

# **MyEd** ~ Clerical Connection

## Monthly To - Do March 2023

Issue # 008

#### **Handy Handouts**

- <u>Pre-Transition for Next Year</u>
- <u>Pre-Registration for Next Year</u>
- EOYR Check list

#### Where are these EOYR filters?

Your EOYR filters can be found on your Student top tab.

- EOYR -Future YOG Flagged to Graduate
- EOYR -Future Dated Enrollments
- EOYR -Multiple Flags Set
- EOYR Next School Not Empty and Flags Checked
- EOYR -No Next School and No Flags Checked
- EOYR -Prior YOG still Active
- EOYR -Students Becoming Active No Primary

### DID YOU KNOW?

- The Ministry of Education has a <u>Standards Manual</u>
- The Ministry of Education also has an excellent <u>information site</u> <u>for School Users</u>



We can't believe it's almost Spring and time to start thinking about EOYR (End of Year Rollover)!

As we mentioned last month, now is the time schools should be periodically checking the EOYR filters to assist with preparing your school and student data for End of Year Rollover. Take some time to review our district processes for Pre-Transitioning and Pre-Registering a student. We have some helpful hints and handouts on our <u>SD42 clerical page</u>, and remind you that a great resource of MyEdBC information can be found on the <u>myeducationbc.info</u> site. If you have downloaded any of the Info Site manuals, please ensure you are using the latest edition.

Taking into consideration the fact the month of March has limited in-school time, we have chosen to not hold a March Info Session. We will however be offering an information session for April. Date and time to be determined. If you have a suggestion or wish for us to cover a particular subject, please send us an email at <u>myedbchelpdesk@sd42.ca</u>.

If you're feeling lucky, email myedbchelpdesk@sd42.ca by the end of March with the phrase "four leaf clover", and we will send you a small token of our appreciation.

Wishing you all a safe and restful Spring Break



Warm regards,

Natalie and Serena

MyEd Team