

# MyEducation BC Standards

Winter 2017, Version 2

A Manual  
for Managing  
Student  
Information

## Using this Document

The MyEducation BC Standards Manual is an evergreen document that is maintained by the Operations and Standards Committee. New standards are added, old standards are updated and deleted. This work can't be done without user input. If you see anything in this manual that you question or that needs clarifying or revision, please let us know!

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## Version History

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### Updates:

- Existing MyEducation BC Record
- Address Fields
- Contacts
- Pupil Number
- Alerts Entered by the Office
- Confidential Student Flag
- Middle Years' Courses
- Mark Set-up
- Final Grades
- 1701

### Additions:

- Archived Records
- Pre-registered Students
- Deceased Parent or Contact
- Home Schooled Students
- Ending Cross-enrollment
- Active No Primary Students
- Deceased Student
- School Changes at Semester Change
- Next School Value
- Naming IDS Courses
- Programs
- Assigning a Graduation Program
- Aegrotat Standing
- Graduating Students
- Student Services
- Staff Types

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## Privacy and Security Roles

The protection of the personal information of students and staff within MyEducation BC is critical, and privacy issues are a top priority for schools, school boards, and the Ministry of Education.

The baseline security roles defined in MyEducation BC are intended to address a variety of user types within districts and to maintain student and staff privacy. Functionality in MyEducation BC allows the mass assignment of roles to users based on staff types. More than one security role can be attached to a single user. Districts can customize these roles to suit their district needs.

Districts will develop a policy for assignment of roles within the district with close attention to the Freedom of Information and Protection of Privacy Act (FOIPPA) rules and guidelines. The information provided here is to help in forming district policy.

On registration, a parent or guardian signs a form allowing the collection of personal information. The expectation is that the information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services, or support services and that the information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act.

Information collected by schools may only be used for administrative purposes and the education program of the student. The information should not be available to people unless it's directly needed for these purposes.

Districts are responsible for training all users in FOIPPA practices. It's recommended that all users review [Protecting Information](#), which is an online training resource on privacy and protecting information that can be accessed by all districts (and any member of the public).



### **Information on Privacy and Security in MyEducation BC**

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/myeducation-bc/protection-of-personal-information>

### **School Act (section 79)**

[http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05\\_School%20Act%20\[RSBC%201996\]%20c.%20412/00\\_Act/96412\\_06.xml#section79](http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05_School%20Act%20[RSBC%201996]%20c.%20412/00_Act/96412_06.xml#section79)

### **MyEducation BC Documentation: Security Management**

Available on the L1 Information Station within MyEducation BC

## Enrollment

Enrollment includes the processes of admission, registration, adding a Secondary School Association (cross-enrollment), withdrawing, and transferring a student in MyEducation BC.



**MyEducation BC Documentation: Enrollment and Demographics (School User)**  
<http://www.myeducationbc.info/>

## Admission

### Verify Identity and Eligibility

Details about eligibility for funding can be found in Sections 82, 106.3, 106.4, and 114 of the *School Act*, Section 16 of the School Regulation and the Eligibility of Students for Operating Grant Funding policy.



**Funding Policy**  
<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding>

To attend school in B.C., documentation must be presented at each school the student is registering in, showing their age, and that they are a Canadian citizen, a permanent resident or an international student. A copy should be kept in the student file. Districts may have processes in place for determining the eligibility of international documentation. The student's legal name, date of birth and gender is required. Canadian citizens and permanent residents must provide Canadian documentation as listed at the link below. Foreign documentation may only be accepted for international students. The legal documents provide acceptable proof of identity and eligibility. If there are differences between legal documents in the spelling or use of names, date of birth or gender, use the document that has the most recent date of issue.



**Acceptable Documentation Guidelines**  
<http://www.bced.gov.bc.ca/pen/schools/guidelines.htm>

**Guidelines for the Acceptable Use of Names, Date of Birth, and Sex (Gender)**  
[http://www.bced.gov.bc.ca/pen/data\\_entry\\_guidelines.pdf](http://www.bced.gov.bc.ca/pen/data_entry_guidelines.pdf)

Proof of address is also required to show that the family is ordinarily resident. A copy should be kept on file and source of proof entered in MyEducation BC on the address page.

### Obtain Parental Verification

It's recommended that the registration form include a statement similar to the following:

“The information on this form is collected under the authority of the *School Act*, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the *School Act*. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.”

## Obtain Consent for Information Use

If the school or district plans to make the information collected available in a recognizable form to any service provider or third party for reasons other than that for which the information was originally collected, the parent or guardian must sign a separate consent form (e.g., media release consent). For that consent to be meaningful, parents or guardians should have the opportunity to review the information and know what they are consenting to.

Consent must be renewed each time information is provided to a service provider or third party for a different reason. Districts and schools may choose to do this by informing parents or guardians that consent will be carried over from one year to the next unless the parent or guardian requests removal of consent. If consent is to be carried over, parents or guardians must be made aware of any changes in information-sharing practices in writing and then be given the opportunity to renew or deny consent.

If consent is not obtained, the student's information must not be provided to any service providers or third parties for reasons other than those for which it was originally collected.

## Registration

Registration is the process of entering student data to create a single student record in MyEducation BC. Registration happens each time a student is associated with a “primary school”, also known as the “school of record.” Correctly following the registration processes will ensure better-quality data and greater efficiency for all current and future MyEducation BC users. Users should ensure that information has been entered accurately in all fields prior to leaving the registration wizard. All information entered should use the appropriate upper and lower case letters.

## Search for Duplicate Student Records


MyEducation BC will contain only one record for each student. When a student moves from one school to another, access to that record changes — a new record is not created each time a student moves.


To eliminate the possibility of creating a duplicate student record, a search must be conducted for every new student seeking admission to a MyEducation BC school. Use the Registration Wizard to search the MyEducation BC database for an existing record to determine if the student has been previously admitted into MyEducation BC. Search by legal last name, gender, and birthdate to identify any previously entered records. In order to get the best results, do not use first name in your search. Note that pop-up blockers must be turned off on the workstation in order for the wizard to work.


**Matching Student Found!**


Please verify data to avoid creating a duplicate student record.

Select 'Activate existing student record' to activate this student with their existing student information.  
Select 'Create new student' to create a new student record.  
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.

Activate existing student record 

1 record 

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN
 Baggerts, Jasprect	Baggerts	Jasprect	Jasonmelinda	M	11/02/1987	1206790	

 OK



## No MyEducation BC Record

If MyEducation BC does not have a record for the student, contact their last school to confirm that the student has withdrawn and to request a copy of their record. If the student has been withdrawn from a BC school that uses MyEducation BC, there will be a record in the database — return to the Registration Wizard and conduct your search again. If you are certain the student has been in MyEducation BC, continue searching until the record is found.

If the student has never attended a BC school that uses MyEducation BC, enter the information from the legal documentation and the school registration form in the Registration Wizard to create a new student record in MyEducation BC.

## Archived Records

Students who are over five years of age and have been inactive in MyEducation BC for more than four years are archived. If a new student fits the criteria to have a record in the archives, use the Flag for Retrieval function to bring the record back in to MyEducation BC. This process is an overnight process. Once the record is retrieved, register the student as usual.



### MyEducation BC Documentation: Enrollment and Demographics

<http://www.myeducationbc.info>

## Existing MyEducation BC Record

If the student already exists in MyEducation BC and has withdrawn from the previous school, select the student from the Student Pick List. As the enrollment status will be withdrawn, the student is then added to the new school. Update the demographic fields as needed and where legal documentation exists for name changes.

If the student already exists in MyEducation BC but is not withdrawn, contact the previous school to withdraw the student and release or forward any records. The release of the record should occur within one business day of receiving the request. If a student is leaving your school for another school, it is important to withdraw the student immediately so the next school can begin tracking the student. When you withdraw, create a Former School Association, which will allow you to update any records you created for the student after they have moved.

**Withdraw students within one business day.**

Once the record is released, the student can be registered.

If a student has a status of PreReg, contact the other school to determine which school should have the student record. Never register a pre-registered student without communication between schools.

If a student requests cross-enrollment (i.e., concurrent registration at more than one school), create a Secondary School Association. This process requires a parent or guardian signature on a registration request. The student can be enrolled immediately, as no release is required from the primary school.

## Updating Existing Information

Update the student's information only if there is new legal documentation verifying that change is necessary. For example, if Citizenship and Immigration Canada corrects information on an official immigration document that had contained an error. In this case, the student will have to provide new, corrected immigration papers in order to have a change made. A copy of this documentation should be kept in the student file.

If the student's name has been changed officially, the student must provide a copy of the court order approving the legal change of name or a legal name change certificate. A copy must be kept on file in the office. When changing legal name information, the Ministry of Education requires a copy of the legal documentation supporting the change.

If a student requests changes to their demographic information, the school should obtain written confirmation from the parent or guardian to ensure that the information is correct. If the student has reached the age of 19, no parental confirmation is required.

## Pre-registered Students

MyEducation BC allows you to register students who will be coming to your school in the future. This allows schools to create schedules for future students. Because pre-registered students are not active in their new school until next year, it is possible for a school to query and register a student who has already pre-registered at another school. When this happens, the student disappears from the pre-registration list at the first school and is registered at the new school, meaning there will be two entry records on the student membership record and no withdraw record. This is an issue when parents try to pre-register at multiple schools because they are undecided.

The standard practice for all schools is that no one should register a student with the status of PreReg without having a conversation with the other school. If it is decided that the student is actually going to attend the other school, the first school needs to withdraw the student with the code "No Show" in order for the membership record and PSR to be correct. Phone communication is required.



**No one should register a student with the status of PREREG without having a conversation with the other school.**

## Enter Demographic Data

Collect student demographic information by completing the required fields in the MyEducation BC Registration Wizard — required entries are indicated with a red asterisk.



