

Monthly To - Do

October 2022

Issue # 003

- Student Verification Forms
- [Student Out Database video](#)
- [Student Out Database spreadsheet](#)

- Watch those registration and previous school withdrawal dates. They can't be the same date!

DID YOU KNOW?

- The Ministry of Education has a [Standards Manual](#)
- The Ministry of Education also has an excellent [information site for School Users](#)

We're in the swing of it now!

Congratulations on your hard work with the September 1701. Your dedication to clean and accurate data is what helps to guarantee funding for our District.

Now that your 1701 is done, it's a great time to send out Student Information Verification Forms, if you haven't already done so. Please take your time updating the returned data, referring to our [Clerical resources](#) for tips and reminders. Remember those [Contact Do's and Don'ts](#) !

This is also a good time for us to remind you that every school should be keeping a "Student Out Database". We recommend using a spreadsheet that you enter in the exiting student's data for tracking purposes. We've provided you with links both to a video "how to" and the spreadsheet if you don't already have one for your school. This is an ongoing spreadsheet that you just continue to add to year after year. No extra tabs required.

In Person Training! - Please join us on Friday, October 21 at 12:00 to 2:30pm, for a Pro-D event. This month we will be discussing and demystifying Registrations and Withdrawals with the Parent Portal Team.

As a thank you for ensuring your Student Registration data updated as needed , we invite you to email us the phrase "Registration Data" by the end of October and we will send you a small gift.

Warm regards,

Natalie and Serena

MyEd Team