

Operations and Standards Committee Bulletin

September 29, 2016

Purpose of Bulletin

The purpose of this bulletin is to reinforce the secondary end-dating standard and the standards regarding movement of students reviewed by the Operations and Standards Committee, and approved by the Service Management Council.

This bulletin reinforces previously published information about processes that are not being followed. Please distribute to your users.

End Dating Secondary School Associations

Audience: Clerical staff who look after student membership records.

Secondary School Associations are created by secondary schools and they are end-dated by the school that created them. Primary schools should not be end-dating secondary school associations that belong to other schools. If a primary school believes a secondary school association should be end-dated, please contact the secondary school and ask them to do so. It is their data.

If you end a secondary school association that does not belong to you, you interfere with student courses, marks and other data related to that course. In particular, DL schools are reporting that schools are ending their secondary school associations with no communication. Student information is lost and DL funding may be affected.

Student Movement Between Districts

Audience: Clerical staff who withdraw, register and transfer students.

Within a district schools can use the transfer function to move students between schools. Designations and IEP's stay intact.

Between districts schools must withdraw the student and the new school must register them – do not use the transfer function between districts. This ends the IEP and Designation. This also allows the receiving district to enter correct registration information in the membership record.

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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