

## Inclusions in MyEdBC

You need to enter an Inclusion into the Student Information System, as required by the Ministry of Education, which become part of a Student’s Permanent Student Record (PSR). These events include when a legal custody order is on file, a student has a life threatening medical situation, has a legal name change, they register as a homeschooler, or have an IEP on file (student is designated with a Special Education coding).

### Entering Inclusions in MyEdBC

1. In the School View >Student TT >choose student and click into the Transactions side-tab
2. Click on the “Inclusions” sub-side-tab

The screenshot shows the MyEdBC interface. At the top, there are tabs for 'Pages', 'School', and 'Student'. Below the tabs, it says 'Student List :: 01' followed by a redacted name. On the left, there is a vertical menu with various options: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions (highlighted in yellow), Fees, Payments, and Inclusions (highlighted in yellow). Under 'Inclusions', there is a 'Details' sub-tab. To the right of the menu, there are buttons for 'Options' and 'Reg'. Below these, there is a table with columns for checkboxes and dates. The table contains two rows: one with a checked box and date '7/24/2017', and another with a checked box and date '5/17/2018'.

3. Determine the circumstance you need to enter the inclusion for: Legal, when you have an official provincial court/custody order; Medical, when there is a life-threatening illness and you have collected the accompanying forms from the parent; Legal name changes (require copy of official government documentation); Homeschoolers; or students on an IEP (entered by Learning Services only)
4. Click Options >Add
  - Inclusion date: date of entry
  - Expiry date: expiry date of the court order
  - Inclusion type: **Inclusion 01 (numbering each new inclusion as 02, 03, 04, etc.)**
  - School year: use magnifying glass to choose current school year
  - PSR Comment (examples):
    - Legal: Court Order 25-FEB-2016: Mom and Dad have joint guardianship
    - Medical: Life Threatening Illness, diabetes
    - Name Change: Legal name change from Smith, Robert James to White, Robert James
    - Homeschoolers: Student is registered as a Homeschooler
    - Designated students: Student IEP on file
  - Click SAVE



Ministry of Education  
**PERMANENT STUDENT RECORD**

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<input type="checkbox"/>	MEDICAL ALERT
<input checked="" type="checkbox"/>	LEGAL ALERT

STUDENT INFORMATION			P.E.N.	[REDACTED]
LEGAL FAMILY NAME [REDACTED]	LEGAL FIRST NAME [REDACTED]	LEGAL MIDDLE NAMES [REDACTED]		
USUAL FAMILY NAME (if different)	USUAL FIRST NAME (if different) Jeremy	USUAL MIDDLE NAME(S) (if different)		
GENDER <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD-MON-YYYY) [REDACTED]	BIRTH COUNTRY Canada	INITIAL ENTRY FROM First Time Entry	VERIFICATION Birth Certificate

RECORD OF SCHOOLING						
MINCODE	DISTRICT-SCHOOL NAME	ENTRY		EXIT		
		GRADE	ADMIT DATE	GRADE	WDR DATE	REASON
4242010	42 - Glenwood Elementary SD42	KF	13-Aug-2012	01	27-Jun-2014	To Public School, In District
4242043	42 - Hammond Elementary SD42	02	05-Aug-2014			

STUDENT RECORD INCLUSIONS		
DATE DD-MON-YYYY	DESCRIPTION AND DOCUMENTATION	EXPIRY DATE DD-MON-YYYY
	Legal document on file that impact student	
27-Sep-2013	Student IEP on file	
01-Oct-2018	Legal Alert: Foster Parent has permanent custody. Mother has supervised access.	

**ACHIEVEMENT/ATTENDANCE RECORD**