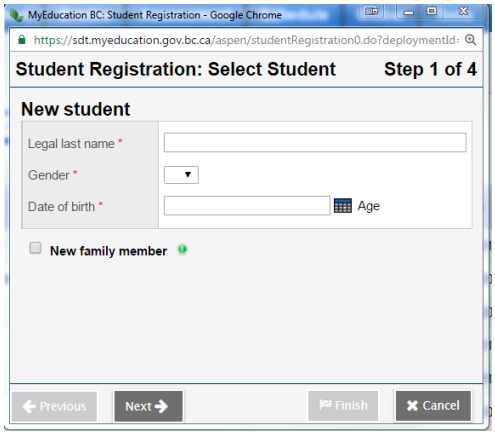
Registering and Withdrawing Students

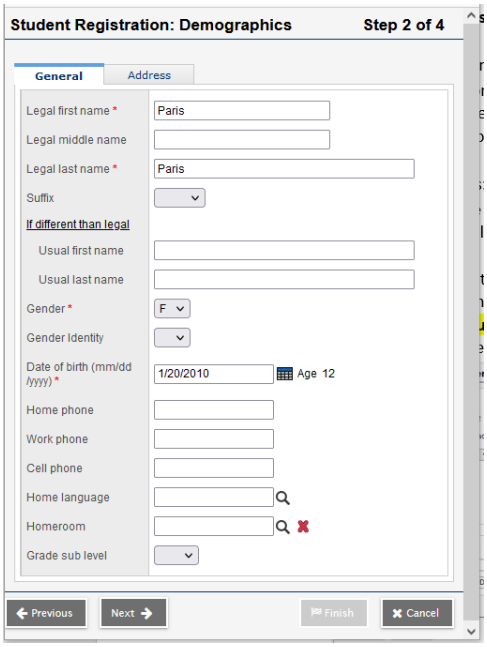
Registration

Scenario 1: Brand new student never previously enrolled in a MyEd school

1. Student TT
   a. Option >Registration >Register Student
   b. Restrictive Query using **legal last name, gender and date of birth** (taken from the legal proof of age documentation you have collected)



   c. Presuming no record will be found, proceed with Step 2 (Student Registration: Demographics)



i. Enter as much detail as you can in this window (general and address subtop-tab)

d. Proceed to Step 3 (Student Registration: Enrollment) (see illustration below)

i. Year of Graduation: enter the year of grad which will populate the Grade

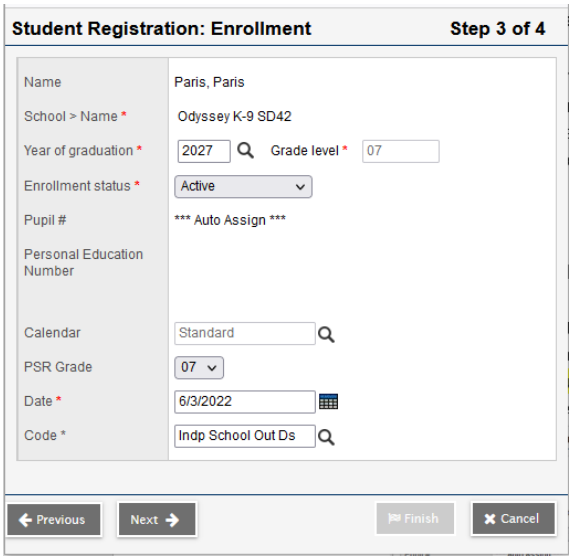
ii. Enrollment Status: **set to ACTIVE**

iii. **Calendar** (use the magnifying glass and choose 'standard'). This is **very important** as a calendar must be assigned so student can be scheduled into classes

iv. PSR Grade: enter the grade level for when they begin school in

v. Date: **The day you are entering the student into MyEdBC**

vi. Code: First time entry (or as appropriate)

