

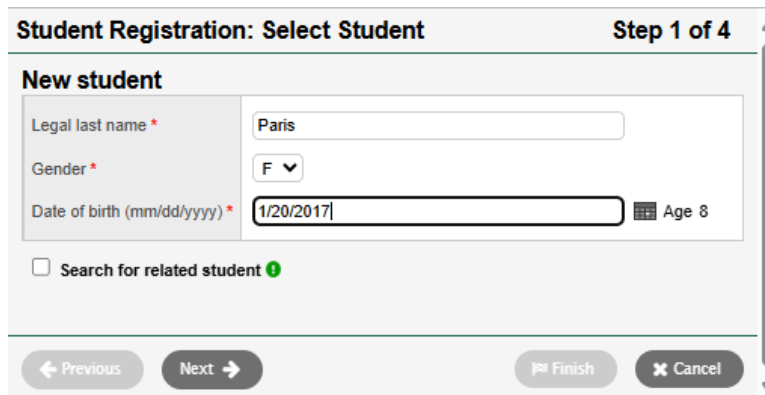
Registering, Transferring and Withdrawing Students

Registration

Scenario 1: Brand new student **never** previously enrolled in a MyEd school

1. Student TT

- Option >Registration >Register Student
- Restrictive Query using **legal last name, gender and date of birth** (taken from the legal proof of age documentation you have collected)



Student Registration: Select Student Step 1 of 4

New student

Legal last name * Paris

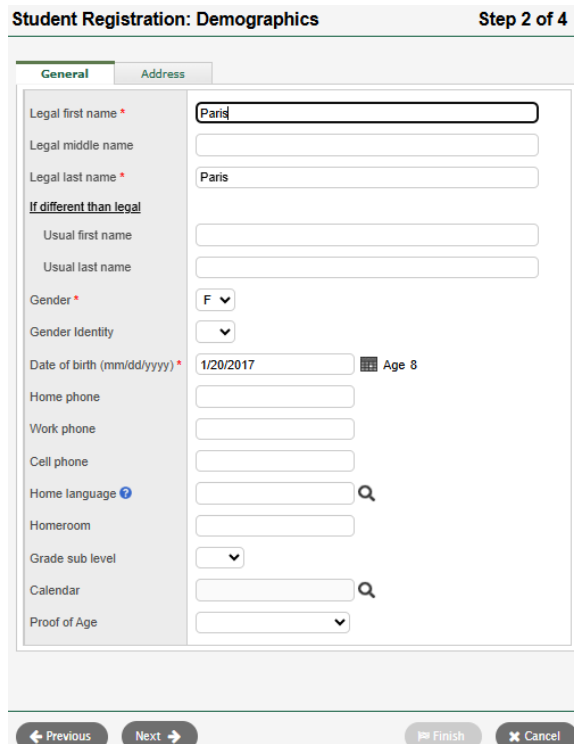
Gender * F

Date of birth (mm/dd/yyyy) * 1/20/2017 Age 8

☐ Search for related student

Previous Next Finish Cancel

- Presuming no record will be found, proceed with Step 2 (Student Registration: Demographics)



Student Registration: Demographics Step 2 of 4

General Address

Legal first name * Paris

Legal middle name

Legal last name * Paris

If different than legal

Usual first name

Usual last name

Gender * F

Gender Identity

Date of birth (mm/dd/yyyy) * 1/20/2017 Age 8

Home phone

Work phone

Cell phone

Home language ?

Homeroom

Grade sub level

Calendar

Proof of Age

Previous Next Finish Cancel

i. Enter the following details in the General tab:

- Legal First Name
- Legal Last Name
- Legal Middle Name (if available)
- Usual First Name
- Usual Last Name
- Gender
- DOB
- Home Phone
- Home Language
- Homeroom (if known)
- Grade Sub Level (if any)
- Calendar: Choose Standard. This is **very important** as a calendar must be assigned so student can be scheduled into classes
- Proof of Age

ii. Enter the following details in the address tab:

- Physical Address (Street Address, City Prov PC)
 - Use Canada Post address format
 - Ensure to validate the address
 - If mailing address is same as physical, check 'is identical' box
 - Add Proof of Address/Residence

Student Registration: Demographics **Step 2 of 4**

General
Address

Physical Address

Street address ?

RR Number / PO Box

City Prov PC

Mailing Address

Is identical ☒

Street address ?