### Ministry Data Entry Requirements

<http://www.bced.gov.bc.ca/pen/schools/guidelines.htm>

### Ministry Guidelines for the Acceptable Use of Names, Date of Birth, and Sex (Gender)

[http://www.bced.gov.bc.ca/pen/data\\_entry\\_guidelines.pdf](http://www.bced.gov.bc.ca/pen/data_entry_guidelines.pdf)

International or foreign students who have a “Canadian name” should have the Canadian name entered in the Usual Name field, not in brackets in the Legal Name field.

### Date of Birth

- This must reflect the information on the acceptable official document.
- If a student submits a passport, use the birthdate on it.
- On the Record of Landing, Study Permits, and Confirmation of Permanent Residence forms, the date of birth is clearly stated under “Date of Birth” or “Date de Naissance.” These forms use the format of day/month/year.
- MyEducation BC allows multiple methods for entering the date. The MyEducation BC standard for dates, once entered, is dd/mm/yyyy, e.g., 31/12/2005.

### Gender

- Should be entered as it appears on the official document.
- Gender is shown in Box 8 on the immigration papers and is indicated by the number 1 (male) or 2 (female).

### Preferred Gender (Optional)

- This is an optional district-owned field that may be populated by a district by adding preferred gender values to the District Preferred Gender Reference Table.
- Information should be entered as decided by district policy.

### Address Fields

All addresses entered into MyEducation BC should conform to Canada Post conventions where possible to minimize data quality issues.



### Canada Post Standards

<https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp?ecid=murl10006450>

There are some exceptions that do not fit the Canada Post conventions. MyEducation BC allows those exceptions to be recorded, e.g., 2121 Broadway or 212 Highway 18, etc.

Students may not be able to provide an address when they apply for admission to school. For example, a student may apply in the spring for admission the next school year, knowing they will be moving during the summer. To permit processing of the information necessary to schedule the student, schools are all asked to enter the address as “000 Unknown St.” This must be cleaned up in the regular student verification process in the fall when confirming proof of address to ensure the student is ordinarily resident in BC.

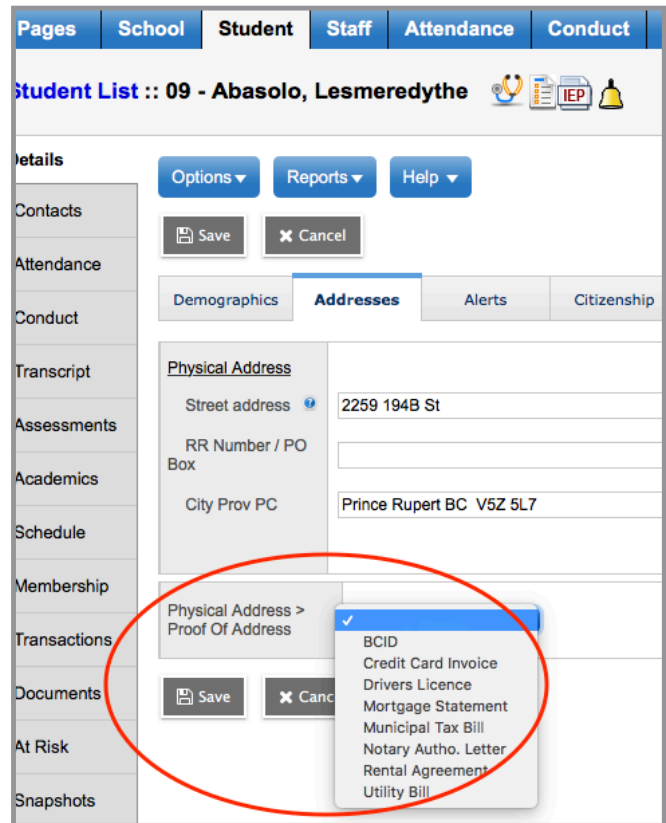
The Proof of Address field should be completed. This is a helpful field in case of audit.

### Language and Culture

Complete the Band of Residence field for students living on reserve. This is a required field for 1701.

### Contacts

Contacts are added from the Student Top Tab and Contacts Side Tab. Below are the contact types and descriptions. It is important to note that the contact area is where legal custody and the parent/guardian of a student are indicated. For students on a Temporary or Continuing Custody Order, ensure that the correct contact type is selected and that the Guardian check box is selected. A guardian is defined as a person who has parental authority. Any student who has a guardian other than both parents will also need a Legal Alert entered and a legal document in their student file. The Legal Alert is not automatically generated in MyEducation BC.



#### BC Law – Guardianship

[http://www.familylaw.lss.bc.ca/resources/fact\\_sheets/guardianship.php](http://www.familylaw.lss.bc.ca/resources/fact_sheets/guardianship.php)



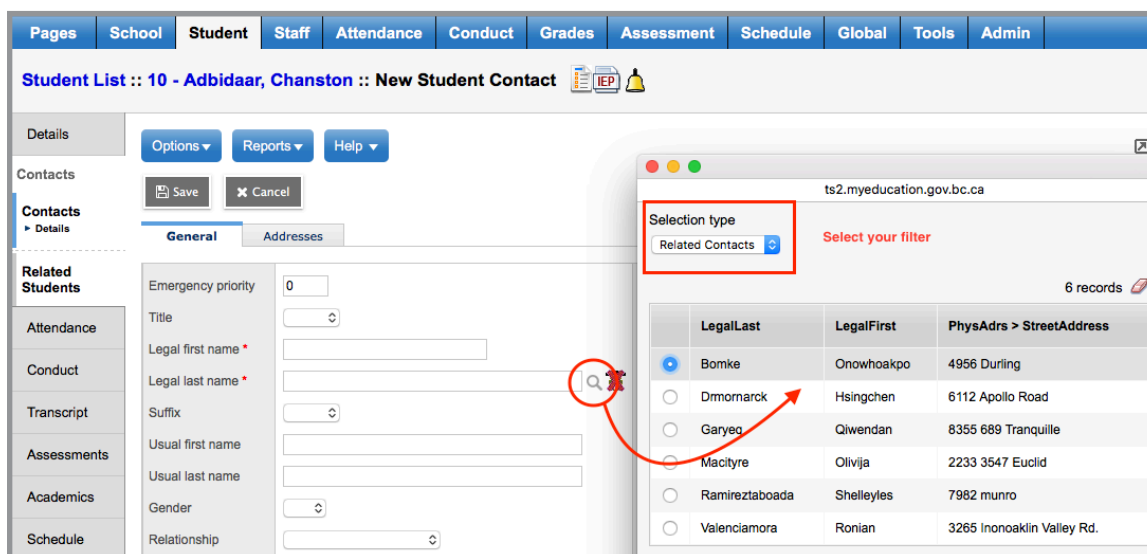
**Note that there should be only ONE record for ONE person in MyEducation BC. When you enter a contact for a student, use the picklist to ensure the contact is not already in MyEducation BC. Avoid creating duplicate records for any person. When duplicates are generated, they will need to be merged by the District L1.**

“Sam and Alice Smith” is not a recommended contact because it represents two individuals. Schools should create separate records for each contact.

The minimum information needed for a contact is First Name, Last Name, and Home Phone. More complete information is recommended.

When a parent requests changes to student contact information, delete the outdated contact and add a new one.

If the contact shares an address with another person (student, family member, etc.) use the shared address function to connect them.



CONTACT TYPE	DESCRIPTION
Continuing Custody Order	When a student is on a Continuing Custody Order they will have a Continuing Custody Order contact who will usually also be the guardian. A legal document and PSR inclusion are likely necessary.
Emergency Contact	Contact for short term local emergencies who would be able to pick up the student and care for them if the parent or guardian is unavailable.
Out of District Contact	Contact for longer term local emergencies who would likely be unaffected by the emergency and be able to pick up the student and care for them if the parent or guardian is unavailable.
Temporary Custody Order	When a student is on a Temporary Custody Order they will have a Continuing Custody Order contact who will usually also be the guardian. A legal document and PSR inclusion may be necessary.
Regular Contact	Non-emergency contact. Parents are Regular Contacts in the system.

## Contact Priority

Contacts in MyEducation BC need to be given a priority number in order to work correctly with the BC Student Information Verification Form.

- Don't use emergency contact priority "0"
- Do assign each contact a unique emergency priority number
- Do assign contacts with parent/guardian authority the top priority positions (e.g., 1, 2)
- Do ensure that the box is checked for contacts with parent authority (parents, guardians, CCO)
- Do ensure that parents are listed as contact type "regular contact"
- Do ensure that emergency contacts are designated with contact type "emergency contact"
- Do ensure medical contacts are designated with contact type "other"
- Do ensure that doctors are assigned 99
- Do ensure that dentists are not assigned 99 (98 will work)
- Do ensure out of district contacts are designated with contact type "out of district"

With these rules, the student verification report will pull the correct contacts in the order you have listed them. If a contact has type CCO and the parent authority box is checked, the CCO contact will appear under the parent heading of the verification form.

With these rules, emergency contact field sets (which are limited to three contacts) will include the parents.

Contacts identified as "other contact" will not print on the BC Student Information Verification form.

Parents identified as "regular contact" who do not have parental authority checked will not print on the BC Student Information Verification form.

## Shared Addresses

Students generally live in a home with other people. These contacts should be linked to the student using the shared address function. This allows the office to automatically update all linked addresses by changing only one of them. It's important to unlink addresses if there is a change in address sharing.

## Related Students

Students can be linked to their siblings using the related student side tab. This is useful in emergencies where you need to contact a sibling at a different school or where siblings have different last names. If the information is known at registration, it can be entered using the Registration Wizard.

## Deceased Parent or Contact

Remove a deceased parent or contact from the contact list, and add a memo to the student record, if needed. If a district wants to record deceased dates, add these to the memo field. Father Deceased Date and Mother Deceased Date fields are not needed by the system and should not be used. Alerts should not be used to communicate this information. Notification to teachers and counselors should occur through a more personal form of contact.

