

## EOYR: Pre-Transition Out: Students Moving to Next School

There are multiple ways to set the Student's School for next year:

### Individually:

1. From the Student TT, locate the student
2. Click into the student's demographics
3. In the '2<sup>nd</sup> section' in the "Next School > Name" field, use the magnifying glass to bring up the pick list
  - a. Search for appropriate next year school and click OK
  - b. If the student is leaving your school, add an appropriate withdrawal code to the "Pre-transition withdrawal code" field as well.
  - c. **SAVE** before leaving the page
4. This feature can be used for students moving to schools In District and Out of District.

For multiple Students, use either Mass Update or Modify List.

### Mass Update:

1. From the Student TT, choose the field set "Pre-Transition"
2. Filter for "Elementary K-6 Students" (if you're an elementary school) or "Secondary Grades 8-11 Students" (if you're a secondary school). Elementary schools will update the grade 7s separately as they go to various secondary schools and grade 12s are not pre-transitioned (except those that are returning) because they are presumed to graduate.
3. From the Options Menu >Mass Update. A pop-up window opens, from the drop-down menu in the "Field" choose "Next School". Using the magnifying glass find your school and click update.
4. If you have students leaving your school next year, add a Pre-transition withdrawal code in the same manner (mass update as in #3) except use the "Pre-transition withdrawal code" for the field to be mass updated. Determine if it's "In District" or "Out of District" and use the appropriate withdrawal code from the pop-up window. Click update.
5. All Pre-Reg students should also have a Next School set. These are the students you have registered as new for next year. Filter to "Pre-Reg Students" and ensure your field set is "Pre-transition." Follow Step 3 to mass update their next school as well. This will ensure that your Pre-Reg students will now show under the filter, "Next Year Students." It is easier to determine your enrollment for next year when all students are under one filter.

### Modify List:

1. From the Student TT, choose the field set “Pre-Transition”
2. Filter to “Primary Active Students” (you cannot set the next school for a secondary student)
3. From the Options Menu >Modify List. Click onto the ‘pencil’ in the column you wish to modify. Use the magnifying glass (pick list) to make the appropriate selection for students. Make sure to save the column (click on green tick at top of column) before you change the page, or you’ll lose your changes.
  - a. If you have **students leaving** your school but you don’t know where they’re heading to, or they’re leaving for out of province, then **do not** indicate a next school name but you will have to put a ✓ in the withdrawal column for the student. This will change the “N” to a “Y” and will tell MyEd to remove them from your data for next year.
  - b. For students leaving your school for another school using MyEd, simply set their NextSkI>Name by using the magnifying glass and making the appropriate school choice. This field can be used for In District and Out of District students.
  - c. For students leaving your school, ensure you add an appropriate withdrawal code to the “Pre-transition withdrawal code” column.
  - d. The Pre-Transition field set also gives you the ability to put in next year’s homeroom and for secondary schools, the grade 12s that are graduating a “diploma granted date” (also mass updateable...just be sure to sort your data first).
  - e. For returning grade 12s, be sure to indicate the Next School **AND** you must ✓ the box for “retain grade” which will return that student to grade 12.
  - f. To retain a student in the same grade, ensure you indicate the Next School **AND** you must ✓ the box for “retain grade” which will return that student to the same grade that they are in the current school year.

### Withdrawing a **Pre-registered** student who needs to register elsewhere for immediate attendance purposes

1. Search and find student who is withdrawing
2. Click into Membership side tab
3. Options > Registration > Withdraw Student
4. Enter today’s date
5. Code = No Show
6. Status set to Withdrawn
7. PSR Grade - (grade student is in upon withdrawal)