



MyEducationBC

Distance Learning

End of Year Rollover

June 15, 2015

Version History

Version	Date	Description
1.0	15-Jun-2015	Initial Document created

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Table of Contents

1.0 INTRODUCTION.....	4
2.0 STUDENT MOVEMENT.....	4
2.1 Returning Students	4
2.2 Graduating Students	5
2.3 Student Transferring Schools.....	7
2.4 Student Secondary School Associations.....	8
3.0 OTHER TASKS (MAY NOT APPLY TO ALL DL SCHOOLS)	9
3.1 Student Conduct Incidents	9
3.2 Student Journal Entries.....	10
3.3 Check Former School Association End Dates	11
4.0 CONTINUING COURSES	12

1.0 Introduction

Distance Learning schools have a unique set of circumstances when it comes to end of year processes. In addition to transitioning their primary students, they need to ensure that their secondary students are also transitioned correctly. Teachers need to be able to assess student progress for students that are continuing their studies across the school year end timeline without losing access to the current year marks and important dates.

End of Year Rollover performs the following actions:

- Moves most students up one grade.
- Assigns Grade 12 students a status of “Graduated”.
 - These students will still have a grade of 12.
- Increases the YOG by +1 for students who have been identified for retention so they remain the same grade for the new school year.
- Moves students to their next school, creating a withdraw record for their current school and an enrollment record for the new school.
- Ends or extends student secondary school associations (cross-enrollments), depending on the end date of the secondary school association.
- Ends Former school associations provided the end date for the former school association is prior to Aug 1, 2015. Schools will no longer have access to students withdrawn from their schools in the previous year.
- Students registered with a Pre-Reg status become Active.

2.0 Student Movement

2.1 Returning Students

Primary students that are returning to your school don't need a Next Year School to be assigned unless you are planning on scheduling them using the build view. However, if all students have a next school value, they will appear in the Next Year Students filter, which could be useful for determining enrollment numbers.

Students who do not have a next school value will be retained in the school, unless their Withdraw at EOY box has been checked. These students will not be seen in the Next Year Students filter or in the Build view.

2.1.1 Using the Pre-Transition Field Set

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

1. In the **School** view, select the **Student** top tab.
2. Click the  icon and select the **Pre-Transition** field set.
3. At this point, you have the ability to select individual students or query groups of students and use **Options > Mass Update** or **Options > Modify List**. If you are using

Mass Update, ensure that the intention is to update all the records in the list before proceeding.

- a. **NextSkl > Name:** This field is populated for students transferring to another school for the next school year. The EOYR process will create a withdraw record from the current school and an enrollment record to the new school. A new withdrawal and entry record will *not* be created for students with a next year value that are returning to their current school.
- b. **Next Homeroom:** This information is for tracking purposes only and will need to be populated to the normal Homeroom fields on the student record after EOYR. This can be done through a mass update process.
- c. **Next HR Teacher:** This information will populate automatically if a Next Homeroom value is assigned to a student. The corresponding value must be assigned to the teacher in staff details for the teacher name to appear.
- d. **Academic Track:** This field is related to the ability to have the student select next year courses through on-line course selections.
- e. **Diploma Granted Date:** This field can be populated for Grade 12 students who are graduating.
- f. **Retain:** Checking this box indicates that the student is to be retained in the same grade and the EOYR process will add a year to the student YOG.
- g. **Withdraw:** Checking this box indicates that the student is to be withdrawn through the EOYR process. Checking this box is not necessary for students who have a Next School value or for students who are in Grade 12 and are graduating.

2.2 Graduating Students

All grade 12 students with an Active or Active No Primary status are considered to have met all graduation requirements will have their status changed to Graduate.

Students remaining in grade 12 to complete course work must have the “Retained” box checked to have an active enrollment status after EOYR.

The Graduate Seniors process does the following:

- Creates a withdrawal (W) enrollment record for the affected students’ current school.
- Updates the students’ enrollment status to “Graduate”.

Only updates Active and Active No Primary students.	Next School	Diploma Granted Date	Retained checkbox	Withdraw checkbox
Grade 12 students graduating	No	Yes	No	No
Grade 12 students returning	Yes	No	Yes	No

Graduated students remain in the same primary school after EOYR but in a Graduated state (similar to withdrawn students). **Next school values are removed for Graduating Students.**

	<p>Review the Pre-Transition list to determine if any of the students that are continuing at your DL school after EOYR, have been flagged to Graduate or Withdraw.</p> <p>Decisions will need to be made to determine if the student should be transitioned to the DL school or if the student record will be retained at the primary school.</p>
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Use the *Pre-Transition* field set to set the appropriate values for Grade 12 students:

