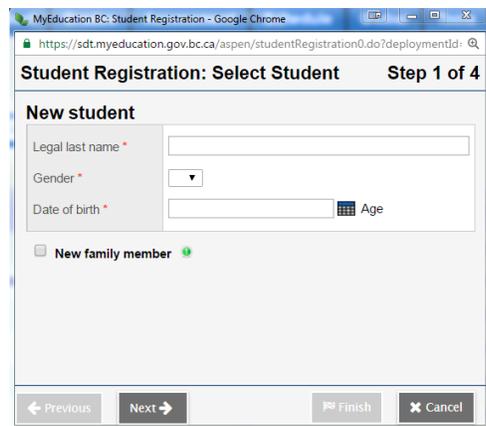## EOYR: Registering Students for Next Year
(New and Returning Students)

Pre-Registration (student will be attending Next School Year)

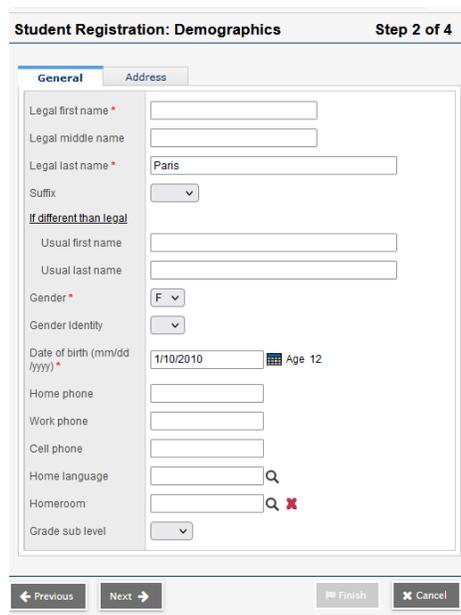**Scenario 1**: Brand new student <mark>never</mark> previously enrolled in a MyEd school

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
         Note: Kindergarten next year will populate a grade of EL (this is correct
         and will change to KF through End Of Year
         Rollover)

    ii.   Enrollment Status: **set to PRE-REG**

    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 in September. Example: Kindergarten next year will read KF as a PSR grade.

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

    vi.   Code: First time entry (or as appropriate)
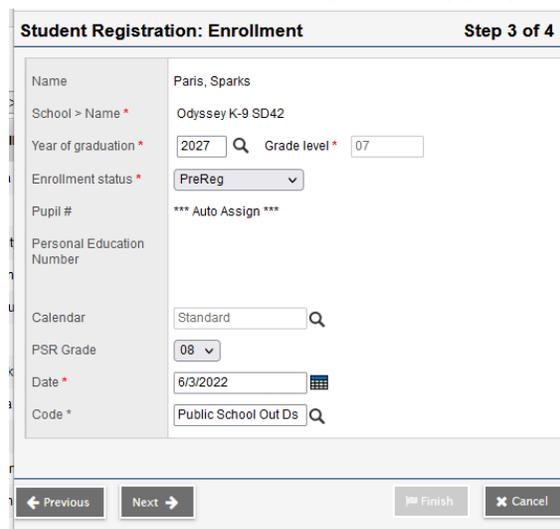
Student Registration: Enrollment		Step 3 of 4
Name	Paris, Sparks	
School > Name *	Odyssey K-9 SD42	
Year of graduation *	2027 🔍 Grade level *	07
Enrollment status *	PreReg ▾	
Pupil #	*** Auto Assign ***	
Personal Education Number		
Calendar	Standard 🔍	
PSR Grade	08 ▾	
Date *	6/3/2022 📅	
Code *	Public School Out Ds 🔍	

← Previous   Next →   ⚑ Finish   ✖ Cancel

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

        i.   Review and click Finish

    f.   Click into the demographics of the student record and set a "Next School" for next year (your own school). This will ensure that the Pre-Reg status students appear under the Next Year Students filter.

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. MyEd returns a matching student

  i. If the EnrStatus is 'withdrawn' select the student and continue the registration

  ii. If the EnrStatus is 'active' or 'pre-registered' contact the primary school and request a pre-transition to your school

Matching student found. Selecting a student will activate this student with their existing student information. Click cancel to close this window and enter a new student.

