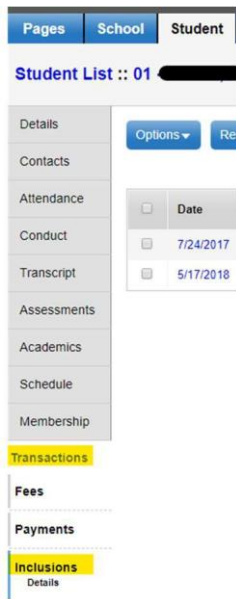


## Inclusions in MyEdBC

You need to enter an Inclusion into the Student Information System, as required by the Ministry of Education, which become part of a Student's Permanent Student Record (PSR). These events include when a legal custody order is on file, a student has a life threatening medical situation, has a legal name change, they register as a homeschooler, or have an IEP on file (student is designated with a Special Education coding).

### Entering Inclusions in MyEdBC

1. In the School View >Student TT >choose student and click into the Transactions side-tab
2. Click on the "Inclusions" sub-side-tab



The screenshot shows the MyEdBC interface. At the top, there are tabs for 'Pages', 'School', and 'Student'. Below this is a 'Student List' with a search bar containing '01'. A sidebar on the left lists various categories: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions (highlighted in yellow), Fees, Payments, and Inclusions (highlighted in yellow). Under 'Inclusions', there is a 'Details' sub-tab.

3. Determine the circumstance you need to enter the inclusion for: Legal, when you have an official provincial court/custody order; Medical, when there is a life-threatening illness and you have collected the accompanying forms from the parent; Legal name changes (require copy of official government documentation); Homeschoolers; or students on an IEP (entered by Learning Services only)
4. Click Options >Add
  - Inclusion date: date of entry
  - Expiry date: expiry date of the court order (if any)
  - School year: use magnifying glass to choose current school year
  - PSR Comment (examples):
    - **Legal:** Court Order 25-FEB-2016: Mom and Dad have joint guardianship

- **Medical:** Life Threatening Illness, diabetes
  - **Name Change:** Legal name change from Smith, Robert James to White, RobertJames
  - **Homeschoolers:** Student is registered as a Homeschooler
  - **Designated students:** Student IEP on file
- Click SAVE



BRITISH COLUMBIA

Ministry of Education  
**PERMANENT STUDENT RECORD**

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|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | MEDICAL ALERT |
| <input checked="" type="checkbox"/> | LEGAL ALERT   |

| STUDENT INFORMATION  |                                       |   |  | P.E.N.                              | [REDACTED] |
|--|---------------------------------------|---|--|-------------------------------------|------------|
| LEGAL FAMILY NAME<br>[REDACTED]  |                                       | LEGAL FIRST NAME<br>[REDACTED]            |  | LEGAL MIDDLE NAMES<br>[REDACTED]    |            |
| USUAL FAMILY NAME (if different)   |                                       | USUAL FIRST NAME (if different)<br>Jeremy |  | USUAL MIDDLE NAME(S) (if different) |            |
| GENDER<br><input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE | BIRTHDATE (DD-MON-YYYY)<br>[REDACTED] | BIRTH COUNTRY<br>Canada                   | INITIAL ENTRY FROM<br>First Time Entry | VERIFICATION<br>Birth Certificate   |            |

| RECORD OF SCHOOLING |                               |       |             |       |             |                               |
|---------------------|-------------------------------|-------|-------------|-------|-------------|-------------------------------|
| MINCODE             | DISTRICT-SCHOOL NAME          | ENTRY |             | EXIT  |             |                               |
|                     |                               | GRADE | ADMIT DATE  | GRADE | WDR DATE    | REASON                        |
| 4242010             | 42 - Glenwood Elementary SD42 | KF    | 13-Aug-2012 | 01    | 27-Jun-2014 | To Public School, In District |
| 4242043             | 42 - Hammond Elementary SD42  | 02    | 05-Aug-2014 |       |             |                               |

| STUDENT RECORD INCLUSIONS |   |                            |
|---------------------------|---|----------------------------|
| DATE<br>DD-MON-YYYY       | DESCRIPTION AND DOCUMENTATION   | EXPIRY DATE<br>DD-MON-YYYY |
|                           | Legal document on file that impact student                                      |                            |
| 27-Sep-2013               | Student IEP on file   |                            |
| 01-Oct-2018               | Legal Alert: Foster Parent has permanent custody. Mother has supervised access. |                            |

**ACHIEVEMENT/ATTENDANCE RECORD**