1. In the  menu, select **Grade level = ?**
2. Set the **Grade level** field to **12**. Set the **Search based on** field to **Primary Active Students**.
4. Click **Submit**.
5. Use **Options > Mass Update** or **Options > Modify List** to assign appropriate values to Grade 12 students. If you are using Mass Update, ensure that the intention is to update all the records in the list before proceeding.
 - a. **NextSkl > Name:** Only populate for a grade 12 student who is moving to another school next year. The Retain check box should also be checked for these students.
 - b. **Next Homeroom:** Not applicable to grade 12 students who are graduating.
 - c. **Next HR Teacher:** Not applicable to grade 12 students who are graduating.
 - d. **Academic Track:** Not applicable to grade 12 students who are graduating.
 - e. **Diploma Granted Date:** This field can be populated for Grade 12 students who are graduating. There may be students in the list who already have a date populated and have returned to take additional courses. If the mass update function is being used, click on the *Diploma Granted Date* header twice to sort any populated fields to the top. These records can then be omitted from any mass update by selecting the checkbox beside the records and using **Options > Omit Selected**.
 - f. **Retain:** Check this box only if the Grade 12 student is to be retained in the same grade and the EOYR process will add a year to the student YOG.
 - g. **Withdraw:** Checking this box is not necessary for students who are in Grade 12 and are graduating.

Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSkl > Name	Homeroom	Diploma Granted Date	Retain at EOY	Withdraw at EOY
Fitzpatrick, Carl	548970	05/08/1995	2013	12	Active	Fraser Valley Distance Ed-K-12		HAYE	30/08/2013	N	N
Flores, Silvana	1275587	02/05/1998	2015	12	Active	Fraser Valley Distance Ed-K-12		KAUL		N	N
Flowers, Zain	802513	02/01/1993	2011	12	Inactive	Fraser Valley Distance Ed-K-12			30/08/2011	N	N
Follows, Chelsey	804282	09/04/1998	2015	12	Graduate	Fraser Valley Distance Ed-K-12		KAUL		N	N

DL Pre-transition field set

2.3 Student Transferring Schools

EOYR performs the following actions for students moving to a new school:

- Creates a withdrawal (W) enrollment record for students' current school.
- Creates an entry (E) enrollment record for the students' next school.

Note: The Next School value will remain after EOYR. It is suggested these values be cleared out as a post-EOYR activity.

Scenario	Next School	Withdraw checkbox
Current school in BCeSIS, moving to a MyEd BC School	Yes Transitioned in both systems	No
Current school in MyEd BC, moving to a BCeSIS School	Yes Transitioned in both systems	Yes
Same Next school in MyEd	Not required but enables the student to be seen in the Next School filter	No
Different Next School in MyEd	Yes	No
No known next school	No	Yes

2.4 Student Secondary School Associations

Student secondary school associations without an end date or with a future end date (a date later than the EOYR process), will have a new secondary school association created at EOYR. Effectively, the secondary school association will be maintained through EOYR. Check the End Dates for the secondary school associations using the Global top tab.

1. In the **School** view, select the **Global** top tab.
2. Click the **Favourites** side tab.
3. Select the **Student School Association** table by clicking the blue hyperlink. This will present a list of records of student school associations.
4. In the **Options** menu, select **Query**.
 - a. Leave the **Tables** field at **Student School Association**.
 - b. In the **Fields** area, select **Association type**.
 - c. In the **Operator** area, select **Equals**.
 - d. In the **Value** field, select **Secondary**. Click **Add**. The selection should appear in the **Search Criteria** box.
 - e. Set **Search based on** to **All Records**. Click **Search**.
5. Review the records in the list and modify the end date as appropriate.
6. Populate the **End Date** field to ensure the association is ended through EOYR or leave the **End Date** blank for those students continuing the secondary school association.

Favorite Tables :: Student School Association ◀ ▶ 🔍 ▶▶

0 of 4 selected ✖ Custom Selection

<input type="checkbox"/> Type	Name	School > Name	Year	End
<input type="checkbox"/> Former	Jamal, Jacqueline	Fraser Valley Distance Ed-K-12	2015	31/07/2015
<input type="checkbox"/> Secondary	Burr, Attila	Fraser Valley Distance Ed-K-12	2015	
<input type="checkbox"/> Secondary	Callbeck, Rosanne	Fraser Valley Distance Ed-K-12	2015	31/07/2015
<input type="checkbox"/> Secondary	Carlberg, Arthur	Fraser Valley Distance Ed-K-12	2015	01/10/2015

3.0 Other Tasks (may not apply to all DL Schools)

3.1 Student Conduct Incidents

Districts or schools that do not wish to have conduct incidents travel to another school or school year with a student can choose to have these deleted at EOYR.

All Incidents with an expiry date that is on or before EOYR, will be deleted.

3.1.1 To set expiration dates for individual student incidents

1. Go to the **School** view.
2. In the **Student** top tab, select the **Conduct** side tab
3. Click the **Incident** sub-side tab.
4. Click the blue hyperlink of the incident to expire.
5. Populate the **Expiration Date** field.
6. Click **Save**.

Incident	Actions
Primary code * Teacher Concern  Teacher Concern Additional codes Add Incident Date * 9/25/2014  Incident Time <input type="text"/> Location Classroom  Classroom	Incident ID 00100275 Investigation status N/A Owner > Name <input type="text"/> Referral Staff > Name <input type="text"/> Victim/Target > Name <input type="text"/> Expiration Date <input type="text"/> 

3.1.2 To Set Expiration Dates for Multiple Student Incidents

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

1. Go to the **School** view.
2. In the **Conduct** top tab, select the **Incident History** side tab.
3. Click the  icon and select the **Expiring Conduct Incidents** field set.
4. In the **Options** menu, select **Modify List**. Click the  icon to make the fields editable.
5. Populate the **ExpDate** field and **click the green check mark to save**.

