

Operations and Standards Committee Bulletin

October 31, 2016

Purpose of Bulletin

The purpose of this bulletin is to communicate the standard for entering PSR inclusions recommended by the Operations and Standards Committee, and approved by the Service Management Council.

PSR Inclusions

Audience: *Office clerical staff who look after student records.*

The Ministry of Education requires schools to keep a record of items included in a student's permanent file.

https://www.bced.gov.bc.ca/classroom_assessment/psr_instruct.htm

MyEducation BC allows for each inclusion to be entered separately, and there is a field for entering the expiry date of the document.

When inclusions follow a provincial standard, students who move from one district to another will have consistent information on record.

STANDARD:

Each inclusion will be entered separately in MyEducation BC.

When an inclusion expires, the expiry date will be entered in the appropriate field.

About the Operation and Standards Committee

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

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