## Enrollment Information (Membership Side Tab)

After registering a student in MyEducation BC, the enrolment information can be seen in the Membership Side Tab. Enrollment information includes:

- **Type:** Enter, Withdraw, Status Change, YOG Change (E, W, S, Y)
- **Date:** when the status is changed
- **Code:** Entry Code and Withdrawal Code
- **Reason:** not required
- **Status:** The enrollment status on the day the entry is made.

STATUS	DEFINITION
Inactive	Converted record from BCeSIS.
Active	Currently enrolled in a school taking one or more courses.
Active No Primary	Currently enrolled in a primary school (school of record) taking no courses, but also cross-enrolled in another school (taking one or more courses).
Graduate	Graduated
PreReg	Pre-registered for the purpose of scheduling for next year. Only used for students not active in a current year school and who have never been registered in a BC school (therefore, they do not have a MyEducation BC record).
Withdrawn	Withdrawn, or not active.

- **EnrStatus:** The student's most recent enrollment status. This column should have the same status on all lines.
- **Year of Graduation (YOG):** Determines grade placement.
- **School Name:** Name of the school making the enrollment entry.
- **Admission Status Code:** Indicates if a home school is in BCeSIS. This field should no longer be used.
- **PSR Grade:** Grade the student was in when their status changed.

## Entry Codes in MyEducation BC

MyEducation BC requires a code when a student enters your school. Use the following list of codes.

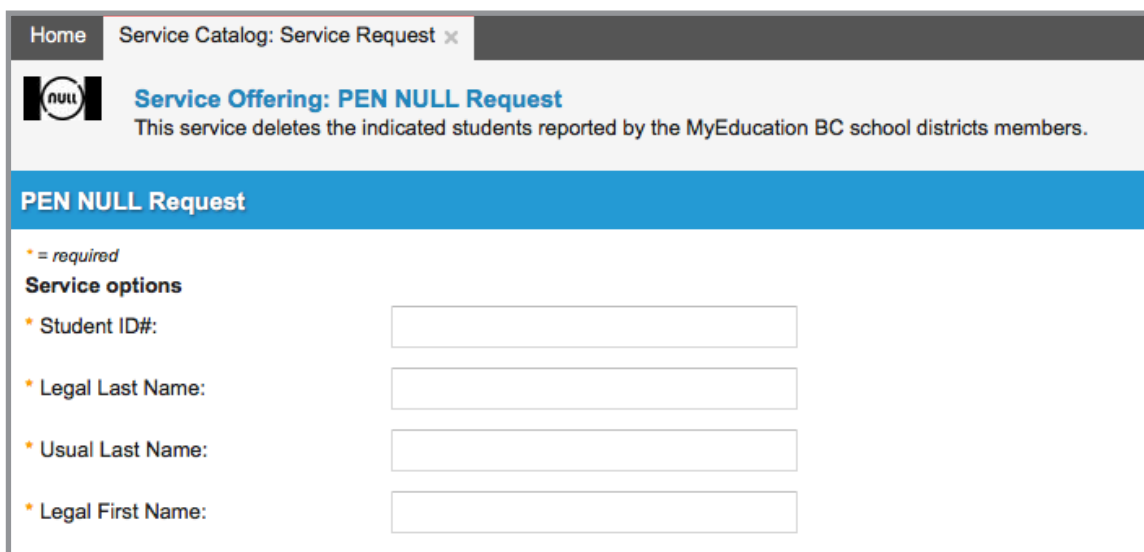
	<b>CODE</b>	<b>DESCRIPTION</b>	<b>WHEN TO USE</b>
1	First Time Entry	First Time Entry	First time entry to the BC school system — most commonly StrongStart or kindergarten.
2	Public School InDs	From Public School, In Dist	Student coming from a public school in your district.
3	Public School OutDs	From Public School, Out Dist	Student coming from a public school outside your district.
4	Indep. SchoolInDs	From Indep. School, In Dist	Student coming from an independent school within your district boundaries.
5	Indep. SchoolOutDS	From Indep. School, Out Dist	Student coming from an independent school outside your district boundaries.
6	SchoolOutOfProv	From School Out of Province	Student coming from any kind of Canadian school outside of BC.
7	School OutofCountry	From School, Out of Country	Student coming from a school outside of Canada.
8	Distributed Learning	From Distributed Learning	Student coming from a distributed learning primary school.
9	StrongStart Centre	From StrongStart Centre	Student coming from a StrongStart centre.
10	Home Schooling	From Home Schooling	Student coming from home schooling.
11	Exchange	Exchange Student	Student coming for short exchange with one of your students.
12	Institution	From Institution	Student coming from any other type of institution, e.g., correctional, psychological, etc.
13	Administrative Trans.	Administrative Transfer	Transfer agreed to by administrators.
14	Refugee	Refugee	Student arriving with refugee status.
15	Returning Graduate	Returning Graduate	Graduated student returning.
16	Adult Learner	Adult Learner	Student is an adult coming to school.
17	Re-entry No Interr.	Re-entry, No Interruption	Student mistakenly withdrawn and re-entered.



## Personal Education Number (PEN)

There is no manual entry of PEN numbers in MyEducation BC. PEN assignment occurs as follows:

- A PEN extract of students who need a PEN is automatically submitted to the Ministry's PEN system each night.
- A PEN is automatically assigned to the student, or a PEN error is generated and sent to the school district's PEN contact.
- If a duplicate student is created, they must be removed through a HEAT Service Request by the district L1. The PEN NULL Request is used.



The screenshot shows a web interface for a service request. At the top, there is a navigation bar with 'Home' and 'Service Catalog: Service Request'. Below this is a header for the service offering: 'Service Offering: PEN NULL Request' with a description: 'This service deletes the indicated students reported by the MyEducation BC school districts members.' The main content area is titled 'PEN NULL Request' and contains a form with the following fields:

- \* = required
- Service options**
- \* Student ID#:
- \* Legal Last Name:
- \* Usual Last Name:
- \* Legal First Name:



### Duplicate Student Rules for 1701 Funding

[http://www.bced.gov.bc.ca/datacollections/help/duplicate\\_rules.pdf](http://www.bced.gov.bc.ca/datacollections/help/duplicate_rules.pdf)

## Pupil Number

MyEducation BC generates a unique pupil number for each new student.

## Alerts Entered by the Office

There are several types of alerts that schools can specify for students. These alerts create a clickable icon:



## Legal Alert

- A legal alert is generated for any situation where legal documentation is on file, e.g., Custody Orders, Restraining Orders, etc.
- Requires legal documentation in the student file.
- A PSR inclusion record should be entered for legal alerts.

## Medical Alert

Medical alerts are for medically diagnosed, potentially life-threatening health conditions that may require emergency medical care.



### School Health (Vancouver Coastal Health)

<http://www.vch.ca/your-health/school-health/>

- Medical alerts are for situations which are life threatening.
- Ensure the information about the student and the location of any required supplies (e.g., EPI pen) is recorded in the Alert Description.
- Ensure the required documentation for any medical issue is on file.
- A PSR inclusion record should be entered for medical alerts where documentation has been added to the student file.

## ELL Alert

This alert is for students who are receiving ELL services. It is manually added and deleted.

## Designation Alert

This alert indicates that the student has a student services designation. This alert is automatically generated and deleted when a designation is assigned or removed.

## IEP Alert

This alert indicates that the student has an IEP to support their learning.

## Memo Field

Use of this field for information is determined by the district.

## Other Alerts – Family

This alert is for family issues that are not legal, e.g., parents separated.

## Other Alerts – Information

This alert is for other pertinent information that is not legal or medical.

## Other Alerts – Health

This alert is for medical and health issues that are not life threatening.

## Confidential Student Flag

A confidential student flag can be enabled for students by entering a date in the Confidential Student Date field. Once the flag is enabled, students cannot be queried in the Register Student screen or the Student Siblings screen except by their primary school. The purpose of this flag is to ensure that student information is available to only the primary school in cases where the student's privacy or safety is threatened. Examples of this include:

- Students in custody.
- Students in a transition house.
- Students who are under legal protection (Peace Bond or Restraining Order protecting them from someone).
- Students identified by administration as needing their privacy protected.

Districts should have guidelines around the use of this flag and use it only as needed in order to prevent inadvertent creation of duplicates. For example:

- Which students will be deemed confidential?
- Will these guidelines be documented and by whom?
- Who will have the security role assigned to check the flag and take it off?
- How will movement of the confidential student be communicated to the person responsible for the confidential flag security role?

School staff with this access must understand the implications of this functionality to ensure that duplicate students are not created. For example, if a student is moving to a new MyEducation BC school and the flag is checked, the new school will not be able to query for the new student until the flag is unchecked or the student is withdrawn (the confidential flag is automatically removed upon withdrawal). It's very important that the flag be unchecked, the student be withdrawn, or some communication with the receiving school be made promptly so that duplicate student records are not created. If duplicates are created, a duplicate student report will be received, and the duplicate resolution process in HEAT must be followed. The receiving school will need to communicate with the previous school to have the confidential flag unchecked or the student withdrawn as soon as possible.

Occasionally a student has a more complex need for protection of their identity through a Witness Protection Program. The police will work directly with the school in these cases.

## Out of Catchment Students

Students who are attending a school Out of Catchment can be indicated by a checkbox on the basic demographics page. There is also a drop down menu for students who are attending a school Out of District. Use of these indicators is determined by district policies and procedures. These two indicators can be pulled and used in quick reports for district purposes.

## Home Schooled Students

Students who register at a school as home schooled have an active status in MyEducation BC.

## Cross-enrollment

A student may concurrently register at more than one school. This is known as a “Secondary School Association.” MyEducation BC permits the schools involved to share access to the student’s record.

Each student must have a primary school (commonly referred to as the student’s “school of record.”)