RR Number / PO Box

City Prov PC

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Proof of Address/Residence
▼

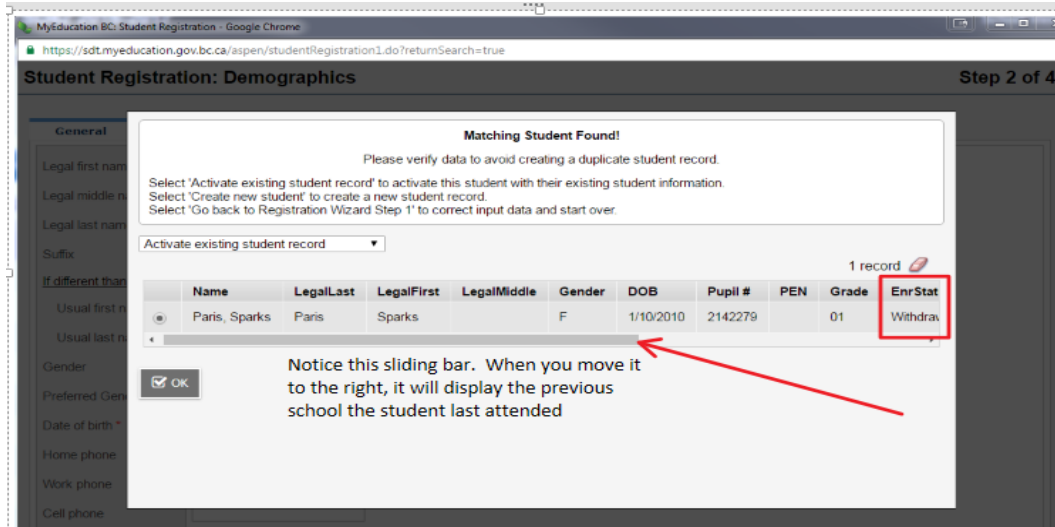
- d. Proceed to Step 3 (Student Registration: Enrollment) (see illustration below)
 - i. Year of Graduation: enter the year of grad which will populate the Grade
 - ii. Enrollment Status: **set to ACTIVE**
 - iii. **Calendar** (use the magnifying glass and choose 'standard'). This is **very important** as a calendar must be assigned so student can be scheduled into classes
 - iv. PSR Grade: enter the grade level for when they begin school in
 - v. Date: **The day you are entering the student into MyEdBC. It is not the first day of the school for the student.**
 - vi. Code: First time entry (or as appropriate)

Student Registration: Enrollment		Step 3 of 4
Name	Paris, Paris	
School > Name *	<input type="text" value="Q"/>	
Year of graduation *	<input type="text"/>	<input type="text" value="Q"/> Grade level * <input type="text"/>
Enrollment status *	Active <input type="button" value="v"/>	
Pupil #	*** Auto Assign ***	
Personal Education Number		
PSR Grade	<input type="button" value="v"/>	
Date *	<input type="text"/>	<input type="button" value="Calendar"/>
Code *	<input type="text"/>	<input type="button" value="Q"/>

- e. Proceed to Step 4 (Student Registration: confirmation)
 - i. Review and click Finish

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. MyEdBC returns a matching student



The screenshot shows the 'Student Registration: Demographics' window in Step 2 of 4. A message box titled 'Matching Student Found!' is displayed, asking the user to verify data to avoid creating a duplicate student record. It provides three options: 'Activate existing student record' (selected), 'Create new student' to create a new record, and 'Go back to Registration Wizard Step 1' to correct input data. Below the message is a table with one record for a student named Paris, Sparks. The table columns are Name, LegalLast, LegalFirst, LegalMiddle, Gender, DOB, Pupil #, PEN, Grade, and EnrStat. The EnrStat is 'Withdrawn'. A red arrow points to a sliding bar below the table with the text: 'Notice this sliding bar. When you move it to the right, it will display the previous school the student last attended'.

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStat
Paris, Sparks	Paris	Sparks		F	1/10/2010	2142279		01	Withdrawn

Select this student if he/she exactly matches your criteria **AND** their enrollment status is **withdrawn**. Click OK.

- d. The window for Step 2 (Student Registration: Demographics) as shown in the previous scenario above appears, except all of the student's demographic information is included. Change the information as needed (likely phone number, Proof of Age, Address and Proof of Address/Residence) and proceed to Step 3 of the process.
 - i. Year of Graduation: enter the year of grad which will populate the Grade
 - ii. Enrollment Status: **set to ACTIVE**
 - iii. PSR Grade: enter the grade level for when they will begin school
 - iv. Date: **The day you are entering the student into MyEdBC. It is not the first day of the school for the student. Must be minimum 1 day difference between Withdrawal date and your enrollment date.**
 - v. Code: As appropriate
- e. Proceed to Step 4 (Student Registration: confirmation)
 - i. Review and click Finish

Transfer


Transferring Students to a new school In District

The Transfer feature, in MyEdBC is to be used **only** when a student withdraws from your school to attend another school in **SD42 school**. **DO NOT withdraw** students in this scenario.

Transfer Wizard will:

- Remove Counsellor, Homeroom, Locker Info, Next School, Group Membership, and Snapshots from the Student.
- It will end date current year programs (**Membership ST > Programs**). It will only end date programs in the student's primary active school. A general program that is added to a student at the school level however no Program School is indicated, the program will not be end dated.