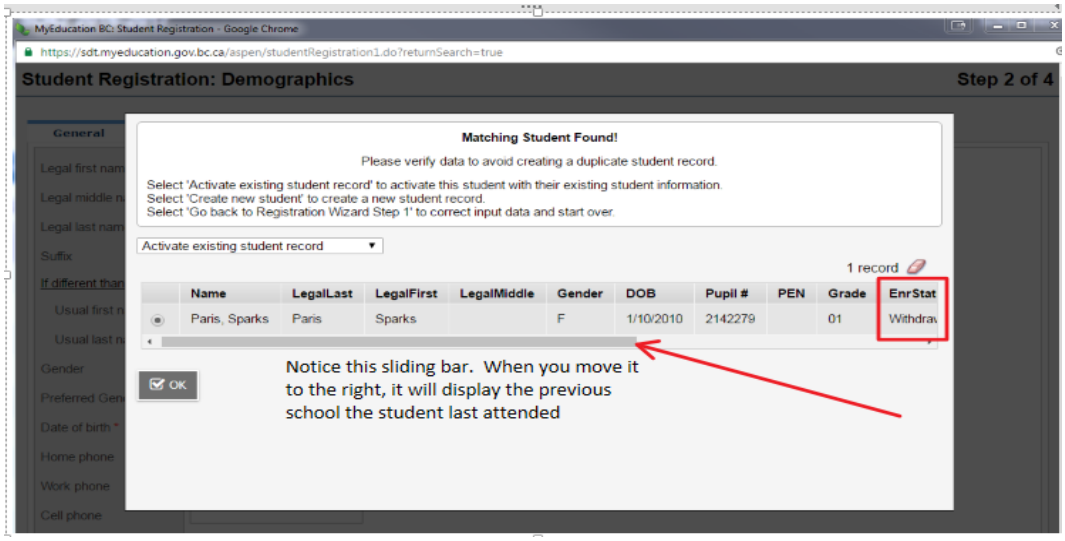


e. Proceed to Step 4 (Student Registration: confirmation)

i. Review and click Finish

Scenario 2: Student is (or has previously been) enrolled in another MyEd School (In or Out of District)

1. Student TT
   a. Option >Registration >Register Student
   b. Restrictive Query using **legal last name, gender and date of birth** (taken from the legal proof of age documentation you have collected)
   c. MyEdBC returns a matching student



   Select this student if he/she exactly matches your criteria **AND** their enrollment status is **withdrawn.** Click OK.

   d. The window for Step 2 (Student Registration: Demographics) as shown in the previous scenario above appears, except all of the student's demographic information is included. Change the information as needed (likely phone number and address) and proceed to Step 3 of the process.
      i. Year of Graduation: enter the year of grad which will populate the Grade
      ii. Enrollment Status: **set to ACTIVE**
      iii. **Calendar** (use the magnifying glass and choose 'standard'). This is **very important** as a calendar must be assigned so student can be scheduled into classes
      iv. PSR Grade: enter the grade level for when they will begin school
      v. Date: **The day you are entering the student into MyEdBC**
      vi. Code: First time entry (or as appropriate)

   e. Proceed to Step 4 (Student Registration: confirmation)
      i. Review and click Finish

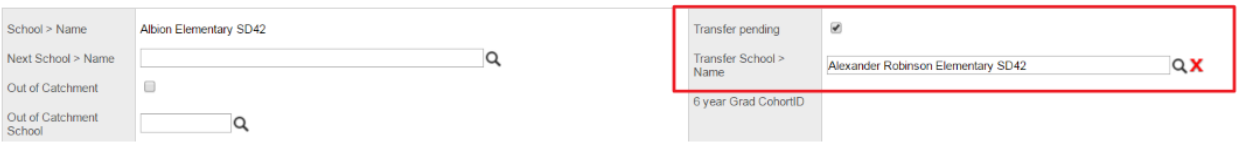
Students Withdrawing

Transferring Students to a new school In District

The Transfer feature, in MyEdBC is to be used **only** when a student withdraws from your school to attend another school **in SD42 school**. DO NOT withdraw students in this scenario.

