic Allergy - See Student File

The following medical alert conditions should be entered:

- diabetes
- epilepsy with a history of seizures in the past two years
- allergy (only those which produce an anaphylactic type response, needing hospitalization and/or adrenaline at once by school staff) See Anaphylaxis Protection Order M232/07
- blood clotting disorders
- serious heart conditions

Examples

(PSR Comment Field)

02 - Legal Alert

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

Examples

(PSR Comment Field)

03 - Inclusive Support

See Student File (IEP)

*Do not put personal details of the student in here.

Examples

(PSR Comment Field)

04 - Support Services

(Eg.) - Level B Testing - DD/MM/YYYY

*Do not put personal details of the student in here.

Examples

(PSR Comment Field)

05 - Change of Graduation Program

Student's Graduation Program Changed to (2018 Grad Program, Adult Graduation Program, School Completion Certificate Program) - Date (DD/MM/YYYY)

Examples

(PSR Comment Field)

06 - Home School

Student home schooling

Note: Enter expiry date when:

1. Student moves to next school
2. Student returns to school