



# 4.2 Home School Transfer

A *Home School Transfer* occurs when a student needs to swap their Primary and Secondary Schools. To perform this task, we will make use of the **Transfer** function.

**Note: Before** you do a Home School Transfer, you will need to take a screen shot of the student's schedule. You will have to reschedule the student back into their classes at what ends up being the new cross-enrolled school (the former Primary School). All information (Marks, attendance, etc.) will remain once the student is rescheduled back into the class.

There are three steps to performing a Home School Transfer in MyEducation BC:

- 1. set the transfer of the student from the original primary to the original secondary school (which will make the primary)
- 2. end the cross-enrollment at the original secondary school and complete the transfer
- 3. cross-enroll the student back to the original primary school (which makes it now the secondary).

For our example, we will take a student who is set up as a primary school at **Traditonal Learning Academy** and is cross-enrolled with **Garibaldi** as the secondary school, and perform a Home School Transfer process to switch those schools.

# STEP 1

#### 4.2.1 Set the Student Transfer flag at the Primary School

From the "Sending School" or District: (your school is currently set as the secondary school so in our example, TLA does this piece)

School or District view > Student top tab

- 1. Click the blue, hyperlinked name of the student that will be transferred to a new school.
- From the Details page for the student, click the *Transfer pending* checkbox, and then click the magnifying glass in the *Transfer School* > *Name* field to select the school the student will be sent to (in our example, they'd set this to Garibaldi)





School > Name	Traditional Learning Academy		Care Card	Test - Care Card	
Next School > Name		Q,	Confidential Student Date		
Year of graduation	2016		Family Courier	No 🔻	
Grade level	11		Locker		Q
Grade sub level			Out of Catchment		
Enrollment status	Active		Out of District	Yes 🔻	
Calendar	Standard - SD34		Home School Not in MyEducation		
Homeroom	E312		Diploma Granted Date		
Counsellor	<b></b>		Transfer pending		
			Transfer School > Name		Q

- 3. Once the Transfer School pop-up appears, find and select the school the student will be **transferred to**, followed by the **OK** button.
- 4. Click the **Save** button on the student record to finalize the selection. Your student is now ready for the Receiving School to accept the transfer.

# STEP 2

# 4.2.2 Ending Cross-Enrollment at Secondary School

#### This is still Traditional Learning Academy (in our example) performing this task.

The second step to the Home School Transfer is to end the cross-enrollment at the secondary school. In our example, our student is cross-enrolled to *Garibaldi Secondary School*, and will be moving there as a Primary student, and finishing up a course or two at *Traditional Learning Academy*. Before beginning, TLA must go to the student's **Schedule** side tab, viewing it in List View to see all courses at all schools they are enrolled in.

Steps to end cross-enrollment at Garibaldi Secondary:

- 1. From the School view, click the Student top tab.
- 2. Click the checkbox beside the student's name, and click the Membership side tab.
- 3. Click the Schools sub-side tab.
- 4. Click the blue, hyperlinked name of the schools whose association you wish to end.





Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin		
Options	s F	Reports	Help							Y III	a+z 🛛	b 🖶	
Student I	List :: 10	) - Johnsor	i, Lisa 🤰	<u>}</u> ×									
Details						0 of	1 selected 🥖					All	Records
Contacts		School > Name	•			Year	Туре		Start			End	
Attendance		Garibaldi	secondary	SD42		2015	Secondary		25/02/2014				
Conduct													
Transcript													
Assessmer	nts												
Academics													
Schedule													
Enrollment	t												
Schools													
Details													

5. Update the end date to when you wish to remove the student from the secondary school.

**Note:** If you choose today's date, the student will remain in your secondary school's student list until midnight. As well, the Secondary School alert will remain until that time. **If you wish the student to be removed immediately, and the alert to disappear, enter a date prior to the current date.** 

6. Save the record.

Our student will now be "withdrawn" from *Garibaldi Secondary*. The record will remain in the **Membership** side tab > **Schools** sub-side tab for historical purposes and the transcript will remain intact. She will not appear in the class rosters for any of the sections until we transfer her in the next step and reattach her courses.

# STEP 3

# 4.2.3 Transfer Student to New Primary School

You are now ready to transfer our student from *Traditional Learning Academy* to *Garibaldi Secondary SD42*. Transfer functionality is a *pull* transfer, meaning you receive at the new school from the original school. This will make the student a primary student in *Garibaldi Secondary SD42I*, and no longer at *Traditional Learning Academy*.

To Transfer a student: (This is Garibaldi's step now)

1. From the Options menu, select Registration > Transfer Student.





Pa	iges	s School Student Staff			Attendance	Condu	
	Options	Rep	iorts H	lelp			
Stu	Modify Mass U	List pdate					
	Registr	ation	•	Register Student			
Da	Assign	Couriers		Transfer Student			
De	Import	Photos		Withdraw Student			
Co	Create User Accounts					Change Student	Status
	Create	Secondary Scho		Promote/Demote	Student		
Atte	Populate Homerooms					Archive Student	
-	Requests					Graduate Seniors	

2. When the Student Transfer pop-up appears, click the magnifying glass in the *Name* field to get a list of students who have been assigned to transfer to your school, and select the correct student. Fill in the date under the Withdrawal side of the screen. This will automatically populate the date field on the Destination side of the screen. You may change that date as you require, based on when the student will appear in their new school. *Code* and *Reason* are not required fields.

Name	Johnson, Lisa Q	_		
<u>Withdrawal</u> Current School	Traditional Learning Academy	Entry Destination School	Garibaldi Seconda	ary SD42
Date	28/01/2015	Date	28/01/2015	
Code	Q	Code		Q
Reason	Q	Reason	Î	Q

3. Click the OK button to finish. Our student is now a primary student at Abbotsford Virtual.

# 4.2.4 Create Cross-Enrollment at "New" Secondary School

Now that you have transferred your student to *Garibaldi Secondary SD42*, you need to create the secondary school association back to *Traditional Learning Academy*. The "other" school has to do this now to bring the student back as a secondary student (in our example, this would be done by Traditional Learning Academy.)

To associate our student with *Traditional Learning Academy* as a secondary school:

1. From the **School** view, click the **Student** top tab.





2. Click **Options**, and select **Create Secondary School Associations**.

The Create Secondary School Associations wizard appears:

Secondary school District year Start date End date Legal first name Gender Date of birth Traditional Learning Academy Traditional Le	Pull		
District year 2014-2015   Start date 01/08/2014  End date 31/07/2015  Legal first name Legal last name Gender  Date of birth	Secondary school	Traditional Learning Acaden	ny
Start date 01/08/2014   End date 31/07/2015    Legal first name  Legal last name  Gender  Date of birth  Age	District year	2014-2015	•
End date     31/07/2015       Legal first name	Start date	01/08/2014	
Legal first name Legal last name Gender	End date	31/07/2015	
	Legal first name Legal last name Gender Date of birth	Age	

- 3. Select the District year for the cross-enrollment.
- 4. Enter the Start date and End date that the student will attend the secondary school. These will default to the start and end date of the *school calendar*.
- 5. Enter the Last name, Gender, and Date of birth for the student. These are mandatory.
- 6. Click **Search**. A pop-up lists the student's name, some demographic information, and contact information for the student's primary school. Click **OK**.

The student should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon () in the Alerts column.

The last step is to reschedule the student back into the courses at the Secondary School (cross enrolled school); in this case, *Traditional Learning Academy*. They must go back to their screenshots, and put the student into the courses she has remaining to complete at this school.