Elementary Pre Transitioning Students for Next School Year

This document will demonstrate how to pre transition your students for the next years school.

Options 1: Students Returning to your school next year.

1) Student Top Tab → Filter: Elementary K-6 → Field Set: Pre-Transition

2) Options: Mass Update → Field: Next School Year → Value: Click into 🔍 and chose your school. Click Update and then Ok and Ok for the pop ups.
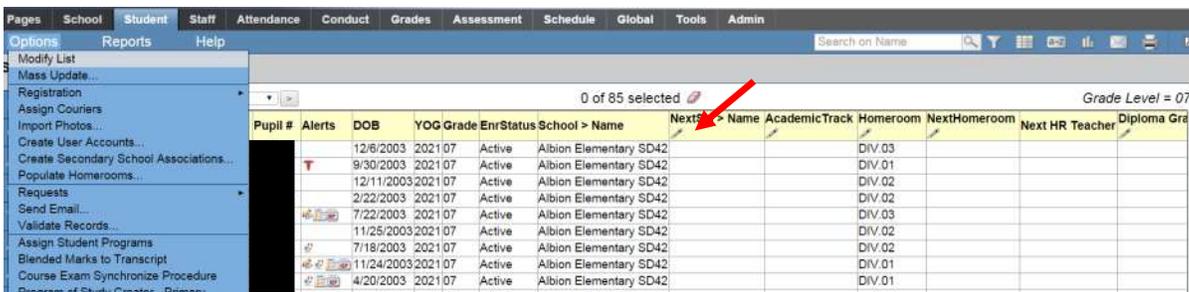

3) Your K-6 students will now all have a next school year indicating they are returning to your school. **For students who are not returning to your school please see the next page.**

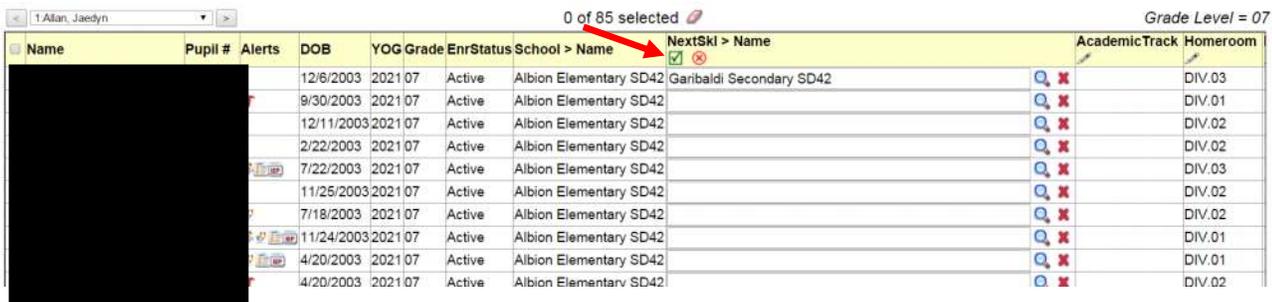# Option 2: Students not returning to your school next year.

Grade 7's

1) For your grade 7's Filter Grade Level = 7 and set your field set to Pre Transition
2) You now have 2 options on how to assign a school to students.
    a. Mass Updating the Next School
        i. You can select all the students going to a particular high school and then **Options: Show selected.**
        ii. Options: Mass Update → Field: Next School Year → Value: Click into 🔍 and chose the appropriate high school. Click Update and then Ok and Ok for the pop ups
        iii. You will then need to go back and Filter: Grade Level = 7 for Primary Active and hand pick the students for the next school and repeat.
    b. Using Modify List for Next School
        i. Filter Grade Level = 7 for Primary Active students
        ii. **Options: Modify List**. Pencils will appear in column header. Click on the pencil for next school year.
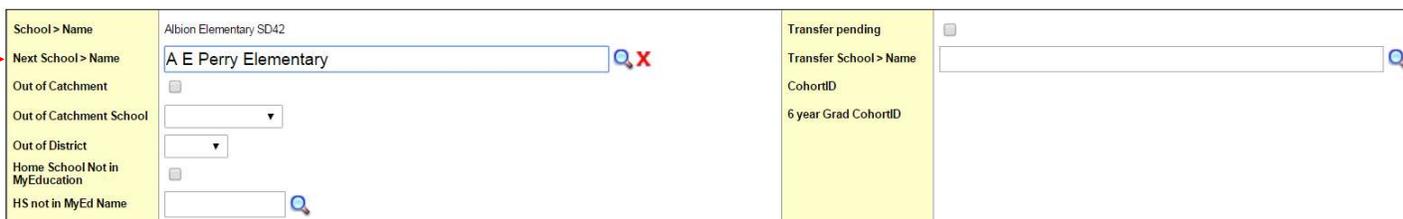

        iii. For each student select the appropriate next school using the 🔍.
        iv. **NOTE: You must click the ☑ before you move to the next page or the schools will not save.**

Other Students

1) For your students who are leaving your school to attend **another MyEdBC school** within the province.
    • Select the student you wish to transition and click into the details. Scroll down and find the Next School Name and find the school in the pick list. Click Save

2) For your students who are leaving your school to a **school not in MyEdBC.**
- Filter: Primary Active → Field Set: Pre Transition → Options Modify List
- In the **Withdrawn** column, the box needs to be checked and there should be no **Next School Name.**

0 of 574 selected

Primary Active Students

YOG	Grade	EnrStatus	School > Name	NextSkl > Name	AcademicTrack	Homeroom	NextHomeroom	Next HR Teacher	Diploma Granted Date	RetainGrade	Withdraw	To be Graduated
2022	06	Active	Albion Elementary SD42	Albion Elementary SD42		DIV.05				N	N	N
2021	07	Active	Albion Elementary SD42			DIV.03				N	Y	N
2024	04	Active	Albion Elementary SD42	A E Perry Elementary		DIV.12				N	N	N
2024	04	Active	Albion Elementary SD42	Albion Elementary SD42		DIV.12				N	N	N