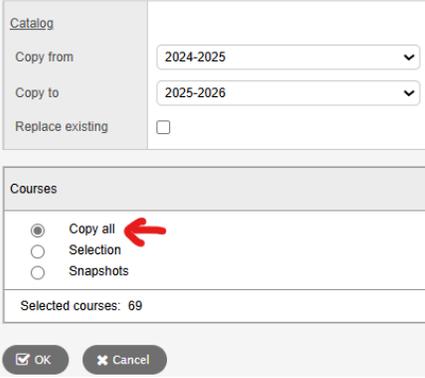


End Of Year Rollover Checklist for Schools

Task	How to	Notes				
Update Next School for all students, except the graduating Grade 12s and withdrawing students	<p>Student List</p> <ul style="list-style-type: none"> Use the EOYR – Student Transitions field set 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) 	<p>The <i>Next Year Student</i> filter will help determine next year enrollment numbers.</p> <p>For students transitioning to a new school, determine if there are programs, fees, lockers or transportation services that need to be closed off at the current school. Is the student enrolled in Student services, do they need to be exited?</p>				
Assign the next homeroom	<ul style="list-style-type: none"> Use Modify List/Mass Update to edit Next Homeroom field if you know what they will be. 	<table border="1" data-bbox="889 892 1253 1010"> <tr> <td>NextHomeroom</td> <td>Next HR Teacher</td> </tr> <tr> <td>MNKMAN</td> <td>Bvlurnn, B</td> </tr> </table>	NextHomeroom	Next HR Teacher	MNKMAN	Bvlurnn, B
NextHomeroom	Next HR Teacher					
MNKMAN	Bvlurnn, B					
Identify students that will be withdrawing at the end of the school year.	<p>Student List</p> <ul style="list-style-type: none"> Use the EOYR – Student Transitions field set Check if the student also needs to have fees, lockers, programs, transportation or student services terminated upon withdrawal. 	<p>If you know the next school, enter it in the NextSkI>Name field and keep the EOYR transition field blank, the students will automatically be withdrawn from the current school and admitted to the next school. Update EOYR Transition column to Withdraw only for students who will not be active in a MyEducation BC school next year.</p>				
Identify students To be Graduated	<p>Student List</p> <ul style="list-style-type: none"> Use the EOYR – Student Transitions field set Filter for YOG=current year Use Mass Update or Modify List to update EOYR Transitions column. 	<p>Update the EOYR Transition column to “Graduate”</p> <p>Schools may choose to enter the Pre-Transition Withdrawal code of Completion – Evergreen for SCCP students.</p>				
Identify students that will not be graduating	<p>Student List</p> <ul style="list-style-type: none"> Use the EOYR – Student Transitions field set If the student is returning to grade 12 in the next school year, update the EOYR Transition column to “Retain” 	<p>If the student is not graduating it is important to discern what the students plans are for next year. Will they be returning, will they be withdrawing? Will they be continuing in a DL school?</p>				

Task	How to	Notes				
Update Dip/SCCP Date field	<ul style="list-style-type: none"> Filter for students that have EOYR Transition column as “Graduate” Use Mass Update to insert the Diploma Granted/SCCP date that will appear on the PSR card. 	<p>You can continue to update these fields as information is available.</p> <table border="1" data-bbox="1182 275 1349 489"> <thead> <tr> <th>Dip/SCCP Date</th> </tr> </thead> <tbody> <tr> <td>30/06/2017</td> </tr> <tr> <td>30/06/2017</td> </tr> <tr> <td>30/06/2017</td> </tr> </tbody> </table>	Dip/SCCP Date	30/06/2017	30/06/2017	30/06/2017
Dip/SCCP Date						
30/06/2017						
30/06/2017						
30/06/2017						
Enter Pre-Transition Withdraw Code	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 				
Update Secondary school associations	<ul style="list-style-type: none"> Use the Global top tab > Favorite > Student School Association > review the list and update end dates 	<ul style="list-style-type: none"> End date <ul style="list-style-type: none"> On or before last calendar day of the enterprise year, will be ended at EOYR No end date <ul style="list-style-type: none"> SSA is created for the new school year 				
Review Journal entries to determine which journal entries should be expired and deleted.	<ul style="list-style-type: none"> Use the Global top tab > Student > Student Journal > List to review and update the Expiration Date field. 	<ul style="list-style-type: none"> Refer to school and/or district policy for guidance on what should be retained and what should be expired. 				
Review Student Programs	<ul style="list-style-type: none"> Use the Global top tab > Favourites > Student Program Participation > review and update the End Date field. 	<ul style="list-style-type: none"> Refer to school and/or district policy for guidance when programs should be ended. Annually? Or upon withdrawal? 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.	<ul style="list-style-type: none"> Conduct TT > Incident History ST > List use the Expiring Conduct Incidents field set. Review and update the Expiration Date field. 	<ul style="list-style-type: none"> Refer to school and/or district policy for direction on when incidents should be expired. Are all “bullying” incidents retained but all “cell phone misuse” expired? 				
Exit students leaving the district from Student Services	<ul style="list-style-type: none"> Please refer to the Inclusive Education Plans reference guide 	<ul style="list-style-type: none"> The EOYR process does not exit students from Student Services automatically 				

Task	How to	Notes
<p>Check for active students with future enrollment dates and correct membership records as needed</p>	<ul style="list-style-type: none"> School > Student Top Tab > filter: EOYR Future-Dated Enrollments 	<ul style="list-style-type: none"> The student membership records can be corrected by using one of the two options below: <ul style="list-style-type: none"> A. If the student should be Active, change the Enrollment Date to a current date: School View > Student TT > Membership ST > Enrollment Leaf > Details of the most recent E record > change the date to a current date and save: <p>----- OR -----</p> 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.
<p>Ensure the build year has been setup at school level (For elementary schools, CE, CLC and SS)</p>	<ul style="list-style-type: none"> School View > School TT > Setup ST > Details Leaf 	<ul style="list-style-type: none"> In the details leaf, change the build year context > School year to the next school year. Click Save

Task	How to	Notes
Copy Course Catalogue to build year (For elementary schools, CE, CLC and SS)	<ul style="list-style-type: none"> Schedule TT > Courses ST Filter: Build Year Options > Copy Course Catalogue 	<ul style="list-style-type: none"> When you filter for Build Year for the first time, there will no courses. When you do options > copy course catalogue, it will open a pop up. Copy from : Current school year Copy to: Next school year You can use Replace Existing if you're executing this step multiple times in the event the number of courses have changed. Courses : Copy All Click OK The number of courses in the current year filter and build year filter should be the same.
Copy Active Schedule to Build View (For elementary schools, CE, CLC and SS)	<ul style="list-style-type: none"> Build View > Scenario Options > Copy Active Schedule 	<ul style="list-style-type: none"> You can name your scenario or by default it will name it as "Copy of (Current School Year) Active Schedule" Items to include: Only Master Schedule. Note: Don't check any other boxes