## Primary School (School of Record)

It’s the student’s choice which school or schools to attend. The primary school will usually be determined by the school where the majority of courses are taken or by student and parent choice. There are cases when the student has finished courses in their primary school but is still enrolled in a secondary school. In this case, the primary school can set the enrollment status to Active No Primary. This will allow the student to finish their courses in the secondary school (often a distributed learning school) and maintain their primary school where they have taken the majority of their courses. The primary school name is printed on graduation documents.



### 1701 Data Collection

[www.bced.gov.bc.ca/datacollections](http://www.bced.gov.bc.ca/datacollections)

## Primary School Responsibilities

For grades K – 7, the primary school is responsible for reporting the student to the Ministry of Education, using Ministry reporting processes. It’s up to the school boards or independent school authority involved in a cross-enrolled student’s education program to work out an agreement as to any transfer of funding as required.

The primary school is responsible for the overall educational program of the student and for tracking their progress through to graduation.

For grades K – 7, the primary school is responsible for producing a report card for the student. Report cards contain information from all schools. For grades 8, 9, 10, 11, 12, Secondary Ungraded, and Graduated Adult, schools are responsible for preparing report cards for the courses taken at their school.

Secondary schools may also prepare report cards.

Records for students cross-enrolled in both MyEducation BC and non-MyEducation BC schools should be sent to the primary school for input into the system.

## Cross-enrollment Standards

The Secondary School Association function is to be used for cross-enrolled students with courses in two or more schools. All Secondary School Associations are initiated by the secondary school using the Create Secondary School Association function.

Students needing to be enrolled for planning and course scheduling purposes for the upcoming school year, should not be cross-enrolled. Instead they should have a Next School assigned in their demographic record, or have an enrollment status of PreReg if they are not yet active in a MyEducation BC school, e.g., next year's kindergarten students who are not registered at a BC Strongstart Centre.



**The PreReg date is the date you enter the data, not a future date. EOYR will update the enrollment date when it activates the record.**

Students are enrolled in a primary school and may have Secondary School Associations to one or more schools. When a student has a Secondary School Association, a cross-enrolled alert is created indicating where the student is cross-enrolled. The school identified as the primary school is responsible for the student record and any changes to it, except for the part of the record directly related to the cross-enrollment, e.g., attendance and marks for the cross-enrolled courses.

Secondary School Association should not be used for normal movement of students between schools. The primary school should withdraw the student, which will allow the new primary school to register the student. If the primary school cannot be contacted, contact the district L1 so they can contact the L1 in the other district to withdraw the student. Schools should make every effort to communicate with each other and handle withdrawals in a timely manner.

If a student is being enrolled or withdrawn to or from a secondary school, the secondary school enrolls or withdraws the Secondary School Association and informs the primary school.

## Ending Cross-enrollment

Never end a cross-enrollment at another school. The cross-enrollment record belongs to the secondary school. The primary school should notify the secondary school(s) when the student withdraws from the primary school. When the primary school withdraws the student, the student becomes Active No Primary and the Secondary School Association stays intact. If the secondary school is the new school of record, it registers the student and becomes primary.

## Active No Primary Students

When a student withdraws from their primary school and they have an active Secondary School Association, their status becomes Active No Primary and their membership record indicates W and Active No Primary.

When the student is finished at the secondary school, the secondary school withdraws the student. This completes the withdrawal cycle and creates an accurate membership record.

## Withdrawal

When a student withdraws from a MyEducation BC school, the withdrawal date is the last day the student attended the school.

If the student is moving to a non-MyEducation BC school (inside or outside British Columbia), the school which the student is withdrawing from is responsible for printing the last two report cards and a Permanent Student Record (PSR) card containing demographic information, courses, grades, and historical information. The PSR card and report cards are then mailed to the receiving school. However, the student's electronic record remains within the MyEducation BC database for future admission to another MyEducation BC school. A new record is not created for the student, as the original MyEducation BC record is not deleted.

Schools may also want to print the BC Student Withdrawal Form for students to take around to staff at the school and return to the office. This form can help schools determine that the record in MyEducation BC is correct before completing the withdraw process.

### Withdrawal Checklist

When a student is withdrawing from a school, data must be tidied up before the withdraw takes place because only the school that entered some of the data can change or delete it.

Withdrawal begins with a form filled out and signed by parent, or an email or a verbal statement noted with a date if the school is unable to get the withdrawal form completed.

Schools may also want to print the BC Student Withdrawal Form for students to take around to staff at the school and return to the office. This form can help schools determine that the record in MyEducation BC is correct before completing the withdraw process.

- Remove fees.
- Update transcript record.
- Remove the Homeroom.
- End date all programs you have assigned to the student unless they will be continuing through a Secondary School Association.
- Update conduct records and remove according to your district policies.
- Disable related user accounts for student and contacts.
- Update PSR inclusions.
- Remove locker information.
- Remove bus information.
- Remove student group memberships.
- Remove journal information according to district policy.
- Remove Next School > Name.
- Check Membership > Enrollment & Schools Tab.



**Be sure to check with secondary schools to determine whether to disable portal accounts.**

- Enter PSR grade in membership record.
- Withdraw the student and create a Former School Association.
- Check the “Former” Student Filter to ensure that the student appears (anytime between September – July of the current school year).
- View the Permanent Student Record to ensure that all withdrawal information is correct.
- Modify the Withdrawal record in the membership side tab if necessary.

## Withdraw Codes in MyEducation BC

MyEducation BC requires a code when a student withdraws from your school — use the following list of codes. (Historical codes are included for reference only.)

	CODE	DESCRIPTION	WHEN TO USE
1	Graduated - Dogwood	Graduated - Dogwood	Student completes requirements for 1995, 2004, or Adult Graduation program.
2	Completion - Evergreen	Completion - Evergreen (SCCP)	Student completes their School Completion Certificate Program.
3	Publ. School, In Dist	To Public School, In District	Transfer to public school within district.
4	Publ. School, Out Dist	To Public School, Out District	Transfer to a BC public school in another district.
5	Indp. School, In Dist	To Independent School, In District	Transfer to independent school in district catchment area.
6	Indp. School, Out Dist	To Independent School, Out of District	Transfer to independent school outside of the district within BC.
7	DL School	To DL School	Student transfers to a distributed learning school as their primary school.
8	School, Out Prov.	To School, Out of Province	Transfer to any school outside of BC.
9	School, Out Cntr.	To School, Out Country	Transfer to a school outside of Canada.
10	Exchange Complete	Exchange Complete	Exchange student leaves the school.
11	Home Schooling	To Home Schooling	Transfer to home schooling.
12	Administrative Trans.	Administrative Transfer	Transfer for administrative reasons.
13	To Institution	To Institution	Transfer to any other type of institution, e.g., correctional, psychological, etc.
14	To Post Secondary Ed	To Post Secondary Education	Transfer to university or college without graduating or completing an SCCP.
15	Moved out of BC	Left Province	Student moves out of BC but school status is unknown.

	<b>CODE</b>	<b>DESCRIPTION</b>	<b>WHEN TO USE</b>
16	Discont. Schooling	Discontinued Schooling	Student stops attending school and does not return.
17	Expulsion	Expulsion	Student is expelled from school and does not return.
18	Medical	Medical	Student cannot complete schooling due to illness or injury.
19	Death	Death	Student death while registered at the school.
20	No Show	No Show	New student registers but does not show up when expected. Use other codes for existing students who don't return.

### Historical Codes removed from the list and no longer in use

	<b>CODE</b>	<b>DESCRIPTION</b>	<b>WHAT TO USE INSTEAD</b>
100	Comp. Gr 12, No Pass	Completed Grade 12, No Pass	Discontinued Schooling.
101	Independent School	To Independent School	9, 10, 11
102	Matr. To Another Sch	Matriculation To Another School	Not required.
103	Moved, Not Known	Moved, Not Known To Continue	Discontinued Schooling.
104	Program Completed	Program Completed	Completion – Evergreen.
105	Reached Maximum Age	Reached Maximum Age	Not required.
106	Reason Unknown	Reason Unknown	Any of remaining codes.
107	To Alternate School	To Alternate School	9, 10, 11, 12, 13, 14, 15
108	To GED Program	To GED Program	Not required.

### Deceased Student

If a student dies, they are withdrawn; the withdrawal code is Death. This code is not to be used for any other reason. If not withdrawn and the deceased student had a sibling, they would show up on their sibling's student verification form. Withdrawn students no longer show up on the student verification form. It is good practice to remove sibling connections to ensure that the deceased student does not accidentally show up on any reports.



## Transfer

Districts can assign the ability to transfer students between schools within the same district using Security Roles. It's important that users who are assigned transfer responsibility are familiar with the provincial standards.

### Moving Between Districts

To move a student between schools in different districts, withdraw from one school and admit to the next. Student Services designations and Individual Educational Plans (IEP) must be reactivated after a withdraw/admit process.

**! The transfer function should not be used between districts.**

### Transfer Process Within District

Users with assigned Security Roles have the ability to transfer students from one school to another within a district. Refer to the MyEducation BC guide "Enrollment Management and Student Demographics" for instructions. Students who are transferred do not have to be reactivated in Student Services if a designation exists.

**! This process is used for in-district transfers only because it maintains a student's enrollment in Student Services, which is a district-specific enrollment. The new district will review the student's enrollments at their new school.**

This process is for used for in-district transfers only because it maintains the designation and Individual Educational Plan.



**MyEducation BC Documentation: Enrollment and Demographics**  
<http://www.myeducationbc.info>

## Moving Students with Secondary School Associations

Students with Secondary School Associations are moved using the Withdraw & Admit function.

1. Clear the student's schedule in the primary school and Withdraw ensuring you check the "Create Former School Association" box. This creates a W record in the Membership Enrollment Record and a Former School Association. The student becomes Active No Primary.
2. The secondary school can now admit and register the student. This creates an E record in the Membership Enrollment Record and end dates the Secondary School Association. Existing courses are kept through the process.

Student Services designations and IEPs must be reactivated.

