



SD73 - Standard - Student Withdrawal Codes

Please use the following codes when withdrawing students from SD73. If you are unsure about using a code or if a circumstance dictates differently, please contact one of the MyEdBC clerical mentors.

Code	Description
Administrative Trans	Always use this code when transferring a student to <u>Twin Rivers Education Centre</u> . This code may also be used at the discretion of an administrator. Check if in doubt.
Completion – Evergreen	For “graduating” students on a <i>School Completion Certificate Program</i> only . Ensure that the diploma met date is included before you withdraw student with this code.
Death	Student death while registered at the school. Before withdrawing ensure that you clear/sever any shared address/contact and sibling links, in addition to disabling user-related accounts
Discont Schooling	Student has stopped attending school. This code is especially important as the SD #73 School Completion Coordinator uses this code to track school-aged students who leave school and do not graduate.
<u>DL School</u>	Student will be continuing their schooling at a Distributed Learning School (i.e. @KOOL, EBUS, SCIDE etc). If you are unsure if the school is a DL school, contact them before you withdraw.
<u>Exchange Complete</u>	This code will be used for any fee-paying Exchange or International students that will return home when their exchange is complete. This is not to be used for any International students who will graduate in the BC school system. This code may also be used for any Students on a Reciprocal Sports Exchange program.
Expulsion	Student is expelled from school and does not return. Please use based on the directive of an administrator.
Graduated – Dogwood	Use for any student who graduates with a Dogwood Diploma . This includes students in the 1995, 2004 or Adult Grad Program . Ensure that the diploma met date is included before you withdraw a student with this code.
*Home Schooling	This is to be used if a parent notifies us that their child will no longer be enrolled in a regular school as it is their wish to have the child home schooled. <i>*Administrators should encourage any parent who wishes to home school their child to remain registered with the home school if possible. If a student is to remain registered with the school, a grade sub-level of HS needs to be recorded in MyEdBC . Schools will need to contact parents of any home-schooled student each year (before September 30th) to confirm homeschooling status and update any student information.</i>
Indp School Out Dist	Transfer to an Independent School outside of our district within BC.
Indp School in Dist	Transfer to an Independent School in our district catchment area (St. Ann’s, OLPH, KCS, S’Klep School of Excellence, Ecole Collines-D’Or).
Medical	Student cannot complete schooling due to serious illness or injury.
Moved out of BC	Student moves out of BC, but has not yet registered at another out-of-province school. If unsure or you have not received a file request, just use the Discontinued Schooling withdraw code. This will then initiate follow-up from the school completion coordinator later on. If you receive a request from an out of province school later on you can edit the withdrawal code to School Out Prov.



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No Show	<ul style="list-style-type: none">• Typically, this code would be used if a new student has pre-registered at your school and then does not show up.• If a student previously attended your school (until June), was pre-transitioned to return the next school year, and does not show up in September, use Discontinued Schooling, not “No Show.”• Use for any International/Exchange students who pre-register and do not show up.
Publ School in Dist	Student has transferred to any Public (Bricks and Mortar) School within our district catchment area.
Public School Out Dist	Student has transferred to a public school out of our district.
School Out Cntr	This code should be used for non-graduating, non-exchange students who are moving outside of Canada. This may include: Students with a Citizenship Code of Canadian Citizen; Permanent Resident/Landed Immigrant; or International Funding Eligible , as they may be the children of parents in Canada on a work/study permit.
School Out Prov	Student has registered at another school outside of British Columbia and this has been confirmed by an official file request.
To Institution	Student is transferring to any other type of institution (i.e. correctional center, psychiatric facility etc).
To Post-Secondary Ed	Use if the student has been withdrawn from your school and is attending a post-secondary institution.

This document is based upon the Ministry of Education document: [MyEducation BC Standards: A Manual for Managing Student Information](#)