Current School

1. Student TT
 - a. Search for student transferring.
 - b. Click into the **Details** Side Tab > demographics sub-top-tab
 - c. In the middle section on this page, locate the **Transfer pending** box and check it
 - d. Using the pick list , choose the school (in district) that the student is transferring to

School > Name	Albion Elementary SD42	Transfer pending	<input checked="" type="checkbox"/>
Next School > Name	<input type="text"/>	Transfer School > Name	Alexander Robinson Elementary SD42 
Out of Catchment	<input type="checkbox"/>	6 year Grad CohortID	
Out of Catchment School	<input type="text"/>		

- e. Click **Save**

New School

1. Student TT
2. Option >Registration >Transfer Student
3. Using the pick list , select student
4. Complete the **Date**, **Code**, and **Reason** and **PSR** fields as demonstrated below. **You may not be able to set a difference of 1 day between withdraw and enrollment date here but ensure to change it in the Membership ST > Enrollment Sub ST**

sdt.myeducation.gov.bc.ca/aspen/studentTransfer.do - Work - Microsoft Edge

https://sdt.myeducation.gov.bc.ca/aspen/studentTransfer.do

Transfer Student

Name

Withdrawal	Entry
Current School Albion Elementary SD42	Destination School Alexander Robinson Elementary SD42
Date * 8/8/2024	Date 8/8/2024
Code * Admin Transfer Out	Code * Admin Transfer In
Reason EOY Transfer	Reason EOY Transfer

Note:
If this student has future dated attendance records, they will be deleted during the transfer.

PSR Grade *
02

5. Click **Save**
6. Locate newly transferred student in Student Top Tab and ensure you add the new Homeroom and make any required changes to any address and/or contact information.
7. Add the student to attendance blocks (Elementary School) or courses (Secondary School)

Withdraw

Student moving Out of District

1. Search and find student who is withdrawing
2. Click into the Membership side tab >Programs sub-side-tab
3. End date any programs at your school
4. Remove student from attendance blocks
5. Run two copies of a Student Verification report; one for the G4 file and one to keep with the withdrawal form in the office.
6. Print a copy of the PSR card for the G4 file.
7. From the Student TT, select the Student that is leaving the district and click on the Contacts ST. Check all Emergency contacts. Options >DELETE. **Parent contacts must remain in Contacts ST, as stated in Ministry of Education Standards Manual.**

<input type="checkbox"/>	Priority	Title
<input type="checkbox"/>	1	
<input type="checkbox"/>	2	
<input checked="" type="checkbox"/>	3	
<input checked="" type="checkbox"/>	4	

Options ▾ Report

- Add
- Delete
- Modify List
- Mass Update...
- Send Email...
- Query...
- Show Selected
- Omit Selected

This process will disconnect all Emergency contacts from the students prior to them leaving our district and therefore will eliminate any issues with shared contacts being altered by users from other districts. In addition, it will also eliminate issues connected from shared contacts with parent MyClass accounts.

8. Click on the Student Top Tab and check the box beside the withdrawing student

<input checked="" type="checkbox"/>	Paris	Sparks	Paris, Sparks		
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8. Options > Registrations > Withdraw Student and complete the fields in the Withdraw Window.
9. Ensure you set the status to Withdrawn, and check both the disable related user accounts and create former school association boxes and enter the PSR grade (grade student is in upon withdrawal). **NOTE: When withdrawing any student, DO NOT check the box to "Keep student in special education"**

MyEducation BC: Withdraw Student - Google Chrome

sdt.myeducation.gov.bc.ca/aspen/studentWithdrawal.do?prefix=ENR&context=student....

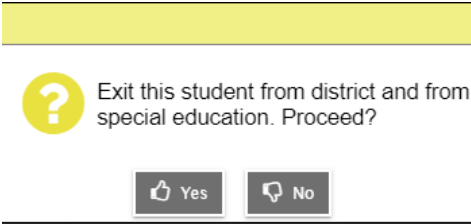
Withdraw Student

Name	[Redacted]
Current Primary School	Hammond Elementary SD42
Date	8/14/2019
Code	Publ School Out Dist
Reason	
Status *	Withdrawn
Keep student in special education	<input type="checkbox"/>
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>

PSR Grade: 06

☒ OK
 ☐ Cancel


10. Click OK



A yellow rectangular bar is at the top. Below it is a yellow circle with a question mark. To the right of the circle is the text: "Exit this student from district and from special education. Proceed?". At the bottom are two buttons: "Yes" with a thumbs up icon and "No" with a thumbs down icon.

Click Yes

11. Student is now ready for pick up by the new out of district school

12. You still have access to view this student in your **Former Students** Filter  for the remainder of the current school year.

Withdrawing a **Pre-registered** student who needs to register elsewhere for immediate attendance purposes

1. Search and find student who is withdrawing
2. Click into Membership side tab
3. Options > Registration > Withdraw Student
4. Enter today's date
5. Code = No Show
6. Status set to Withdrawn
7. PSR Grade - (grade student is in upon withdrawal)

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.