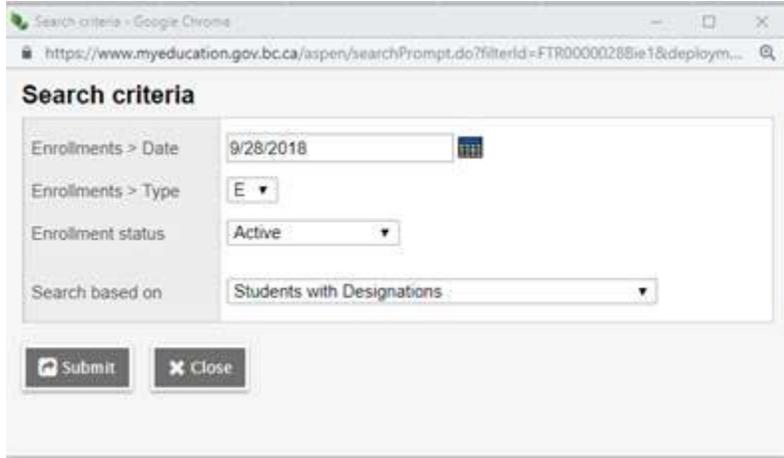


How to Find New Enrollments with Designations and/or Designated Students who are Withdrawn

1. Enrollments:

District View > Student TT > Filter > "Admissions/Withdrawals with Designations" > Set the parameters as shown below (choosing whatever date 'on or after' that you want for when they enrolled (in this case)



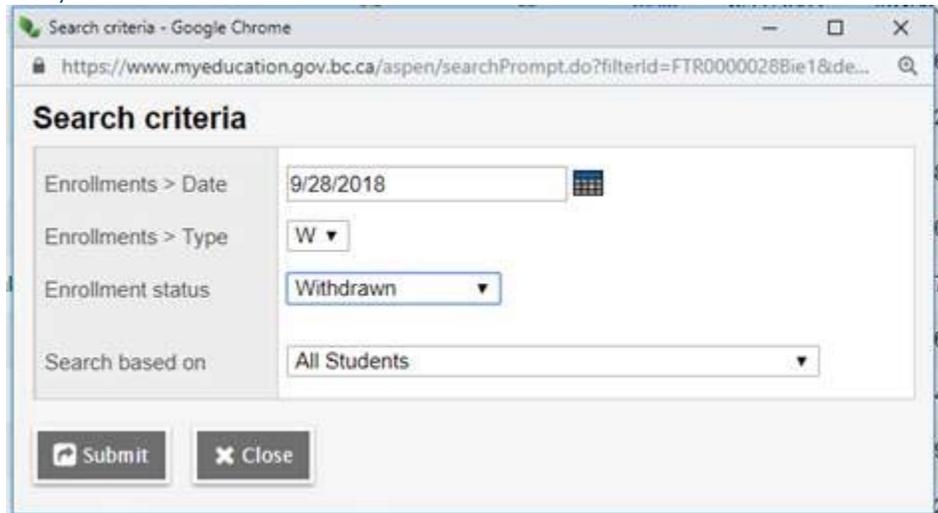
The screenshot shows a web browser window with the URL <https://www.myeducation.gov.bc.ca/asper/searchPrompt.do?filterid=FTR00000288ie1&deploym...>. The page title is "Search criteria". The form contains the following fields:

- Enrollments > Date: 9/28/2018
- Enrollments > Type: E
- Enrollment status: Active
- Search based on: Students with Designations

At the bottom of the form are two buttons: "Submit" and "Close".

2. Withdrawn students (this one you need to look for withdrawn students and former students who may now be at another MyEdBC school):

District View > Student TT > Filter > "Admissions/Withdrawals with Designations" > Set the parameters as shown below choosing whatever date 'on or after' that you want for when they were withdrawn (in this case)



The screenshot shows a web browser window with the URL <https://www.myeducation.gov.bc.ca/asper/searchPrompt.do?filterid=FTR00000288ie1&de...>. The page title is "Search criteria". The form contains the following fields:

- Enrollments > Date: 9/28/2018
- Enrollments > Type: W
- Enrollment status: Withdrawn
- Search based on: All Students

At the bottom of the form are two buttons: "Submit" and "Close".

Use the "SD42 Student Services Field Set"  to see what school they were at when they had attended in our district.

Now repeat this to locate students who have moved to another MyEdBC school out of district and/or transferred to another school within district:

District View > Student TT > Filter > "Admissions/Withdrawals with Designations" > Set the parameters as shown below choosing whatever date 'on or after' that you want for when they became former students (in this case)

Using the field set "SD42 Student Services Field Set" shows the school that the students are currently attending.

Reports

Reports > Quick Report > Saved Report – Active Students with Designations

School > Name: Davie Jones Elementary SD42									
Designation	Usual Name	Grade	Gender	Pupil #	DOB	Enrollment Status	Alerts	Inclusive Ed Status	Inclusive Ed Referral Date
Q	[REDACTED]	07	F	[REDACTED]	1/12/2007	Active		Active	