

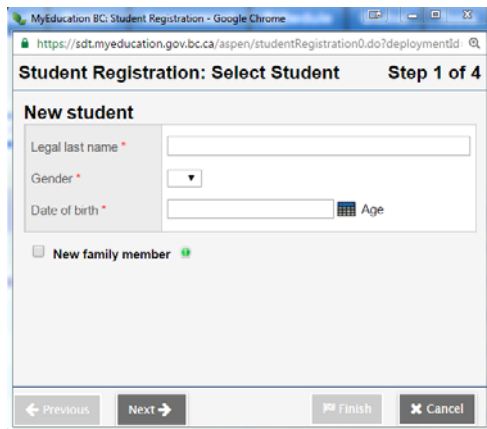
Registering Students Withdrawing Students / Transferring Students

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)



MyEducation BC: Student Registration - Google Chrome
https://sdt.myeducation.gov.bc.ca/aspen/studentRegistration0.do?deploymentId

Student Registration: Select Student Step 1 of 4

New student

Legal last name *

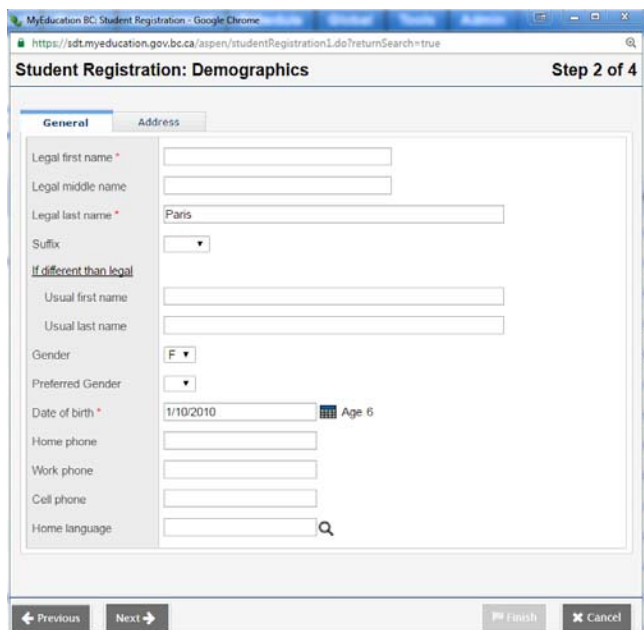
Gender *

Date of birth * Age

New family member

← Previous Next → Finish Cancel

- c. Presuming no record will be found, proceed with Step 2 (Student Registration : Demographics)



MyEducation BC: Student Registration - Google Chrome
https://sdt.myeducation.gov.bc.ca/aspen/studentRegistration1.do?returnSearch=true

Student Registration: Demographics Step 2 of 4

General Address

Legal first name *

Legal middle name

Legal last name * Paris

Suffix

If different than legal

Usual first name

Usual last name

Gender F

Preferred Gender

Date of birth * 1/10/2010 Age 6

Home phone

Work phone

Cell phone

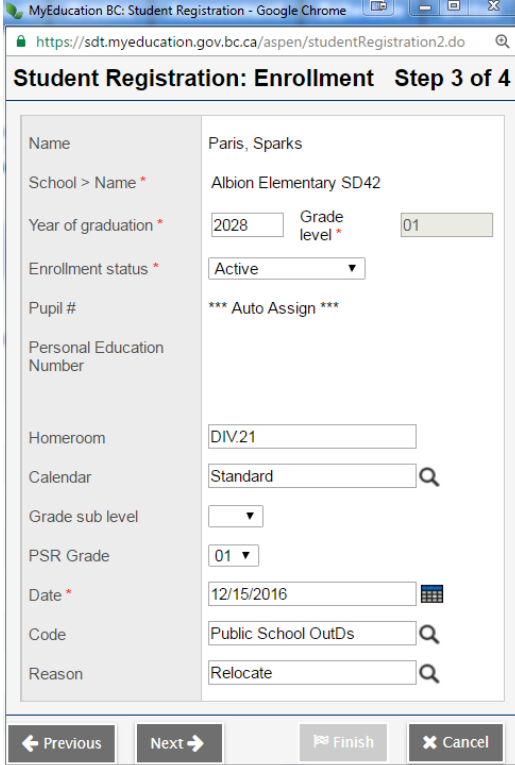
Home language

← Previous Next → Finish Cancel

- i. Enter as much detail as you can in this window (general and address subtop-tab)

d. Proceed to Step 3 (Student Registration: Enrollment) (see illustration below)

