

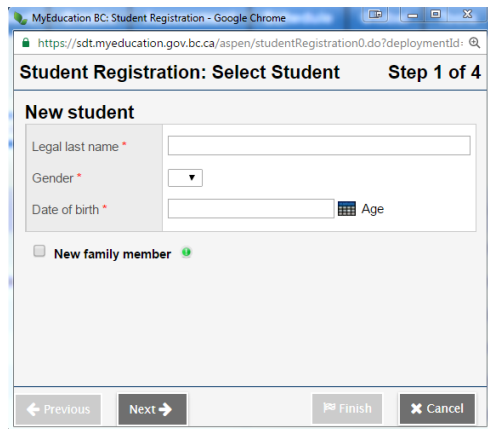
Registering and Withdrawing Students

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)



MyEducation BC: Student Registration - Google Chrome
https://sdt.myeducation.gov.bc.ca/asp/en/studentRegistration0.do?deploymentId: ...

Student Registration: Select Student Step 1 of 4

New student

Legal last name *

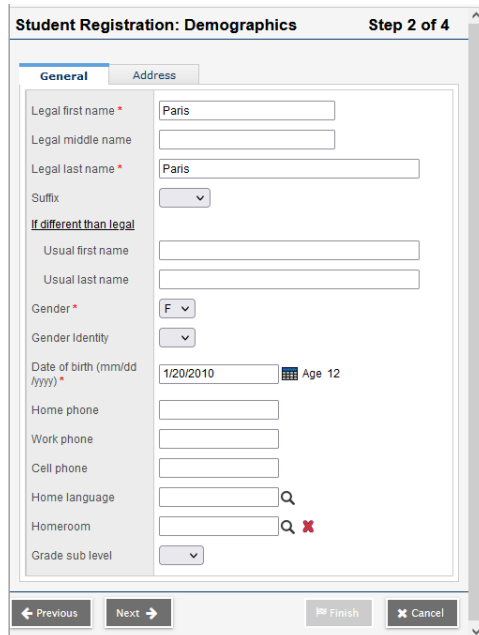
Gender *

Date of birth * Age

New family member

← Previous Next → Finish Cancel

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



Student Registration: Demographics Step 2 of 4

General Address

Legal first name * Paris

Legal middle name

Legal last name * Paris

Suffix

If different than legal

Usual first name

Usual last name

Gender * F

Gender Identity

Date of birth (mm/dd/yyyy) * 1/20/2010 Age 12

Home phone

Work phone

Cell phone

Home language Q

Homeroom Q X

Grade sub level

← Previous Next → Finish Cancel

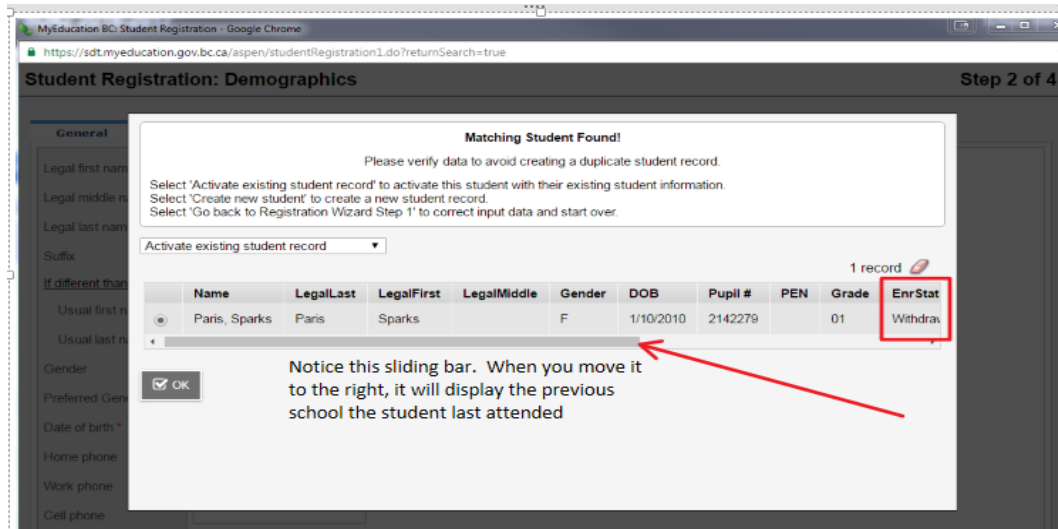
- i. Enter as much detail as you can in this window (general and address subtop-tab)
- d. Proceed to Step 3 (Student Registration: Enrollment) (see illustration below)
 - i. Year of Graduation: enter the year of grad which will populate the Grade
 - ii. Enrollment Status: **set to ACTIVE**
 - iii. **Calendar** (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)