1 record

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal	Contact
⦿	▬▬▬▬▬				M	4/30/2009	▬▬▬		01	Active	6/29/2012	Harbour View Elementary , Coquitlam

OK Cancel

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.

Finding Next Year's Students:
In order to find all of your next year's students, you will have to use **two filters**. From the Student TT, the **"Next Year"** filter will give you all of the students who have been pre-transitioned to your school and the **"Pre-Reg Students"** will return the results of all of those students that you have pre-registered as new students for next year. For both of these filters, use the EOYR – Student Transitions field set to set the Next Homeroom.

Add Next Year's Homeroom

You can add a next year's homeroom in the EOYR – Student Transitions field set in the **"NextHomeroom"** column. You can do this through a "modify list" or "mass update" option. Through EOYR, this will transfer over to become the students' new homeroom. Parents will not be able to see the Next Homeroom until mid-September as all Parent MyClass accounts are disabled until that time. Returning Students (Pre-transitioning Process)

There are multiple ways to set the Returning Student's School for next year:

Individually:

1. From the Student TT, locate the student
2. Click into the student's demographics
3. In the '3rd section' in the "Next School > Name" field, use the magnifying glass to bring up the pick list
   a. Search for appropriate next year school name and click OK
   b. If the student is leaving your school, add "Withdraw" in the EOYR Transition field and enter an appropriate withdrawal code to the "Pre-transition withdrawal code" field as well.
   c. **SAVE** before leaving the page

Mass Update:

1. From the Student TT, choose the field set "EOYR – Student Transitions"
2. Filter for "Elementary K-6 Students" (if you're an elementary school) or "Secondary Grades 8-11 Students" (if you're a secondary school). Elementary schools will update the grade 7s separately as they go to various secondary schools and grade 12s are not pre-transitioned (except those that are returning) because they are presumed to graduate.
3. From the Options Menu > Mass Update. A pop-up window opens, from the drop-down menu in the "Field" choose "Next School". Using the magnifying glass find your school and click update.

4. If you have students leaving your school next year, add a Pre-transition withdrawal code in the same manner (mass update as in #3) except use the "Pre-transition withdrawal code" for the field to be mass updated. Determine if it's "In District" or "Out of District" and use the appropriate withdrawal code from the pop-up window. Click update.

5. All Pre-Reg students should also have a Next School set. These are the students you have registered as new for next year. Filter to "Pre-Reg Students" and ensure your field set is "EOYR – Student Transition." Follow Step 3 to mass update their next school as well. This will ensure that your Pre-Reg students will now show under the filter, "Next

Year Students." It is easier to determine your enrollment for next year when all students are under one filter.

Modify List:

1. From the Student TT, choose the field set "EOYR – Student Transitions"
2. Filter to "Primary Active Students" (you cannot set the next school for a secondary student)
3. From the Options Menu >Modify List. Click onto the 'pencil' in the column you wish to modify. Use the magnifying glass (pick list) to make the appropriate selection for students. Don't forget to save the column before you change the page, or you'll lose your changes.

    a. If you have students leaving your school but you don't know where they're heading to, or they're leaving for out of province, then **do not** indicate a next school name but you will have to enter "withdraw" in the EOYR Transition column.
    b. For students leaving your school for another school using MyEd, simply set their NextSkl>Name by using the magnifying glass and making the appropriate school choice.
    c. For students leaving your school, ensure you add an appropriate withdrawal code to the "Pre-transition withdrawal code" column.
    d. The EOYR – Student Transitions field set also gives you the ability to put in next year's homeroom and for secondary schools, the grade 12s that are graduating a "diploma granted date" (also mass updateable…just be sure to sort your data first).
    e. For returning grade 12s, be sure to indicate the Next School **AND** you must add "Retain" in EOYR Transition column, which will return that student to grade 12.
    f. To retain a student in the same grade, ensure you indicate the Next School **AND** you must add "Retain" in EOYR Transition column which will return that student to the same grade that they are in the current school year.