- i. Year of Graduation:
- ii. Enrollment status: Active
- iii. Homeroom (it is better to add the Homeroom to the student demographics once you have finished the registration process)
- iv. **Calendar** (use the magnifying glass and choose 'standard'). This is **very important** as a calendar must be assigned to a student in order for teachers to see them in their class lists.
- v. PSR Grade: enter the grade level for when they begin school in
- iv. Date of entry to your school
- v. Code: use the pick list to select
- vi. Reason: use the pick list to select



The screenshot shows a web browser window titled "MyEducation BC: Student Registration - Google Chrome" with the URL "https://sdt.myeducation.gov.bc.ca/aspn/studentRegistration2.do". The page header reads "Student Registration: Enrollment Step 3 of 4". The form contains the following fields:

Name	Paris, Sparks
School > Name *	Albion Elementary SD42
Year of graduation *	2028
Grade level *	01
Enrollment status *	Active
Pupil #	*** Auto Assign ***
Personal Education Number	
Homeroom	DIV.21
Calendar	Standard
Grade sub level	
PSR Grade	01
Date *	12/15/2016
Code	Public School OutDs
Reason	Relocate

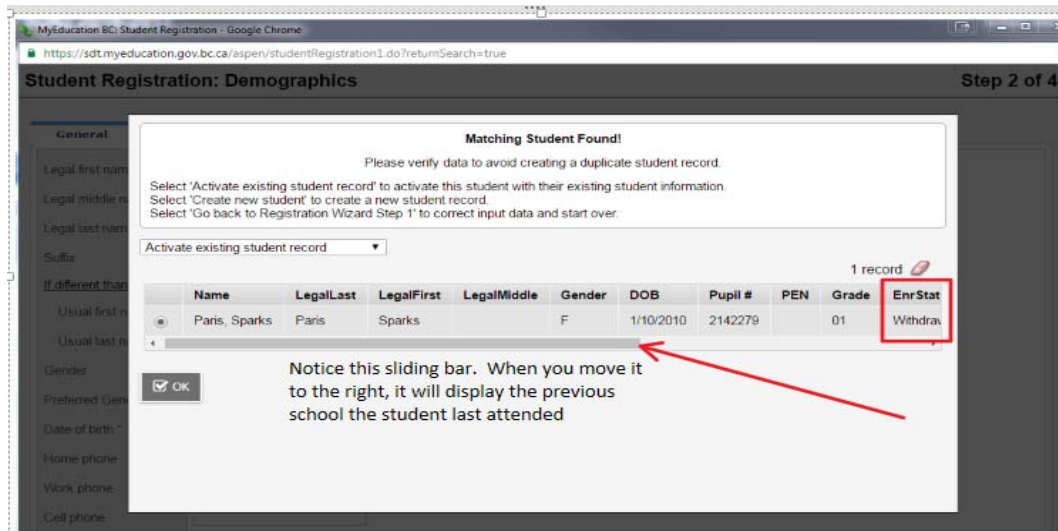
At the bottom of the form are four buttons: "Previous", "Next", "Finish", and "Cancel".

e. Proceed to Step 4 (Student Registration: confirmation)

- i. Review and click Finish

Scenario 2: Student new to your school, coming from an out of district 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. MyEdBC returns a matching student




- Select this student if he/she exactly matches your criteria **AND** their enrollment status is **withdrawn**. Click OK.
- d. The window for Step 2 (Student Registration: Demographics) as shown in the previous scenario above appears, except all of the student's demographic information is included. Change the information as needed (likely phone number and address) and proceed to Step 3 of the process.
 - i. Year of Graduation:
 - ii. Enrollment status: Active
 - iii. Homeroom (it is better to add the Homeroom to the student demographics)
 - iv. **Calendar** (use the magnifying glass and choose 'standard'). This is **very important** as a calendar must be assigned to a student in order for teachers to see them in their class lists.
 - v. PSR Grade: enter the grade level for when they begin school in
 - vi. Date
 - vii. Code: use the pick list to select
 - viii. Reason: use the pick list to select
 - e. Proceed to Step 4 (Student Registration: confirmation)
 - i. Review and click Finish

Students Withdrawing

Transferring Students to a new school in district

The Transfer feature, in MyEdBC is to be used **only** when a student withdraws from your school to attend another school **in the same district**. **DO NOT withdraw** students in this scenario.


