Operations and Standards Committee Bulletin March 2016 #4

The purpose of this series of bulletins is to provide information to L1 support personnel about current MyEducation BC business process items of interest and note. Please review the information and share with users in your district. Contact Judy Smith ([Judy.L.Smith@gov.bc.ca](mailto:Judy.L.Smith@gov.bc.ca)) or Ian Larsson ([ian.larsson@gov.bc.ca](mailto:ian.larsson@gov.bc.ca)) if you have any comments or find missing requirements.

# Semester Change Transfer Process for Use Within District

The Next School function of MyEducation BC works for semester change. The OSC tested this process:

1. Student informs you they are moving to a new school
2. Current school fills in NEXT SCHOOL with the new school
3. New school filters for Next Year’s Students
4. Schedule and Workplace allow you to enter semester 2 courses. Enter and POST!
5. Courses now appear in new school’s schedule
6. Current school prints report cards then follows the TRANSFER process (Transfer Pending) before February 1701
7. Attendance can be taken on day 1 of the new semester even if the transfer has not yet happened.
8. If the current school must delay printing report cards until after 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.

Cross Enrollment should not be used for the purpose of semester change transfers within a district.

## **About the Operation and Standards Committee**

The Operations and Standards Committee is a standing advisory committee of the Service Management Council that provides recommendations to the SMC Executive Committee and advice to the MyEducationBC Team regarding the standardization of business practices, common operational procedures, schedules, security and privacy procedures, software configuration, and coding within MyEducationBC.