**! Cross-enrollment should not be used for the purpose of semester change transfers within a district.**

## School Changes at Semester Change

The Next School function of MyEducation BC should be used for semester change.

1. When a student informs they are moving to a new school, the current school should fill in Next School with the new school's name.
2. The new school should filter for Next Year's Students.
3. Enter and post semester two courses using Schedule and Workplace. Courses will now appear in the new school's schedule.
4. The current school will print report cards, then should follow the Transfer process for a student moving within the same district, or should withdraw the student before February 1701 if they are moving to a new district.. Attendance can be taken on the first day of the new semester even if the transfer has not yet happened. If the current school must delay printing report cards until after February 1701, the transfer should be done and the new school can print the report card. Note that it will have the new school's logo on it.

A Former School Association should be maintained by the current school for the purpose of updating records after the student has changed schools.

## Next School Value

Schools should not use OOP or OOC as the next school for Pre Transition because the student records will not be accessible after EOYR. Instead, leave next school blank and check Withdraw at EOY for students who are leaving the BC school system.

## Courses

MyEducation BC tracks learning by course from kindergarten to grade 12. Courses can be combined into interdisciplinary units. The MyEducation BC transcript maintains achievement records for each course separately.

MyEducation BC contains a complete registry or course catalogue for all subjects and courses, from which schools can select customized course offerings and manage student learning toward graduation. The catalogue contains provincial, locally developed, career preparation, and Board/ Authority Authorized courses and generic codes.



### BAA Courses

[www.bced.gov.bc.ca/graduation/boardauth.htm](http://www.bced.gov.bc.ca/graduation/boardauth.htm)

[www.bced.gov.bc.ca/policy/policies/board\\_authority.htm](http://www.bced.gov.bc.ca/policy/policies/board_authority.htm)

### Ministry of Education Course Registry

[http://www.bced.gov.bc.ca/datacollections/course\\_registry\\_web\\_search/search-home.en.php](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php)

## Enterprise Course Catalogue

Schools cannot assign a course unless it's loaded into MyEducation BC at the enterprise level and then brought to the district level. New courses and codes are added to the enterprise catalogue by the Ministry of Education when required.

Schools may adopt any of the district courses for the school catalogue.

### Course Codes

A course code is a unique, ten-character alphanumeric code assigned to every course in MyEducation BC. The first seven characters are determined provincially, and the remaining three are available for schools and districts to assign as required to meet local needs. For example, the course code for English 12 is MEN--12---.

- The first character (M) identifies one of ten different course types.
- The next four characters (EN--) identify the Ministry course code.
- The following two characters (12) represent the grade level (and/or subsection, such as 12A or 12C).
- The remaining three characters (---) are available for each school or district to create a unique code or flavour for specific purposes.

Course codes do not need to contain a letter or number in each of the ten spaces — they might also include a placeholder character such as “-”, unless the spaces occur at the end of the code. In that case, they can be left blank.

There is also a set of codes that may be used for activities that do not qualify as courses. These are called “pseudo-courses.”

### Standard and Non-standard Courses

When a course is entered into MyEducation BC at the enterprise level, there is a place to indicate whether it's standard or non-standard. With few exceptions, Ministry-authorized courses and their French versions are standard courses. Credit values and diploma categories of standard courses cannot be modified by the district or the school.

Non-standard courses, on the other hand, allow districts to set the appropriate credit value and diploma category. Districts determine if credit values are set at the district level or at the school level.

Diploma categories for non-standard courses should be set at the district level if the course will be offered in more than one school. If a school requires a different diploma category, the district creates a new flavour of the course for that school.

## Course Levels

- Kindergarten: K
- Grade 1: 01
- Grade 2: 02
- Grade 3: 03
- Grade 4: 04
- Grade 5: 05
- Grade 6: 06
- Grade 7: 07
- Grade 8: 08
- Grade 9: 09
- Grade 10: 10, 0A, 0B, etc.
- Grade 11: 11, 1A, 1B, etc.
- Grade 12: 12, 2A, 2B, etc.

## Middle Years' Courses

Courses for grades 6 – 9 meet the Ministry definition of a course begin with either M for Ministry course or F for Ministry course taught in the French language.

Courses that do not have Ministry-defined curriculum but are offered by schools and meet the definition of a course may be defined using the XLDC code (indicating “locally developed”), and then be given the name defined by the district, school, or authority.

Courses for students working on a curriculum modified through an IEP are defined using the code XSIEP or XIEP. Generic course titles and descriptions should be customized to meaningfully reflect the actual course content. For example, IEP Modified 12A could be renamed IEP 12A Banking. These customized titles will be printed on the student’s transcript, providing a meaningful record of student work.

Other activities that do not meet the requirements to be defined as a course are coded using XAT. (See description for Assigned Time later in this section.)

## Graduation Program Courses

Graduation program courses have been designated as meeting one of the diploma categories. These designations enable the user to determine the graduation status of secondary students.



**Handbook of Procedures for the Graduation Program**

[www.bced.gov.bc.ca/exams/handbook/](http://www.bced.gov.bc.ca/exams/handbook/)

## Credit Restrictions by Code (Anti-requisites)

When courses are restricted for credit, they are deemed to be equivalent to other credit courses. Credit restrictions (anti-requisites) prevent students from receiving double credit for successfully completing the same learning outcomes.

If a student takes two courses restricted for credit, both will be reported on their transcript. However, credit toward graduation will be given only to the course with the greater number of credits and the higher final percentage (as per the Handbook of Procedures).

It's the principal's responsibility to ensure that students do not obtain double credit. When the student's transcript is pulled up, it's coded, and the system will put credits in the correct sections of the transcript. MyEducation BC has built-in credit restrictions, however, whenever equivalent credit is being given, the current course credits should be checked first.

For example, a student wishing to receive credit for outside dance learning should not use this documentation to receive credit for both Dance 11 Performance and Royal Academy of Dance 11 External Credentials. These two courses have different seven-character codes but may have the same learning outcomes. Courses taken within the school that have the same seven-character codes with variations in the last three characters and different names (e.g., MEN—11 and MEN—11HON) will not both receive credit. This is determined by the anti-requisite settings in MyEducation BC.

## Selecting Courses for Use – District or School

### Course Types

All BC courses and codes are maintained within the MyEducation BC course catalogue. It contains nine types of courses:

<b>M</b>	Ministry
<b>F</b>	French
<b>I</b>	International Baccalaureate
<b>A</b>	Advanced Placement
<b>P</b>	Post-secondary
<b>U</b>	External
<b>C</b>	Career Preparation
<b>Y</b>	Board/Authority Authorized
<b>X</b>	Locally Developed or pseudo course (no credit)

### Ministry Developed Courses

These are courses developed by the Ministry of Education and published on the Ministry website in all subject areas from kindergarten to grade 12.



**BC's New Curriculum**

<https://curriculum.gov.bc.ca/curriculum>

## Board/Authority Authorized (BAA) Courses

These are grade 10, 11, and 12 courses developed and offered at the district or school level that meet the standards set by the Ministry of Education through Ministerial Order 285/04 (M285/04).

Schools must have the approval of their superintendent and board (for public schools) or independent school authority (for independent schools) prior to offering a BAA course. Boards/Authorities must also submit a New Board/Authority Authorized Course form (New BAA Course form) to the Ministry to verify that each new course meets the requirements and procedures set out in the Board/Authority Authorized Courses Requirements and Procedures Guidebook (Updated 2011).



### BAA Courses

[http://www.bced.gov.bc.ca/policy/policies/board\\_authority.htm](http://www.bced.gov.bc.ca/policy/policies/board_authority.htm)

[http://www.bced.gov.bc.ca/graduation/board\\_authority\\_courses.htm](http://www.bced.gov.bc.ca/graduation/board_authority_courses.htm)

## Assigning Fine Arts or Applied Skills Designation

Districts can specify that Grade 11 BAA courses are eligible for Fine Arts or Applied Skills designation or both. This is done in the course catalog at the district level.



**Check your BAA courses for accurate Fine Arts or Applied Skills eligibility.**

Other grade levels are not eligible for these designations. Guidelines for determining eligibility are found in the Ministry BAA guide and Handbook of Procedures.

## Choosing BAA Codes

There are a limited number of codes available from the Ministry of Education to apply to BAA.

## Renaming BAA Courses

Courses can be renamed in MyEducation BC. Users should copy the original course and add a flavour to it before renaming. The name chosen should be descriptive of the content of the course and meaningful to people outside the school.

## Independent Directed Studies (IDS) Courses

These are student-initiated courses based on the learning outcomes of Ministry-developed or Board/Authority Authorized courses in grades 10, 11, and 12. Each IDS course must have the related Ministry course identified in the student transcript.



### Handbook of Procedures for the Graduation Program

<http://www.bced.gov.bc.ca/exams/handbook/>

### Independent Directed Studies

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/independent-directed-studies>

## Independent Directed Study course codes in MyEducation BC

<b>Grade 10</b>	MIDS-0A, 0B, 0C, 0D, 0E, 0F, 0G, 0H, 0I
<b>Grade 11</b>	MIDS-1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H, 1I
<b>Grade 12</b>	MIDS-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I

By having “lettered” versions, many different IDS courses can be reported at each grade level. Schools should double check to ensure each IDS course for a student has a different letter version.

The credit value for an IDS course is assigned at the school level.

### Naming IDS Courses

The Handbook of Procedures for the Graduation Program gives guidelines for naming IDS courses.

Examples that follow their guidelines are:

- IDS Art Foundations 11A
- IDS Fitness and Weight Training 12B

We encourage districts to follow this guideline to provide consistency for students who study in several schools and districts.



#### Handbook of Procedures for the Graduation Program

<http://www.bced.gov.bc.ca/exams/handbook/>

### External Credentials

These are approved courses or credentials developed outside the Ministry and approved for credit toward graduation. External agencies have their courses and programs approved.