Current School

1. Student TT
 - a. Search for student transferring and click into the **Membership** Side Tab
 - b. Click into the **Programs** sub-side tab and **end-date any programs assigned at your school**
 - c. Click **Save**
 - d. Click into the **Details** Side Tab >demographics sub-top-tab
 - e. In the middle section on this page, locate the **Transfer pending** box and check it
 - f. Using the pick list , choose the school (in district) that the student is transferring to

School > Name	Albion Elementary SD42	Transfer pending	<input checked="" type="checkbox"/>
Next School > Name	<input type="text"/>	Transfer School > Name	Alexander Robinson Elementary SD42  
Out of Catchment	<input type="checkbox"/>	6 year Grad CohortID	
Out of Catchment School	<input type="text"/>		






- g. Click **Save**



New School

1. Student TT
2. Option >Registration >Transfer Student
3. Using the pick list , select student
4. Complete the Date, Code, and Reason fields as demonstrated below

MyEducation BC: Transfer Student - Google Chrome
https://sdt.myeducation.gov.bc.ca/aspen/studentTransfer.do

Transfer Student

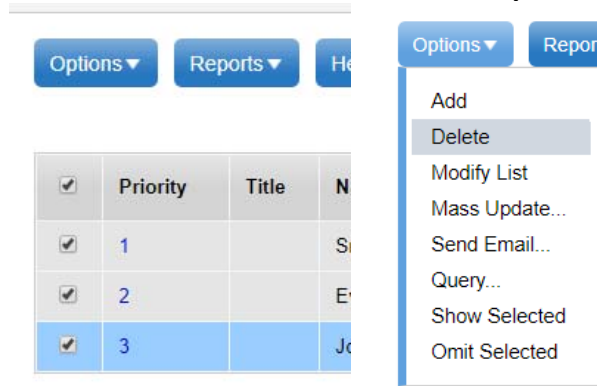
Name	Paris, Sparks 		
Withdrawal		Entry	
Current School	Albion Elementary SD42	Destination School	Alexander Robinson Elementary SD42
Date	12/15/2016 	Date	12/15/2016
Code	Publ School,In Dist 	Code	Public School InDs 
Reason	<input type="text"/>	Reason	Relocate 

 Save  Cancel

5. Click **Save**
6. Locate newly transferred student in Student Top Tab and ensure you add the new Homeroom and make any required changes to any address and/or contact information.
7. Add the student to attendance blocks (Elementary School) or courses (Secondary School)

Student moving out of District

1. Search and find student who is withdrawing
2. Click into the **Membership** side tab >**Programs** sub-side-tab
3. End date any programs at your school
4. Remove student from attendance blocks
5. Run two copies of a Student Verification report; one for the G4 file and one to keep with the withdrawal form in the office.
6. Print a copy of the PSR card for the G4 file.
7. From the Student TT, select the Student that is leaving the district and click on the Contacts ST. **Check all contacts. Options >DELETE**



The screenshot shows a software interface with a table and a dropdown menu. The table has columns for 'Priority' and 'Title'. The dropdown menu is open, showing options like 'Add', 'Delete', 'Modify List', etc. The 'Delete' option is highlighted.

Priority	Title
1	
2	
3	

This process will disconnect any contacts with the students **prior** to them leaving our district and therefore will eliminate any issues with shared contacts being altered by users from other districts. In addition, it will also eliminate issues connected from shared contacts with parent MyClass accounts.

8. Click on the Student Top Tab and check the box beside the withdrawing student

<input checked="" type="checkbox"/>	Paris	Sparks	Paris, Sparks
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8. Options >Registrations >Withdraw Student and complete the fields in the Withdraw Window.
9. Ensure you set the status to **withdrawn**, and check both the **disable related user accounts** and **create former school association** boxes, and enter the PSR grade (grade student is in upon withdrawal) **NOTE: When withdrawing designated students, DO NOT check the box to "Keep student in special education"**

MyEducation BC: Withdraw Student - Google Chrome
sdt.myeducation.gov.bc.ca/aspen/studentWithdrawal.do?prefix=ENR&context=student....


Withdraw Student

Name	[REDACTED]
Current Primary School	Hammond Elementary SD42
Date	8/14/2019
Code	Publ School,Out Dist
Reason	[REDACTED]
Status *	Withdrawn
Keep student in special education	<input type="checkbox"/>
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>
PSR Grade	06

OK Cancel

10. Click OK


[Yellow Bar]

 Exit this student from district and from special education. Proceed?

Yes No

Click Yes

11. Student is now ready for pick up by the new out of district school

12. You still have access to view this student in your **Former Students** Filter  but no longer any contact information. This is why it is important to run the student verification form prior to deleting all contacts and keeping a copy in the office for any potential future reference.

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.