Current School

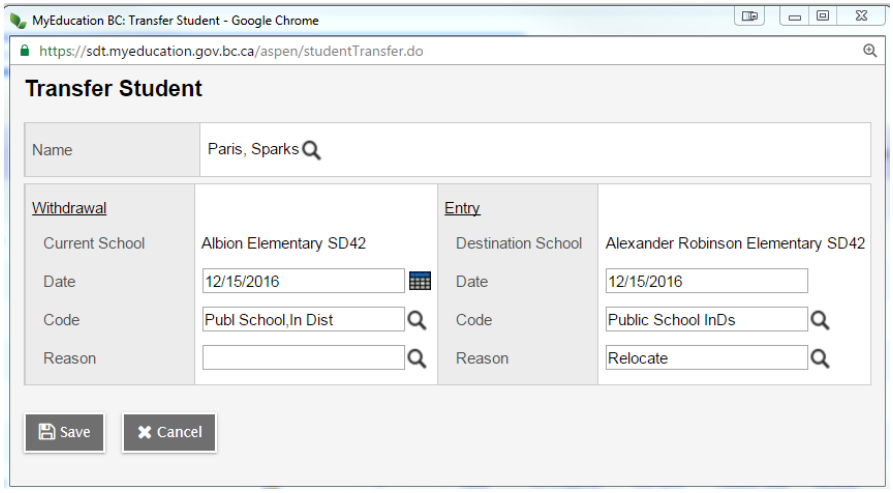
1. Student TT
    a. Search for student transferring and click into the **Membership** Side Tab
    b. Click into the **Programs** sub-side tab and **end-date any programs assigned at your school**
    c. Click **Save**
    d. Click into the **Details** Side Tab >demographics sub-top-tab
    e. In the middle section on this page, locate the **Transfer pending** box and check it
    f. Using the pick list , choose the school (in district) that the student is transferring to



    g. Click **Save**

New School

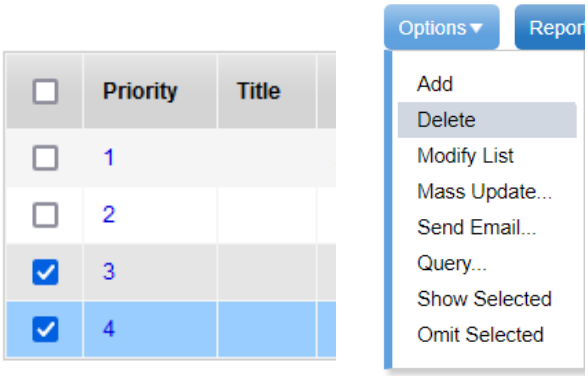
1. Student TT
2. Option >Registration >Transfer Student
3. Using the pick list , select student
4. Complete the Date, Code, and Reason fields as demonstrated below



5. Click **Save**
6. Locate newly transferred student in Student Top Tab and ensure you add the new Homeroom and make any required changes to any address and/or contact information.
7. Add the student to attendance blocks (Elementary School) or courses (Secondary School)

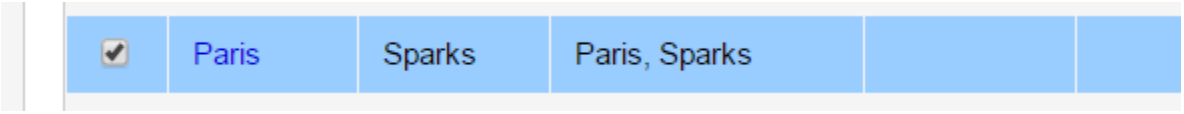
Student moving Out of District

1. Search and find student who is withdrawing
2. Click into the Membership side tab >Programs sub-side-tab
3. End date any programs at your school
4. Remove student from attendance blocks
5. Run two copies of a Student Verification report; one for the G4 file and one to keep with the withdrawal form in the office.
6. Print a copy of the PSR card for the G4 file.
7. From the Student TT, select the Student that is leaving the district and click on the Contacts ST. Check all Emergency contacts. Options >DELETE. Parent contacts must remain in Contacts ST, as stated in Ministry of Education Standards Manual.