#### Ministry-approved External Credentials

<http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/external-credentials>

## Post-secondary

Students can receive dual credit for successful completion of post-secondary courses that lead to a credential from a post-secondary institution. The student earns credit at the post-secondary institution and they earn credit for a “P” course type on their high school transcript. “P” courses are identified by the post-secondary institution the course was taken at. For example, all Camosun College courses are identified with a code that begins with PB--.



### Ministry Course Registry

[http://www.bced.gov.bc.ca/datacollections/course\\_registry\\_web\\_search/search-home.en.php](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php)

## Student Services Activities

To receive course credit, students who are unable to meet learning outcomes at subject and grade level:

- must have a designated special needs funding category,
- must have an Individual Educational Plan (IEP),
- must be receiving an educational program and/or support to meet the goals of their IEP,
- must be assigned this activity because it's being used to assist them in meeting one or more of the IEP goals,
- requires modification of the curriculum because the student is unable to meet the learning outcomes for authorized courses at subject and grade level

The course codes that can be assigned to these students follow this pattern:

- XIEP-8A, 8B, 8C, etc.
- XIEP-9A, 9B, 9C, etc.
- XSIEP0A, 0B, 0C, etc.
- XSIEP1A, 1B, 1C etc.
- XSIEP2A, 2B, 2C, etc.
- XSPBK10, 11, 12

These course codes receive full Ministry funding. See the Handbook of Procedures for the full listing of available codes.



## Assigned Time

The Assigned Time category is for non-credit activities that require a course code for scheduling purposes but do not receive credit toward graduation. For example, learning assistance (K – 9), study period, and homeroom.

These activities must use assigned time codes (XAT--), as they do not qualify as courses and do not appear in the provincial course registry. There is also an XAT--00 code that denotes Assigned Time Ungraded and may be used for any activity that does not require that a grade level be assigned.

Additional XAT codes have been added for the specific use of certain jurisdictions. These are noted as Non-standard, Not Recommended. School boards/authorities using these codes assume the risk for their use and the impacts from system changes and transitions long term.

Each grade level of the XAT code may be used up to 99 times. As these non-credit activities do not carry over into course history, each school may use the XAT codes to suit its own purposes and may use them differently each year if required. Two or more schools in the same district can use the same code with a different description. This provides the flexibility of nearly 500 codes available to deal with the various non-credit activities that need placeholders in the timetable.

## Locally Developed (LD)

These courses form part of local programs offered by school boards or independent school authorities. Middle schools use LD courses for exploratories and other purposes. LD courses are not eligible for credit toward graduation. Not all LD courses are open.

LD courses begin with a course type code of X. For example, XMEA-09 is Media Arts 9. In grade 10 – 12, schools should not use LD courses, but instead should use BAA courses that have gone through the board approval process.



### Ministry Course Registry

[http://www.bced.gov.bc.ca/datacollections/course\\_registry\\_web\\_search/search-home.en.php](http://www.bced.gov.bc.ca/datacollections/course_registry_web_search/search-home.en.php)

## Career Preparation (CP)

These locally-developed courses were included in the package of courses that made up a career program. Career programs were local education programs focusing on a career or career sector — they included a work experience component. Career programs closed in August, 2006.

For students in the 2004 Graduation Program, CP courses do not count towards graduation. Boards and authorities have converted all CP courses to BAA courses.

## Elementary Curriculum

Elementary curriculum is presented in courses in MyEducation BC. Performance Scales (Rubric Definitions) for each course are chosen and assigned to elementary courses at the school level based on grade level of the course and according to the Ministry School Progress Report Order. These have been entered at the enterprise level.

GRADE LEVEL	MINISTRY PERFORMANCE SCALE
<b>Kindergarten</b>	Approaching Expectations Meeting Expectations Exceeding Expectations
<b>Primary (1 – 3)</b>	Not Yet Meeting Expectations Approaching Expectations Meeting Expectations Exceeding Expectations
<b>Intermediate (4 – 9)</b>	A, B, C+, C, C-, I, F, SG, TS, W



### Student Reporting

<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/student-reporting>

## Homerooms

There is a homeroom function in MyEducation BC. Students can be assigned to a homeroom in their primary school. Cross-enrolled students cannot have a second homeroom. Districts who have many cross-enrolled students might consider using an XAT course for homeroom because XAT can be assigned separately at all schools the student is registered at.

## Programs

Students are assigned programs in MyEducation BC for 1701 data collection and tracking participation in local programs. Programs include Core French, Aboriginal Support, Career Programs, and others. Local programs may be academy programs or specialty programs within a single district or school.

Schools should only add programs for their own school. When a student withdraws, only end programs from your own district. Secondary schools will end their own programs.

If a student arrives at your school with no Secondary or Former School Associations, you can end date programs for other schools. If you are unsure if the program has ended, contact the other school.

## Assigning a Graduation Program (Program of Study)

When a student enters the graduation program (grade 10) a Program of Study must be assigned to them. For most students, this will be the 2004 - Graduation Program.

Assign graduated adults (those who have graduated either in BC or another jurisdiction) to the graduation program that they graduated on previously. If the student's previous graduation program is unknown, use the most recent graduation program (currently 2004 - Graduation Program). The Ministry transcript for these students will be updated with the results of the student's new courses upon TRAX upload. Graduated adults should not be assigned the Adult Graduation program unless that is the program they previously graduated on.

## Student Achievement

The Student Achievement area of MyEducation BC provides the format for collecting, storing, and reporting on student performance. Reports may be generated so that district and school staff may analyze their progress improving student achievement.

### Processes

The Gradebook is used to gather information in detail about what the student has learned.

Final assessment information for reporting is entered into MyEducation BC either manually, or automatically using the Gradebook calculations linked to school-determined Transcript Definitions.

Historical records are created as final assessment information is posted so that a student's progress through to diploma is available to the school of record and may be transferred with the student.

For reporting purposes, teachers can develop a bank of comments related to their subject area(s) and learning outcomes or create anecdotal comments. Teachers can also include comments from the school comment bank.

### Mark Set-up

All mark entries for grades 4 – 12 in MyEducation BC follow the provincial reporting order:



#### Provincial Letter Grades Order

[www.bced.gov.bc.ca/legislation/schoollaw/e/m192-94.pdf](http://www.bced.gov.bc.ca/legislation/schoollaw/e/m192-94.pdf)

Note: NM is not a provincial letter grade.

NM is only to be used under very limited and specific circumstances and only for students whose special needs are such that they are unable to access the curriculum (i.e., students with limited awareness for their surroundings, students with fragile mental/physical health, and students medically and cognitively/multiply challenged.)

NM should not be used for any other purpose.

## Challenge Credit

Credit may be granted for undocumented prior learning for Ministry-developed or BAA courses in grades 10, 11, or 12. For reporting and transcript purposes, schools must assign a letter grade and percentage to all credits awarded through challenge processes.



### Challenge Process

<http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/earning-credit-through-equivalency-challenge-external-credentials-post-secondary-credit-and-independent-directed-studies>

## Equivalent Credit

Documented learning from outside the British Columbia school system that's deemed equivalent to the learning outcomes of a Ministry-developed or BAA course in grades 10, 11, or 12 can be counted as credit.



### Province Transfer Guide

<http://www.cmec.ca/Publications/Lists/Publications/Attachments/184/transfer-guide-2004-05.pdf>

## Final Grades

The reporting of final grades or comments varies according to the grade level of the program or course:

- Student progress reports for kindergarten to grade 3 must indicate performance on a scale.
- The final report for grades 4 – 9 must contain letter grades or follow district processes for reporting. If no letter grades are reported by district policy, they must be available at parent request.
- Term and final reports must contain percentages for courses numbered 10, 11, or 12 on the Grad 2004 program.

Students on an Individual Education Plan who are unable to demonstrate the ability to meet the expected learning outcomes and who require modifications to participate in an educational program will be scheduled into XIEP or XSIEP courses in order to receive a final grade based on their achievement against the Learning Outcomes of their IEP. A written comment stating that the grade is for modified work must accompany the grade.

XIEP and XSIEP course descriptions can be edited to indicate what is being taught and assessed, e.g., IEP Money Skills 10.



### Student Progress Report Order

<http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf>

## Aegrotat Standing

Aegrotat standing is granted by the Ministry for students who will receive credit for an examinable course without writing the exam because of significant medical reasons. The Handbook of Procedures for the Graduation Program outlines the qualification rules and the process schools should follow to have a student granted aegrotat standing.

In MyEducation BC, register students granted aegrotat standing by the Ministry of Education in the course and have an assessment record created and submitted to TRAX in the xam file with a school mark. When marks are returned, AEG will appear as the exam mark and the school mark will appear as the blended mark.



Submit a school mark in the TRAX xam file for aegrotat students.

## Work Habits

Schools are required to report about student work habits:



### Student Progress Report Order

[www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf](http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf)  
under Schedule 1, section 1(g)

Within MyEducation BC, some report card templates utilize the following work habit descriptors:

### Excellent (E)

- **Responsibility:** demonstrates an industrious work ethic, ready to work and learn.
- **Cooperation:** a class leader, exemplified by a high degree of positive and meaningful participation initiated by the student.
- **Independence:** a keen and enthusiastic learner actively seeking personal growth and learning opportunities.

### Good (G)

- **Responsibility:** all assignments turned in, ready to work and learn.
- **Cooperation:** works well with other students and teachers, participates in class in a meaningful way.
- **Independence:** a self-directed learner, takes appropriate initiative and responsibility for learning.

### Satisfactory (S)

- **Responsibility:** most assignments turned in, usually ready to work and learn.
- **Cooperation:** usually works well with other students and teacher(s).
- **Independence:** often requires direction.

### Needs Improvement (N)

- **Responsibility:** most assignments missing, frequently not ready to work and learn.
- **Cooperation:** does not work well with other students or teacher(s).
- **Independence:** needs one-on-one attention most of the time.

