

Registering Students for Next Year

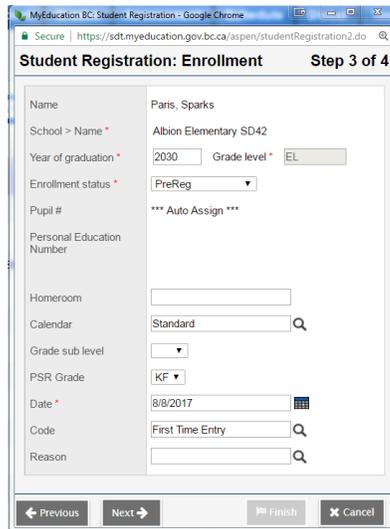
Registration

Scenario 1: Brand new student never before enrolled in a MyEd school

1. Student TT

- a. Option >Registration >Register Student
- b. Restrictive Query using **legal last name, gender and date of birth** (taken from the legal proof of age documentation you have collected)
- c. Presuming no record will be found, proceed with Step 2 (Student Registration : Demographics)
 - i. Enter as much detail as you can in this window (general and address subtop-tab)
 - ii. **Ensure you choose the calendar** (use the magnifying glass and choose 'standard')
- d. Proceed to Step 3 (Student Registration: Enrollment - see illustration below)
 - i. Year of Graduation: enter the year of grad which will populate the grade
Note: Kindergarten next year will populate a grade of EL (this is correct and will change to KF through End Of Year Rollover)
 - ii. Enrollment Status: **change to PRE-REG**
 - iii. PSR Grade: enter the grade level for when they begin school in September. Example: Kindergarten next year will read KF as a PSR grade.
 - iv. Date: **The day you are entering the student into MyEdBC**
 - v. Code: First time entry
- e. Proceed to Step 4 (Student Registration: confirmation)
 - i. Review and click Finish
- f. Click into the demographics of the student record and set a "Next School" for next year (your own school). This will ensure that the Pre-Reg status students appear under the Next Year Students filter.

Illustration of “Student Registration: Enrollment”, Step 3:



MyEducation BC Student Registration - Google Chrome
Secure | https://sdt.myeducation.gov.bc.ca/aspn/studentRegistration2.do

Student Registration: Enrollment Step 3 of 4

Name: Paris, Sparks
 School > Name: Albion Elementary SD42
 Year of graduation: 2030 Grade level: EL
 Enrollment status: PreReg
 Pupil #: *** Auto Assign ***
 Personal Education Number:
 Homeroom:
 Calendar: Standard
 Grade sub level:
 PSR Grade: KF
 Date: 8/8/2017
 Code: First Time Entry
 Reason:

Previous Next Finish Cancel

Scenario 2: Student is enrolled in another MyEd School (in or out of district)

1. Student TT

- a. Option >Registration >Register Student
- b. Restrictive Query using **legal last name, gender and date of birth** (taken from the legal proof of age documentation you have collected)
- c. MyEd returns a matching student
 - i. If the EnrStatus is ‘withdrawn’ select the student and continue the registration
 - ii. If the EnrStatus is ‘active’ contact the primary school and request a pre-transition to your school

Matching student found. Selecting a student will activate this student with their existing student information. Click cancel to close this window and enter a new student.

1 record 

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal	Contact
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	M	4/30/2009	[REDACTED]	[REDACTED]	01	Active	6/29/2012	Harbour View Elementary , Coquitlam

OK Cancel

NOTES:

Legal Names/Usual Names:

Usual name fields **MUST** be entered even if they are the same as the legal name.

Adding Contacts (parents/emergency) to NEW Registrants:

When adding contact records for new students, use the pick list (magnifying glass) to first search for an existing contact record. It is important **NOT** to create multiple contact records of the same person in MyEdBC.

Finding Next Year's Students:

In order to find all of your next year's students, you will have to use **two filters**. From the Student TT, the **"Next Year"** filter will give you all of the students who have been pre-transitioned to your school and the **"Pre-Reg Students"** will return the results of all of those students that you have pre-registered as new students for next year. For both of these filters, use the Pre-transition field set to set the Next Homeroom.

Add Next Year's Homeroom

If can add a next year's homeroom in the Pre-transition field set in the **"NextHomeroom"** column. You can do this through a "modify list" or "mass update" option. Through EOYR, this will transfer over to become the students' new homeroom. **CAUTION:** If you populate the next homeroom prior to EOYR, after EOYR takes place any parent with a *MyClass* account will be able to see the new homeroom for their student(s).

Pre-transitioning Students

There are multiple ways to set the Student's School for next year:

Individually:

1. From the Student TT, locate the student
2. Click into the student's demographics
3. In the '2nd section' in the "Next School > Name" field, use the magnifying glass to bring up the pick list
 - a. Search for appropriate next year school and click OK
 - b. If the student is leaving your school, add an appropriate withdrawal code to the "Pre-transition withdrawal code" field as well.
 - c. **SAVE** before leaving the page

Mass Update:

1. From the Student TT, choose the field set "Pre-Transition"
2. Filter for "Elementary K-6 Students" (if you're an elementary school) or "Secondary Grades 8-11 Students" (if you're a secondary school). Elementary schools will update the grade 7s separately as they go to various secondary schools and grade 12s are not pre-transitioned (except those that are returning) because they are presumed to graduate.
3. From the Options Menu >Mass Update. A pop up window opens, from the drop down menu in the "Field" choose "Next School". Using the magnifying glass find your school and click update.
4. If you have students leaving your school next year, add a Pre-transition withdrawal code in the same manner (mass update as in #3) except use the "Pre-transition withdrawal code" for the field to be mass updated. Determine if it's "In District" or "Out of District" and use the appropriate withdrawal code from the pop up window. Click update.
5. All Pre-Reg students should also have a Next School set. These are the students you have registered as new for next year. Filter to "Pre-Reg Students" and ensure your field set is "Pre-transition." Follow Step 3 to mass update their next school as well. This will ensure that your Pre-Reg students will now show under the filter, "Next Year Students." It is easier to determine your enrollment for next year when all students are under one filter.

Modify List:

1. From the Student TT, choose the field set “Pre-Transition”
2. Filter to “Primary Active Students” (you cannot set the next school for a secondary student)
3. From the Options Menu >Modify List. Click onto the ‘pencil’ in the column you wish to modify. Use the magnifying glass (pick list) to make the appropriate selection for students. Don’t forget to save the column before you change the page or you’ll lose your changes.
 - a. If you have **students leaving** your school but you don’t know where they’re heading to, or they’re leaving for out of province, then **do not** indicate a next school name but you will have to put a ✓ in the withdrawal column for the student. This will change the “N” to a “Y” and will tell MyEd to remove them from your data for next year.
 - b. For students leaving your school for another school using MyEd, simply set their NextSkI>Name by using the magnifying glass and making the appropriate school choice.
 - c. For students leaving your school, ensure you add an appropriate withdrawal code to the “Pre-transition withdrawal code” column.
 - d. The Pre-Transition field set also gives you the ability to put in next year’s homeroom and for secondary schools, the grade 12s that are graduating a “diploma granted date” (also mass updateable...just be sure to sort your data first).
 - e. For returning grade 12s, be sure to indicate the Next School **AND** you must ✓ the box for “retain grade” which will return that student to grade 12.
 - f. To retain a student in the same grade, ensure you indicate the Next School **AND** you must ✓ the box for “retain grade” which will return that student to the same grade that they are in the current school year.