Student Registration: Enrollment		Step 3 of 4
Name	Paris, Paris	
School > Name *	Odyssey K-9 SD42	
Year of graduation *	2027	Grade level * 07
Enrollment status *	Active	
Pupil #	*** Auto Assign ***	
Personal Education Number		
Calendar	Standard	
PSR Grade	07	
Date *	6/3/2022	
Code *	Indp School Out Ds	
<input type="button" value="Previous"/> <input type="button" value="Next"/>		<input type="button" value="Finish"/> <input type="button" value="Cancel"/>

- 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



The screenshot shows a web browser window titled "MyEducation BC: Student Registration - Google Chrome". The URL is "https://sdt.myeducation.gov.bc.ca/aspern/studentRegistration1.do?returnSearch=true". The page is titled "Student Registration: Demographics" and is "Step 2 of 4". A modal window titled "Matching Student Found!" is displayed, containing instructions to verify data and choose between "Activate existing student record" and "Create new student". Below the modal is a table with one record:

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStat
Paris, Sparks	Paris	Sparks		F	1/10/2010	2142279		01	Withdraw

A red arrow points to a sliding bar under the table, with a text box that says: "Notice this sliding bar. When you move it to the right, it will display the previous school the student last attended".

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

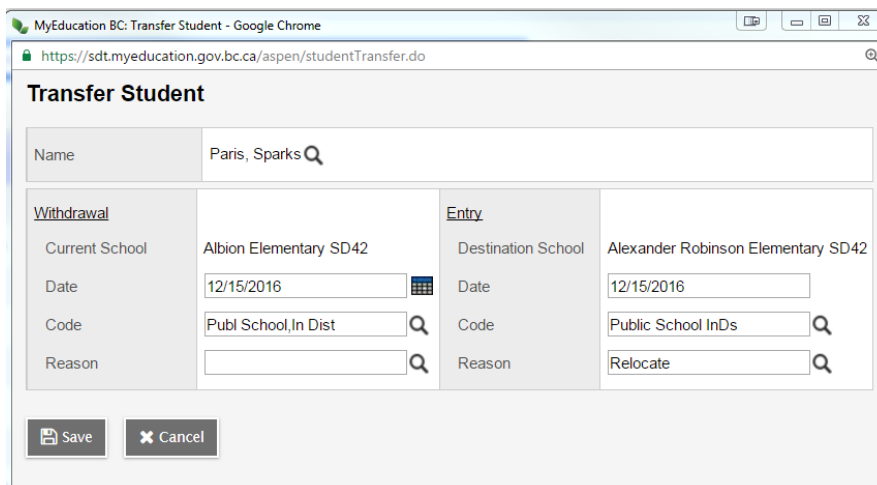
1. Student TT
 - a. Search for student transferring and click into the **Membership** Side Tab
 - b. Click into the **Programs** sub-side tab and **end-date any programs assigned at your school**
 - c. Click **Save**
 - d. Click into the **Details** Side Tab >demographics sub-top-tab
 - e. In the middle 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

School > Name	Albion Elementary SD42	Transfer pending	<input checked="" type="checkbox"/>
Next School > Name	<input type="text"/>	Transfer School > Name	Alexander Robinson Elementary SD42  
Out of Catchment	<input type="checkbox"/>	6 year Grad CohortID	
Out of Catchment School	<input type="text"/>		

- 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



MyEducation BC: Transfer Student - Google Chrome
https://sdt.myeducation.gov.bc.ca/aspn/studentTransfer.do

