End Of Year Rollover Checklist for Schools

Task	How to	Notes
Update Next School for all students, except the graduating Grade 12s and withdrawing students	Student List • Use a Pre-transition field set • Show Selected students returning • Mass Update next school for students returning to the same school • Manually adjust this field for students that are not returning to the current school (out of district schools can be entered in the student details screen)	Run a separate query for students transitioning to a different next school than the current one. The *Next Year Student* filter will help determine next year enrollment numbers. NextSkl > Name Smithers Secondary Smithers Secondary For students transitioning to a new school, determine if there are programs that need to be end dated for the current year. Is the student enrolled in Learning services and AbEd?
Assign the next homeroom to Teachers	• Use Modify List to propagate the Next Homeroom field if you know what they will be.	
Identify students that will be withdrawing at the end of the school year.	Student List • Use a Pre-transition field set • Show Selected students withdrawing • End Date programs • As appropriate, inform Learning Services and AbEd about withdrawal.	If you know the next school, enter it in the NextSkl>Name field - do not check the withdraw checkbox, the students will automatically be withdrawn from the current school and admitted to the next school. Only check the withdraw checkbox for students who will not be active in a MyEducation BC school next year.
Enter Pre-Transition Withdraw Code	Select students withdrawing, graduating or moving to a new school and enter a Withdraw code as appropriate. If left blank EOYR will use the default Withdraw code.	• The default EOYR Withdraw code for graduating students is: Graduated – Dogwood • The default EOYR Withdraw code for students withdrawing or moving to a new MyEducation BC school is: From Previous School
Identify students to be Graduated	Student List • Use a Pre-transition field set • Show Selected students graduating • Filter for YOG=current year • Use Mass Update or List Edit to update the "To be Graduated" flag	To be Graduated Y Y *Those Students with a current year YOG, the 'To be Graduated' flag set, and with an Active or Active no Primary status will be Withdrawn by EOYR with a code of Graduated – Dogwood. *Schools may choose to enter the Pre-Transition Withdrawal code of Completion – Evergreen for SCCP students.

Task	How to	Notes
Identify students that will not be graduating	Student List • Use a Pre-transition field set • Filter for YOG= year prior to current year • Use List Edit to uncheck the "to be Graduated" flag if set • Use List Edit on the Retain field if the student will be continuing in grade 12.	If the student is not graduating it is important to discern what the student's plans are for next year. Will they be returning, will they be withdrawing? Will they be continuing in a DL school? If a Grade 12 student is returning and not graduating, please advise District MyEd Team.
Update Dip/SCCP Date field	• Filter for students with the "to be Graduated" box checked. • Use Mass Update to insert the Diploma Granted/SCCP date that will appear on the PSR card.	You can continue to update these fields as information is available.

Update Secondary school associations	• Use the Global top tab > Favorite > Student School Association > List to review and update end dates	• End dated
		  • On or before last calendar day of the enterprise year, will be ended at EOYR
		• Future end dated
		  • Post EOYR (eg Oct 26, 20XX)
		  • New SSA will be ended on the date chosen
		• No end date
		  • SSA is created for the new school year

Review Student Programs	• Use the Global top tab > Favourites > Student Program Participation >List to review and update the End Date field.	• Refer to district policy for guidance when programs should be ended. • 1701 Student Services Designations should be left open for the receiving school's information
Review Conduct Incident entries to determine which should be expired and deleted.	• Conduct TT > Incident History ST > List use the Expiring Conduct Incidents field set. Review and update the Expiration Date field.	• Refer to Administrator for direction on when incidents should be expired.
Delete homerooms for students not returning	• Use a Pre-transition field set • Show Selected students not returning • Mass update to blank	• Students will remain in the homeroom if not removed
Exit students leaving the district from Student Services	• Please email Learning Services to advise of all students leaving District that have designations.	• The EOYR process does not exit students from Student Services automatically

Task	How to	Notes
Check for active students with future enrollment dates and correct membership records as needed	• School or District view > Student Top Tab > filter: EOYR Future-Dated Enrollments	• The student membership records can be corrected by using one of the two options below: • A. If the student should be Active, change the Enrollment Date to a current date: • School > Student > Membership > Enrollment > Details of the most recent E record > change the date to a current date and save: ------ OR ------ • B. If the student should be PreReg, Change the status of the student to PreReg: • School > Student > Select Student > Options > Registration > Change Student Status to PreReg and save: • Note: Date entered must be on or after the latest enrollment date.