



School District 8  
Kootenay Lake

## Registration Processes

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## 1.0 Registration Checklist

Register a student using the appropriate processes instructed below this checklist. Once the student is registered, review the tasks below to ensure data received with the student is updated.

Task	Navigation	To do:
	<b>Details</b> side tab > <b>Demographics</b> sub-top tab	<ul style="list-style-type: none"> <li>Update student demographics as indicated on the enrollment form.</li> </ul>
	<b>Contacts</b> side tab	<p>See the <b>Managing Contacts &amp; Siblings</b> guide to ensure proper entry of contact information and linking of siblings.</p> <ul style="list-style-type: none"> <li>Update student contact information as indicated on the enrolment form. Be sure to use the proper process so duplicate contact records are not created.</li> </ul>
	<b>Transcript</b> side tab	<p>Check for incomplete transcript records from the previous school. If incomplete records exist, contact the previous school to finalize the records.</p> <p>Set dictionary icon to <b>All</b> and set field set to <b>Withdraw Field Set</b>.</p> <p>Use <b>Options &gt; Modify List</b> to:</p> <ul style="list-style-type: none"> <li><b>Final Mark:</b> Enter a final mark of <b>W</b> (withdrawn) for incomplete courses.</li> <li><b>Hide on report card:</b> check the box so incomplete courses don't show on the report card at the new school.</li> <li><b>Course Start Date:</b> if blank, populate with the start of the school year.</li> <li><b>Course End Date:</b> enter date of withdrawal</li> <li><b>Completion Date:</b> enter date of withdrawal</li> </ul>
	<b>Schedule</b> side tab > <b>Requests</b> sub-side tab	<ul style="list-style-type: none"> <li>Check if <b>next year</b> course requests remain in place from the previous school. The school year is indicated at the top of the <b>Requests</b> screen. <u><b>2019-2020 - Requests:</b></u></li> </ul>
	<b>Membership</b> side tab > <b>Programs</b> sub-side tab	<p>Set dictionary icon to <b>General Program</b>. Check if the student has general program assignments from the previous school that are not end-dated (Core French, etc). Do not end date student services designations.</p>
	<b>Membership</b> side tab > <b>Schools</b> sub-side tab.	<p>Check for current secondary school associations. As the new Primary school, this school is now responsible for submission of TRAX data from all schools that the student is associated with.</p>
	<b>Other school registration tasks</b>	<ul style="list-style-type: none"> <li>Run reports, review other withdrawal practices.</li> </ul>

## 1.0 Registering a Student

Registration is the process of admitting students to the school for attendance, scheduling and reporting. Once registered, see the document on Student Demographics and Contacts to ensure student information is complete.

The following documentation must be obtained before enrolling the student.:

- Legal documentation confirming student identity (birth certificate, passport, landed immigrant papers, etc.).
- Proof of address.
- Enrollment form completed by the parent or guardian of the student.

1. In the **School** view, click the **Student** top tab.
2. In the **Options** menu, click **Registration > Register Student**.

The screenshot displays the 'Student List' interface. At the top, a navigation bar includes tabs for 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', and 'Tools'. The 'Student' tab is highlighted with a red box. Below the navigation bar, the 'Student List' header is visible. On the left, a sidebar lists various categories: Details, Contacts, Attendance, Conduct, Transcript, Assessments, Academics, Schedule, Membership, Transactions, Documents, At Risk, and Snapshots. The main area features a toolbar with 'Options', 'Reports', and 'Help' dropdown menus, a search bar, and icons for filtering and sorting. The 'Options' dropdown menu is open, showing a list of actions. A red arrow points from the 'Options' menu to the 'Registration' option. The 'Registration' option is further expanded, and a red box highlights the 'Register Student...' option at the bottom of the list. The background shows a table of student records with a 'School > Name' column.

3. In the *Student Registration* pop-up wizard:
  - a. **Legal last name:** enter the student’s legal last name as per the documentation provided during enrollment.
  - b. **Gender:** enter the student’s gender as per the documentation provided during enrollment.
  - c. **Date of birth:** enter the student’s gender as per the documentation provided during enrollment.
  - d. Click **Next**.

