

Secondary 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.

Grade 8-11

1) Student Top Tab → Filter: Elementary 8-11 → Field Set: Pre-Transition

The screenshot shows the 'Student List' interface with a table of student records. The table columns include Name, ID, Alerts, Designation, Gender, YOG, Grade, and PEN. A filter for 'Elementary 8-11' is applied. The 'Field Set' dropdown menu is open, showing various field sets, with 'Pre-Transition' selected. Red arrows point to the filter and field set menus.

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.

The screenshot shows the 'Mass Update' dialog box. The 'Field' dropdown is set to 'Next School Year' and the 'Value' dropdown is open, showing a list of schools. A red arrow points to the 'Next School' option in the value dropdown.

3) Your 8-11 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.**

The screenshot shows the 'Student List' interface with a table of student records. The table columns include Name, Pupil #, Alerts, DOB, YOG, Grade, Enr Status, School > Name, Next Ski > Name, Academic Track, Homeroom, Next Homeroom, Next HR, Teacher, Diploma, Granted Date, Retain Grade, Withdraw, and To be Grad. A red arrow points to the 'Next School' column header.

Name	Pupil #	Alerts	DOB	YOG	Grade	Enr Status	School > Name	Next Ski > Name	Academic Track	Homeroom	Next Homeroom	Next HR	Teacher	Diploma	Granted Date	Retain Grade	Withdraw	To be Grad
	32000		2018 10	2018	10	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2028					N	N	N	
	101968		2017 11	2017	11	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1025					N	N	N	
	32000		2018 10	2018	10	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1025					N	N	N	
	31969		2017 11	2017	11	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1025					N	N	N	
	242000		2018 10	2018	10	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1025					N	N	N	
	2002		2020 08	2020	08	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2014					N	N	N	
	12001		2019 09	2019	09	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2001					N	N	N	
	12001		2019 09	2019	09	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1203					N	N	N	
	12001		2019 09	2019	09	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1044					N	N	N	
	31969		2017 11	2017	11	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1106					N	N	N	
	2000		2018 10	2018	10	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1111					N	N	N	
	32001		2019 09	2019	09	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1111					N	N	N	
	41969		2017 11	2017	11	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1042					N	N	N	
	11969		2017 11	2017	11	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2003					N	N	N	
	2000		2018 10	2018	10	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		MC1040					N	N	N	
	2002		2020 08	2020	08	Active	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2115					N	N	N	

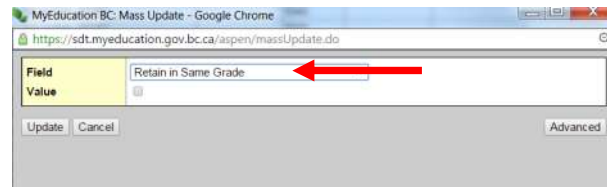
Grade 12's returning next year

1) Student Top Tab → Filter grade level = 12. You have 2 Options.

- i. You can hand pick the students returning and Options: Show Selected and use Options: Mass Update for
 - a. Next School Year and use your school

And

- b. Retain in Same Grade and check the box. This value is down far in the Value pick list.



ii. You can use Option: Modify List

- a. Next Year School must be changed to your school. You must click to save before you move to the next page or change

And

- b. Retain Grade box must be checked. You must click to save before you move to the next page or change

Grade	School > Name	NextSkl > Name	AcademicTrack	Homeroom	NextHomeroom	Diploma Granted Date	RetainGrade	Withdraw	To be Graduated
	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		2022			N	<input checked="" type="checkbox"/>	N
	Maple Ridge Secondary SD42			1228			N	<input type="checkbox"/>	N
	Maple Ridge Secondary SD42			MC1040			N	<input type="checkbox"/>	N
	Maple Ridge Secondary SD42	Maple Ridge Secondary SD42		1231			N	<input checked="" type="checkbox"/>	N
	Maple Ridge Secondary SD42			1043			N	<input type="checkbox"/>	N

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

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

School > Name: Albion Elementary SD42

Next School > Name:

Out of Catchment:

Out of Catchment School:

Out of District:

Home School Not in MyEducation:

HS not in MyEd Name:

Transfer pending:

Transfer School > Name:

CohortID:

6 year Grad CohortID:

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	Enr Status	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