## Transcript Record Changes

Student records can be edited in MyEducation BC. Schools can edit, delete, or add courses to the transcript record. See the MyEducation BC TRAX documentation for instructions.



**MyEducation BC Documentation: TRAX**

<http://www.myeducationbc.info>

### Deleting Course Records

After schools have prepared grade input or posted course dates, the transcript record is created for the course. When course changes are made or a student is withdrawn, an orphan record is left in the student transcript. Schools should only delete records they create.



**Schools should only delete records they create.**

MyEducation BC allows users to delete course records in the transcript. There are few circumstances where it's advisable to delete courses:

- The school has prepared grade input too early, e.g., before mass course changes have completed at the start of the year.
- The course has no marks against it and has not been claimed for funding through the 1701 process.
- A second semester course has been changed to a new course.

When deciding whether to delete, consider:

- Have you received funding for the course?
- Is a new course replacing it?
- Has the student attended the course?

Schools should hold off on preparing grade input and posting course dates until they are satisfied that course changes are complete or they need to produce report cards or transcripts for students. A good time to do this is after 1701 has passed, just before running TRAX.

After grade input has been prepared, if students withdraw from courses, a mark of W should be assigned in the transcript record as a final mark except in the few cases outlined above.

### Adding Course Records

There are some instances when schools must add records directly to the student transcript:

- equivalent credits from other jurisdictions
- courses completed at schools not using MyEducation BC
- challenge credits
- external credits

## Adding Assessment Records

When a student writes an exam in a different year than they take the course, the exam should be requested manually through the Ministry's exam registration process. When the results are returned, they should be entered manually in the assessment record for the course in the year the course was taken.



**MyEducation BC Documentation: TRAX**  
<http://www.myeducationbc.info>

## Transcript Definitions

Transcript definitions tell the Gradebook which columns it will have and what goes in each column, e.g., term grade, comment, final mark, performance standard, etc. Transcript Definitions are attached to a course in the Schedule Top Tab > Courses Side Tab. Transcript Definitions are set at the enterprise level and are based on current legislation regarding reporting student learning. Any change in Transcript Definitions is dealt with through a change request submitted to the Operations and Standards Committee (OSC).

### Course Attributes

The Transcript Definition creates columns in the Gradebook for course attributes. These can be seen by selecting Post Columns – Course in the Grade Input area.

- Course Start Date (CrsStartDate) – the Term dates the course is scheduled in.
- Course End Date (CrsEndDate) – the Term dates the course is scheduled in.
- Actual Start Date (StartDate) – Used by DL schools – manual entry.
- Active Date (ActiveDate) – Used by DL schools – triggered by first Gradebook assignment entry or manually entered if not using the Gradebook for assignments.
- Percent Complete (%Complete) – Used by DL schools – manually entered.
- Completion Date (Completion) – Triggered when final mark is posted may need to be manually changed if post day is not completion date. Used by TRAX if populated.

### Mark Input Parameters

The Transcript Definition specifies the number of terms, whether the terms are weighted, how marks are entered, and whether the course allows for work habits and/or comments. In some cases, the mark input parameters can be overridden by the teacher in Staff View.

Once a definition is chosen and applied to a course, and the office has run “Prepare Grade Input,” the definition is set for the duration of the course.

Note: Transcript Definitions that use letter grades only (4 – 9) don't carry school exams in the definition. Teachers can include an exam in their Gradebook if desired.



**Transcript Definitions cannot be changed after you have prepared grade input.**



## Graduating Students

### Diploma Granted Date

Districts should have a clear policy about entering the Diploma Granted Date for graduating students. Regardless of when a district enters the date, records must be updated when final exam results are uploaded and graduation is either confirmed or not achieved. If a non-graduating student is no longer available to your school after EOYR, it is important to contact the new school so they can update the record. Note that filling in this date does not prompt graduation and that this date may not match the official Ministry transcript, which is generated by TRAX.

## Student Services Reporting

### Acceptable Marks and Letter Grades

Any marks assigned must comply with the Provincial Letter Grades Order and the Student Progress Report Order. Marks should be reviewed whenever possible to ensure that they comply with these orders.

In the case of a student with an IEP, the terms “curriculum” and “course” stated in the Student Progress Report Order (Section 10.3) may apply to a goal outlined in the IEP.

### Courses With Adaptations

Adaptations are teaching and assessment strategies available to any student. They are specially designed to accommodate a student’s needs so he or she can achieve the learning outcomes of the subject or course and to demonstrate mastery of concepts. Essentially, adaptations are “best practices” in teaching. Any student working on learning outcomes of any grade or course level may be supported through the use of adaptations.

For a student reported in a provincial (Ministry) course/grade or Board Authority Authorized course with adaptations, the learning outcomes may be either provincial course/grade learning outcomes or Board Authorized course outcomes and:

- Course codes to be used are either Ministry course codes or Board Authority Authorized course codes.
- In all cases marks are assigned according to the Student Progress Report Order and the Provincial Letter Grades Order.
- Students are assessed and are expected to have marks assigned based on achievement towards Ministry learning outcomes for their course or subject.
- If the learning outcomes that a student is working toward are from the curriculum of a grade lower than the current grade placement, this should be indicated in the IEP or learning plan and in the body of the student progress report.
- Use of significant adaptations should be documented in an IEP or other means determined by the district.



## Courses With Modifications

Accommodations in the form of modifications are instructional and assessment related decisions made to accommodate a student's educational needs that consist of individualized learning goals and outcomes which are different from a Ministry course/grade or BAA course.

Since the modified learning objectives are based on the student's IEP and are not the same as the Ministry's provincial course/grade or Board Authorized Courses:

- The individualized learning outcomes are stated in the IEP.
- Any grade assigned must reflect achievement toward those learning outcomes.
- It should be noted on the report card that marks and grades are assigned according to achievement toward the individualized learning outcomes as stated in the IEP.
- The course with modifications must be identified in MyEducation BC by an external or ministry code starting with an "XIEP" or "XSIEP" (MyEducation BC).
- In order to provide a meaningful transcript, the course description (title) entered into MyEducation BC should reflect the course content, e.g., XSIEP0A Every Day Money Skills.
- Students enrolled in courses with modifications may also be provided adaptations.

Note: To report student progress for students receiving an educational program with modifications, written comments or letter grades may be used. The most appropriate form of reporting should be determined collaboratively, in consultation with the parent/guardian. Discussion should address the fact that if letter grades are not assigned to report student progress, the course will not appear on the student's transcript.

The code NM may be used only for students whose special needs are such that they are unable to access the curriculum (i.e., students with limited awareness of their surroundings, students with fragile mental/physical health, students medically and cognitively/multiply-challenged.) NM should not be used for any other purpose.



### **Special Education Services: A Manual of Policies Procedures and Guidelines**

[http://www.bced.gov.bc.ca/specialed/special\\_ed\\_policy\\_manual.pdf#page=20](http://www.bced.gov.bc.ca/specialed/special_ed_policy_manual.pdf#page=20)

### **Adaptations and Modifications**

[http://www.bced.gov.bc.ca/specialed/docs/adaptations\\_and\\_modifications\\_guide.pdf](http://www.bced.gov.bc.ca/specialed/docs/adaptations_and_modifications_guide.pdf)

### **Reporting Student Progress: Policy and Practice**

[http://www.bced.gov.bc.ca/classroom\\_assessment/09\\_report\\_student\\_prog.pdf](http://www.bced.gov.bc.ca/classroom_assessment/09_report_student_prog.pdf)

### **Student Progress Report Order**

<http://www.bced.gov.bc.ca/legislation/schoollaw/e/m191-94.pdf>

### **Provincial Letter Grades Order**

<http://www.bced.gov.bc.ca/legislation/schoollaw/e/m192-94.pdf>

## Assessment and Standardized Testing

The assessment section of MyEducation BC contains a combination of core and non-core information. All provincial exams and assessments, including grade 10, 11, and 12 exams, are core. However, other standardized tests and assessment tools required by districts or schools will be entered in this section at the request of districts and independent school authorities through a HEAT request. This is done centrally to avoid duplication and to maintain a common coding for all MyEducation BC districts and schools.

The MyEducation BC database uses two similar terms in this section: Standardized Tests and Standard Tests. These terms are synonymous. Districts are not able to set any of the values in the code tables associated with Standardized Tests and cannot change any of the code values.

Districts and public or independent schools may adopt an assessment from the enterprise selection and then enter detailed assessment information relative to the district or school using the assessment.

The following assessment templates have been created in MyEducation BC to accommodate some district assessment data requirements:

- BC Reading Assessment: Grades 1 – 10
- BC Numeracy Assessment: Grades 1 – 10
- BC Writing Assessment: Grade 1
- BC Writing Assessment: Grades 2 – 10
- BC Social Responsibility Assessment: Grades 1 – 10

### Processes

Choose Standardized Test/Assessment from the Administration menu.

Select the assessments your district will use. This is done through Administration/Standardized Test/District Standardized Tests. Select assessments from the provincial list and add to the district list.

Once the district list has been created, the school can create its own list by choosing Administration/Standardized Test/School Standardized Tests and following the same process.

### Provincial Exams

Exam marks for provincial exams are loaded into MyEducation BC by the province. Marks are loaded as sub-scores for the standard test — this will cause them to appear automatically on the Mark Entry screen. Once EOYR is run, these will then become a part of the student's MyEducation BC transcript record.



**Handbook of Procedures for the Graduation Program**

[www.bced.gov.bc.ca/exams/handbook/](http://www.bced.gov.bc.ca/exams/handbook/)

## Permanent Student Record (PSR) cards

MyEducation BC prints Permanent Student Record (PSR) cards in the Ministry required format (form 1704).

If Permanent Student Record form 1704 data is stored in electronic format:

- The school must be capable of recreating the data in case of a system failure.
- Printouts must represent the fields in the same order as on the form.
- Printouts should clearly display the date and time of production and the school and system from which they have been produced.
- The form must be printed and stored when the student leaves the British Columbia school system.