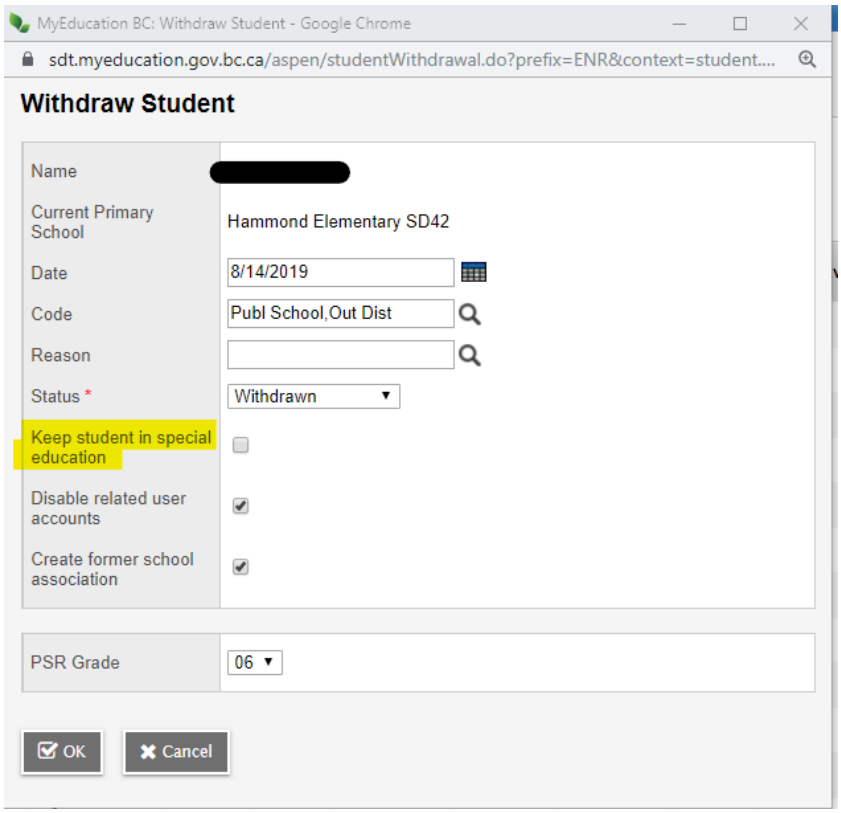
This process will disconnect all Emergency contacts from the students prior to them leaving our district and therefore will eliminate any issues with shared contacts being altered by users from other districts. In addition, it will also eliminate issues connected from shared contacts with parent MyClass accounts.

8. Click on the Student Top Tab and check the box beside the withdrawing student

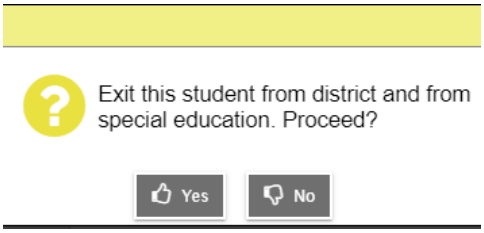


8. Options >Registrations >Withdraw Student and complete the fields in the Withdraw Window.

9. Ensure you set the status to Withdrawn, and check both the disable related user accounts and create former school association boxes and enter the PSR grade (grade student is in upon withdrawal). NOTE: When withdrawing any student, DO NOT check the box to "Keep student in special education"



10. Click OK



Click Yes

11. Student is now ready for pick up by the new out of district school
12. You still have access to view this student in your **Former Students** Filter for the remainder of 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)

NOTES:

Legal Names/Usual Names:

Usual name fields MUST be entered even if they are the same as the legal name.

Proof of Age:

Proof of Age MUST be entered for all students, including International.

Adding Contacts (parents/emergency) to NEW Registrants:

When adding contact records for new students, use the pick list (magnifying glass) selecting "All Contacts" to first search for an existing contact record. It is important NOT to create multiple contact records of the same person in MyEdBC. On the contact record, tick all appropriate boxes. For MyClass access, "Contact has family portal access" **must** be ticked for legal parent/guardian.