**Student Registration: Select Student**

**New student**

Legal last name \*  A

Gender \*  B

Date of birth \*  C Age 7

D

4. This performs a “Strict Search” to determine if the student is already in the system.
  - a. **Matching student is found:** the system will generate a window with the student listed.
    - o Confirm that the name(s), gender and birthdate match
    - o Scroll to the right to check the enrollment status of the student. The enrollment status must be “Withdrawn” in order to admit the student to this school.
      - **Enrollment status = Active:** click the blue hyperlink to contact the school listed in the *Contact* field and request the student be withdrawn. Cancel the registration until student shows as withdrawn.
      - **Enrollment status = Withdrawn:** confirm student is correct and drop-down is set to **Activate existing student record**. Click **OK**. The system will proceed to the *Student Registration: Demographics, Step 2 of 4* screen.

**Matching Student Found!**  
Please verify data to avoid creating a duplicate student record.

Select 'Activate existing student record' to activate this student with their existing student information.  
Select 'Create new student' to create a new student record.  
Select 'Go back to Registration Wizard Step 1' to correct input data and start over.


Activate existing student record

1 record

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade
Abbott, Ava	Abbott	Ava	Lynn	F	7/11/2010	2015853	140281528	02

OK

DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal	Contact
11/2010	2015853	140281528	02	Active	-	Conrad St Elem - Prince Rupert, Prince Rupert

- b. **Close match is found:** The system will also display students who match the last name and gender and have a birthdate within 45 days of the birthdate entered. Check the birthdate on the legal documentation provided by the student.
- o **All names, gender and grade are a match:** select **Activate existing student record** and click **OK**. The system will proceed to the *Student Registration: Demographics, Step 2 of 4* screen.
    - Adjust birthdate in the student details. The Ministry of Education will need to be notified of the change with a copy of legal documentation provided.
  - o **Students displayed are not a match:** Select **Create a new student** and click **OK**. The system will proceed to the *Student Registration: Demographics, Step 2 of 4* screen
- c. **No student match is found:** The system will immediately proceed to the *Student Registration: Demographics, Step 2 of 4* screen.
5. *Student Registration: Demographics, Step 2 of 4* screen: (see screenshot on following page).  
**Note:** Information may already be populated in these windows if the student was pre-existing in the system.  
**General sub-top tab:**
- a. **Legal first name:** enter the student's legal first name as per the documentation provided during enrollment.
  - b. **Legal middle name:** Enter the student's middle last name as per the documentation provided during enrollment.
  - c. **Legal last name:** Enter the student's legal last name as per the documentation provided during enrollment.
  - d. **Suffix:** Select the appropriate suffix, if identified on the enrollment form.
  - e. **Usual first name:** Enter the name from the enrollment form that the student prefers to use. If it is the same as the legal name, re-enter the information here.
  - f. **Usual last name:** Enter the name from the enrollment form that the student prefers to use. If it is the same as the legal name, re-enter the information here.
  - g. **Gender:** Use the drop-down menu to select the student's gender as per the documentation provided during enrollment.
  - h. **Preferred Gender:** Use the drop-down menu to select a preferred gender if different from the legal gender field.
  - i. **Date of birth:** Enter the student's date of birth as per the documentation provided during enrollment.
  - j. **Home phone:** From the enrollment form, enter the main student phone number as a string of numbers. It will format when the record is saved.
  - k. **Work Phone:** From the enrollment form, enter the student work number as a string of numbers. It will format when the record is saved.
  - l. **Cell phone:** From the enrollment form, enter student cell number as a string of numbers. It will format when the record is saved.
  - m. **Home language:** Use the  to select the home language indicated on the enrollment form.

- n. **Homeroom:** If known, populate the homeroom the student will be assigned to.
- o. Click the **Address** sub-top tab before proceeding.

**Student Registration: Demographics**

**General** Address

Legal first name \* Royal A

Legal middle name Peter B

Legal last name \* Dery C

Suffix D

If different than legal

Usual first name Roy E

Usual last name Dery F

Gender \* M G

Preferred Gender H

Date of birth \* 4/11/2010 I Age 7

Home phone 250-555-2222 J

Work phone K

Cell phone L

Home language English M

Homeroom N

← Previous Next →

6. **Address sub-top tab:**

- a. **Street Address:** From the enrollment form, enter the apartment (if applicable), street number and street name. Click the 🔍 to search the system for a matching address.
  - If a match is found, click **OK**.
  - If no match is found, click the *validate address* button . This will generate a pop-up window to ensure the address components fall into the correct fields. Click the **Validate** button and adjust address, if necessary. Click **OK**.
- b. **RR Number/PO Box:** Enter information provided on the enrollment form, if applicable.
- c. **City Prov PC:** Enter the city, province and postal code. Click the *validate address*  button to confirm the address components fall into the correct fields. Click the **Validate** button and adjust address, if necessary. Click **OK**.
- d. **Is identical:**
  - Check the box if the enrollment form does not indicate a mailing address that is different from the physical address above.
  - Uncheck the box if the enrollment form does provide a mailing address that is different from the physical address above. Populate the remaining address fields in the same manner as the physical address.
- e. Click **Next** to proceed.