## Inclusions

MyEducation BC holds all of the information necessary for a Permanent Student Record report. A 1704 report can be printed that meets Ministry requirements. If a student has documentation on file at the school that is part of the student record, the PSR must indicate this.



### PSR and Inclusions

[https://www.bced.gov.bc.ca/classroom\\_assessment/psr\\_instruct.htm](https://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm)

In MyEducation BC, inclusions must be entered identically across districts so the information is consistent when a student transfers.

<b>Event Type:</b>	enter "Inclusion ##"
<b>Year:</b>	enter document date
<b>Comment:</b>	enter the name of the document

Inclusion Statements should include indication of (as per Permanent Student Record Instructions):

- Medical
- Legal
- IEP
- Student Services support



### Permanent Student Record Instructions

[http://www.bced.gov.bc.ca/classroom\\_assessment/psr\\_instruct.htm](http://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm)

## Graduation Transitions

If the student is in Grade 12 and has completed Graduation Transitions, the mark “RM” should be given to ensure this is recorded on the student’s transcript, MyEducation BC Transcript, and the Permanent Student Record.

If the student is in Grade 12 and hasn’t completed Graduation Transitions:

- For a regular school, the student should be given a “W”, “I”, or “F” per the Provincial Letter Grades Order (M192/94) and will not meet graduation requirements.
- If the student continues Graduation Transitions the following year, Graduation Transitions must be subtracted from the course count for that student as Graduation Transitions is only funded once.
- If the student is in a Distributed Learning or alternate school, then the course should be carried through to the next year. Once the mark is provided, the information is included in subsequent Ministry Reports. The student could also receive “W”, “I”, or “F” per the Provincial Letter Grades Order (M192/94) and will not meet graduation requirements.
- If the student is not in Grade 12, they should not be enrolled in Graduation Transitions.

## Daily Physical Activity (DPA) (grades 10 – 12)

A comment of “Meeting requirement” or “Not meeting requirement” is made on term and final reports as indicated in the “Program Guide for Daily Physical Activity - Kindergarten to Grade 12.”

No mark should be given. Comments, once posted, carry over to the student’s transcript record.

DPA is not a course and is not collected by any Ministry reporting.



### DPA Program Guide

[https://www.bced.gov.bc.ca/dpa/pdfs/program\\_guide.pdf](https://www.bced.gov.bc.ca/dpa/pdfs/program_guide.pdf)



**DPA K-9 is included in the PHE curriculum.**

## Ministry Reporting

### 1701

The information collected on Form 1701 is used in the calculation of Full Time Equivalent (FTE) students for public schools. The FTE values are then used to determine funding levels for these schools. This information is also used to monitor various enrolment trends in programs offered by the BC school system.

For adult programs, enter a subgrade of AN or AD (Adult Non Grad or Adult Diploma). There is no program identification needed for 1701. AN and AD are grades for TRAX.



#### Data Collections

<http://www.bced.gov.bc.ca/datacollections>

#### MyEducation BC Documentation: 1701

<http://www.myeducationbc.info/>

### TRAX (Transcripts and Exams)

The Ministry of Education collects data about transcripts and exams for students in grades 10 – 12. Data is submitted through the Principal's School Secure Web in October, January, April, and June.



#### School Secure Web (Principal password protected)

[https://www.bced.gov.bc.ca/exams/tsw/princ\\_terms.jsp](https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp)

#### MyEducation BC Documentation: TRAX

<http://www.myeducationbc.info/>

### SADE (Student Achievement Data Exchange)



#### Data Collections for SADE

<https://www.bced.gov.bc.ca/datacollections/sade/>

#### MyEducation BC Documentation: SADE

<http://www.myeducationbc.info/>

### Class Organization



#### Class Organization Web Form

[https://www.bced.gov.bc.ca/datacollections/help\\_cc.htm](https://www.bced.gov.bc.ca/datacollections/help_cc.htm)

# Summer Learning



MyEducation BC Documentation: Summer Learning Setup  
<http://www.myeducationbc.info/>

## 1701 and TRAX

The following students should be reported by the Summer Learning School:

1. School age non-graduate students who are:
  - a. Enrolled and attending at the Grade 1 – 9 level, for the completion of courses that align with the provincial curriculum, and are offered for a minimum of 40 hours.
  - b. Enrolled and attending in Grade 10 – 12 level courses. Both four-credit courses that meet all the provincial or board/authority authorized learning outcomes within the provincial curriculum offered for a minimum of 80 hours, or partial-credit courses that align with the provincial or board/authority authorized curriculum and are offered for a minimum of 40 hours.

### 1701 and TRAX Data Submissions

For all schools, the 1701 and TRAX file formats are the same as they are throughout the year.

- For 1701, grades 1 – 7 students appear as 1 FTE regardless of the number of courses they are taking.
- For grades 8 – 12, student course counts appear as expected depending on the number of courses the students are taking.

Remember to adjust the course credits to 2 for grade 10 – 12 students who are taking partial-credit courses as defined above.

Summer Learning schools using MyEducation BC SDTest can use the regular 1701 and TRAX extract process to create files for submission.

Schools using MyEducation BC Production for summer school, may use the 1701 and TRAX summer school spreadsheets provided by the Ministry.

## SADE

SADE collects course level data for every student, grades 1 – 12, for all summer schools. It's expected that schools use the Ministry course code that aligns with the area of the provincial curriculum being covered, e.g., a grade 4 student receiving instruction in Mathematics is graded in a MMA—04 course. Districts may add additional characters to differentiate summer courses from their regular courses, e.g., MMA—04SUM

### SADE Data Submissions

All schools may use the regular SADE extract process to create their SADE files. These files will need to be appended to the October SADE submission.

## Attendance

Some form of attendance must be taken and archived to show student participation.



### Data Collections for Summer Learning

<https://www.bced.gov.bc.ca/datacollections/july/>

## Student Services

There is a separate Student Services module in MyEducation BC for collecting information needed to support student learning.

## Designation

In MyEducation BC, a student designation is entered in the Programs section of the School or District View.

When a student has more than one designation and the secondary designation becomes the primary designation, end date both designations and create new records for the primary designation and the secondary designation.

When a student with a current designation withdraws, do not end date the current designation(s). The designation record alerts the new school that a support plan may be needed.

## Code Management

### Adding to Reference Tables

There are reference tables in MyEducation BC to which districts and schools can add items. These are typically “pick lists” within the system. In District View, these are found in Admin Top Tab > Data Dictionary Side Tab. In School View, these are found in Admin Top Tab > Reference Side Tab. Tables that you can edit are identified by “N” in the ExclCodeMgt field and by “All” in the Owner field.

	Name	Category	Owner	ExclCodeMgt	CodeLen
<input type="checkbox"/>	Aboriginal Ancestry Codes	Student	BC (Enterprise)	Y	20
<input type="checkbox"/>	Academic Level Codes	Grades	All (Enterprise)	N	10
<input type="checkbox"/>	Academic Track Selection Subject Area	Schedule	All (Enterprise)	N	25
<input type="checkbox"/>	Academic Track Type	Schedule	All (Enterprise)	N	25

When you add to a reference table, select the code and the description so it makes sense for your users. Codes created by users should be preceded by the district number and should be descriptive. For example, “ENV” is a more useful code than “12435” for an environmental program. Thinking ahead and planning your district codes is recommended to ensure your system makes sense to your users.

Descriptions should also include the district number as outlined in the sample table below:

CODE	DESCRIPTION
39ENV	SD39 Environmental Education Program
5Behaviour	SD5 Behaviour Category (Student Services)
61CEA	SD61 Classroom Education Assistant
15Literacy	SD15 Literacy Goal (Student Services)

## Fees

This section refers to money collected at the school for a specific purpose authorized by the district fees policy. MyEducation BC has a module for assigning fees to individual students or to groups of students. Payments are recorded on individual student fee records. MyEducation BC provides a variety of reports that can be printed including receipts.



**MyEducation BC Documentation: Fees Management**

<http://www.myeducationbc.info/>

## Processes

- Schools enter codes and descriptions for the fees to be charged by creating Fee Types.
- Schools assign fees to students.
- Schools record fee payments.
- Receipts can be issued when fees are collected in a batch or individually.
- Various reports are available to check records.

## Fees and Student Transfer Processes

Outstanding fees remain attached to a student when they withdraw from a school. If the student attends a different school, these outstanding fees will remain on the student record and appear on the account statements at the new school.

- The new school is not able to make a payment or remove the fee from the student record.
- The original school that assigned the fee is able to delete or void the fee from the Cashier’s Office, even after the student has moved to the new school.

Best practice is for schools using fees in MyEducation BC to delete or void outstanding fee balances for students upon withdrawal.



For information on school fees, see the *School Act*, section 82:



### School Act

[http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05 School%20Act%20\[RSBC%201996\]%20c.%20412/00 Act/96412\\_06.xml](http://www.bclaws.ca/civix/document/LOC/complete/statreg/--%20S%20--/05 School%20Act%20[RSBC%201996]%20c.%20412/00 Act/96412_06.xml)

## Staff Records

### Staff Types

Districts have the ability to create their own Staff Type codes. All codes created locally should be preceded by the district number.

**Reference Tables :: Staff Type Codes**

Users | Security | Data Dictionary | Reference Details | Codes | Fields | Comments | Logs

Options | Reports | Help | Search on Code

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	33 AbSupport	Aboriginal Support Worker
<input type="checkbox"/>	Administrator	School administrator
<input type="checkbox"/>	Counsellor	Counsellor
<input type="checkbox"/>	EA	Education Assistant
<input type="checkbox"/>	Secretary	Clerical
<input type="checkbox"/>	SSCF	StrongStart Facilitator
<input type="checkbox"/>	Support	School and District Support Staff
<input type="checkbox"/>	Teacher	Teacher
<input type="checkbox"/>	TOC	Teacher on Call