Transfer Student

Name	Paris, Sparks 		
Withdrawal		Entry	
Current School	Albion Elementary SD42	Destination School	Alexander Robinson Elementary SD42
Date	12/15/2016 	Date	12/15/2016
Code	Publ School, In Dist 	Code	Public School InDs 
Reason	<input type="text"/>	Reason	Relocate 

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.**

<input type="checkbox"/>	Priority	Title
<input type="checkbox"/>	1	
<input type="checkbox"/>	2	
<input checked="" type="checkbox"/>	3	
<input checked="" type="checkbox"/>	4	

Options ▾ Report

- Add
- Delete
- Modify List
- Mass Update...
- Send Email...
- Query...
- Show Selected
- Omit Selected

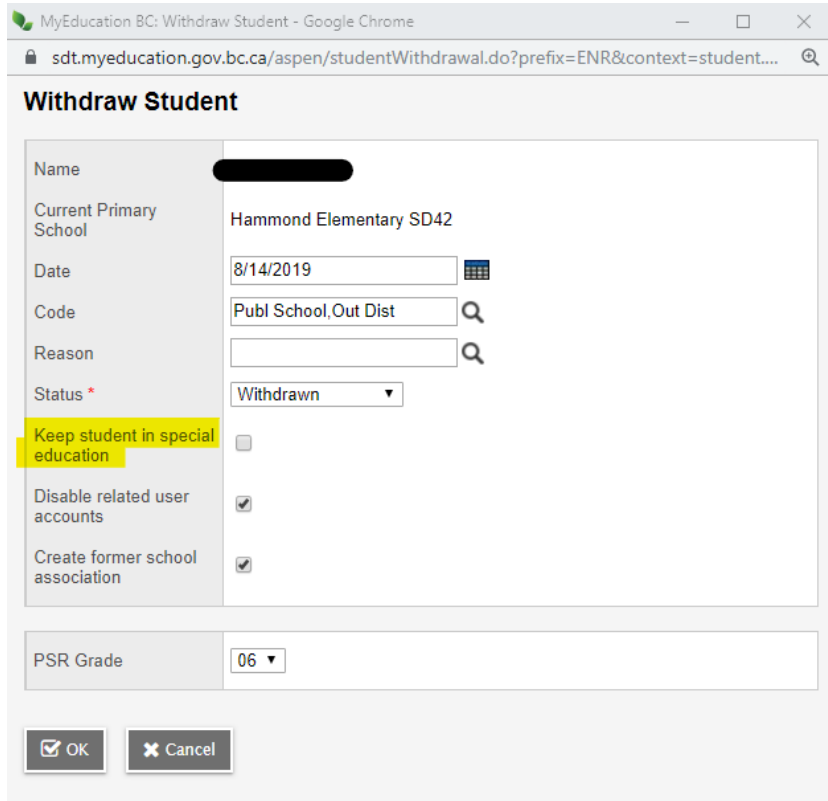
This process will disconnect all Emergency contacts from the students prior to them leaving our district and therefore will eliminate any issues with shared contacts being altered by users from other districts. In addition, it will also eliminate issues connected from shared contacts with parent MyClass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

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

<input checked="" type="checkbox"/>	Paris	Sparks	Paris, Sparks		
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8. Options >Registrations >Withdraw Student and complete the fields in the Withdraw Window.

- 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"**



MyEducation BC: Withdraw Student - Google Chrome

sdt.myeducation.gov.bc.ca/aspen/studentWithdrawal.do?prefix=ENR&context=student...

Withdraw Student

Name: [Redacted]

Current Primary School: Hammond Elementary SD42

Date: 8/14/2019

Code: Publ School, Out Dist

Reason: [Redacted]

Status: Withdrawn

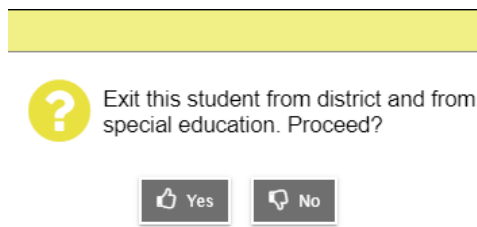
Keep student in special education:

Disable related user accounts:

Create former school association:


PSR Grade: 06

- Click OK



Exit this student from district and from special education. Proceed?

Click Yes

- Student is now ready for pick up by the new out of district school
- 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.