ExpDate	
<input checked="" type="checkbox"/>	<input type="checkbox"/>
6/30/2015	
6/30/2015	
6/30/2015	
6/30/2015	

3.2 Student Journal Entries

Districts or schools that do not wish to have journal entries travel to another school or school year with a student can choose to have these deleted at EOYR.

All journal entries with Delete on Transfer checked will be deleted through EOYR.

3.2.1 To Edit Individual Student Journal Records

1. In the **School** view, select the **Student** top tab.
2. Select the student with journal entries to edit by checking the box beside their name.
3. Click the **Documents** side tab.
4. Click the **Journals** sub-side tab.
5. Click the blue hyperlink of the journal entry that requires editing.
6. Check the **Delete on Transfer** box.

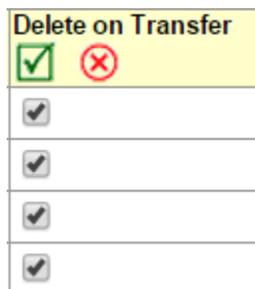
Save Cancel		[X]	
Topic	Test Journal Entry	Type	<input type="text"/>
Date *	5/12/2015 	Delete on Transfer	<input checked="" type="checkbox"/>
Time *	3:16 PM	Reason code	<input type="text"/>
Duration in minutes	0	Reporter's name	<input type="text"/>
Author's name	Tester	Reporter Type	<input type="text"/>
Author Type	<input type="text"/>	Is public?	<input type="checkbox"/>
Security Level	<input type="text"/>	Is public?	<input type="checkbox"/>

3.2.2 To Edit Multiple Student Journal Entries

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

Note: Converted student journal entries that do not have the “Time” field populated will not allow the user to save the record.

1. In the **School** view, select the **Global** top tab.
2. Click the **Favourites** side tab.
3. Select the **Student Journal** table by clicking the blue hyperlink. This will present a list of records if student journal entries have been recorded.
4. Click the  icon and select the **Delete on Transfer Journal Entries** field set.
5. In the **Options** menu, select **Modify List**. Click the  icon to make the fields editable.
6. Check the **Delete on Transfer** checkbox for the records to be deleted at EOYR and *click the green check mark to save.*



3.3 Check Former School Association End Dates

7. In the **School** view, select the **Global** top tab.
8. Click the **Favourites** side tab.
9. Select the **Student School Association** table by clicking the blue hyperlink. This will present a list of records of student school associations.
10. In the **Options** menu, select **Query**.
 - a. Leave the **Tables** field at **Student School Association**.
 - b. In the **Fields** area, select **Association type**.
 - c. In the **Operator** area, select **Equals**.
 - d. In the **Value** field, select **Former as appropriate**. Click **Add**. The selection should appear in the **Search Criteria** box.
 - e. Set **Search based on** to **All Records**. Click **Search**.
11. Review the records in the list and note records that **do not** have an **End Date**. Populate the **End Date** field to ensure the association is ended through EOYR. The end dates are list editable.

4.0 Continuing Courses

The Copy Transcript procedure provides a method for carrying courses forward to the next school year for students that are continuing their studies. The procedure will look for students enrolled in a course without a final mark for the previous (2015) and current (2016) year.

Navigation: Grades top tab > Transcript side tab > Options > Schedule Transcript Copy Procedure

Pages School Student Staff Attendance Conduct Grades					
Options		Reports		Help	
Add					
Delete					
Modify List					
Mass Update...	e 2015				
Calculate Averages...					
Calculate Credits...					
Merge Drop/Adds...					
Update Gradebooks...					
Send Email...					
Schedule Transcript Copy Procedure					
Query...					
Snapshots...					
Show Selected					
Omit Selected					

Pupil #	Year	Grade	SchoolCourse > CrsNo	CourseDesc
1030893	2015	11	MEN--11	ENGLISH 11
1447531	2015	11	MCOM-11	COMMUNICA
739323	2015	10	MEN--10	ENGLISH 10
739323	2015	11	MFDN-11	FOODS AND
739323	2015	10	MFMP-10	FOUNDATION
739323	2015	10	MPE--10	PHYSICAL EI
739323	2015	10	MSC--10	SCIENCE 10

In order to run the procedure the following conditions must be met:

- End of Year Rollover is complete
- Active Schedule is created
- Sections (Master Schedule) exist
- Procedure will identify students who do not have a Final Mark for a class from the previous school year.
- Procedure will provide the following two options*
 - Schedule student into same course and section
 - Create a Student Transcript record for the school year

Schedule Transcript Copy Procedure	
Copy transcripts	<input checked="" type="checkbox"/>
Copy student schedules	<input checked="" type="checkbox"/>

Run Cancel

*These options can be run individually or together.

- Procedure will move over the following fields into the Student Transcript record:
 - Actual Start
 - Active Date
 - %Complete
 - Term marks and comments