**Tip:** Always attempt to enter the address so it will validate. If the address is very unusual, the **User validated** box can be checked in the address components screen to manually enter the address into the fields as necessary.

**Student Registration: Demographics**

General **Address**

Physical Address

Street address 123 Any St A

RR Number / PO Box B

City Prov PC Prince Rupert BC V0G 1H0 C

Mailing Address

Is identical  D

Street address


RR Number / PO Box

City Prov PC


If unchecked, provide mailing address information below the checkbox, using the same process as the physical address.

← Previous Next → E









7. Student Registration: Enrollment, Step 3 of 4:

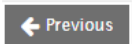
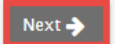

- a. **Year of graduation:** enter the year the student is expected to graduate based on date of birth. Click the tab key to populate the **Grade level** field. Adjust the YOG until the grade level field is correct.  
*Tip:* The student registration window can be clicked and dragged to see the YOG for students in the list behind it with the same birth year.
- b. **Enrollment Status:** Use the drop-down menu to select **Active** for students being enrolled for the current year.
  - **A status of Pre-Reg is only used when registering students for the next school year.**
- c. **Calendar:** Use the  to select **Standard**. This is essential to recording attendance for the student.
- d. **Grade sub level:** This field will be left blank unless the student is home-schooled or determined to be elementary ungraded.
  - **Homeschool:** select **HS**.



- **Elementary ungraded:** select **EU**.
- e. **PSR Grade:** Use the drop-down menu to select the grade the student is entering into (same as the grade level field).
- f. **Date:** Enter the date the student is starting school. This may be a future date if the student is not starting immediately.
- g. **Code:** Use the  to select the code that represents the student's reason for enrolling.
- h. **Reason:** leave blank.
- i. Click **Next**.

**Student Registration: Enrollment**

Name	Derry, Royal Peter
School > Name *	Conrad St Elem - Prince Rupert
Year of graduation *	2028 
Grade level *	02
Enrollment status *	Active 
Pupil #	*** Auto Assign ***
Personal Education Number	
Calendar	Standard 
Grade sub level	
PSR Grade	02 
Date *	9/6/2017 
Code	Public School InDg 
Reason	

8. *Student Registration: Confirmation, Step 4 of 4:* Confirm the student's legal name and school. Click **Finish**.
9. Assign the necessary classes to the student's schedule.

## 2.0 Registering a Student using Sibling Function

MyEducation has the ability to register a sibling for a student that is already in the system. In the Student top tab, click the **Options** menu.

1. Click **Registration > Register Student**.
2. In the Student Registration pop-up wizard:
  - a. **Legal last name**: enter the student's legal last name as per the documentation provided during enrollment.
  - b. **Gender**: enter the student's gender as per the documentation provided during enrollment.
  - c. **Date of birth**: enter the student's gender as per the documentation provided during enrollment.
  - d. **New family member**: Check the box. Additional search fields will appear. The *Legal last name* field and *either* the home phone or address field must match the new enrollment.
  - e. **Home phone**: Enter the home phone number, formatted as ###-###-#### as a field to match.
  - f. **Address**: Enter the address as a field to match.
  - g. **Legal last name**: Enter the legal last name of the sibling already in the system.
  - h. **Related student**:
    - i. Click **Search**.
    - ii. Matching students will appear in the pop-up window. If appropriate, click **OK**. The Related student field will populate with the name of the sibling already in the system.
  - i. **Relationship**: select **Sibling**.
  - j. Click **Next**.

**Student Registration: Select Student** Step 1 of 4

**New student**

Legal last name \*  A

Gender \*  B

Date of birth \*  C Age 10

**New family member** D

**Additional search fields**

Home phone  E

Address  F

Legal last name  G

Related student  H

Relationship  I

J

The phone # OR the address can be used to match on. Data in both fields is not required.

Student Pick List - Google Chrome

Secure | <https://sdt.myeducation.gov.l>

Activate existing student record

Name	LegalLast	LegalFirst
<input checked="" type="checkbox"/> Derry, Roy	Derry	Royal

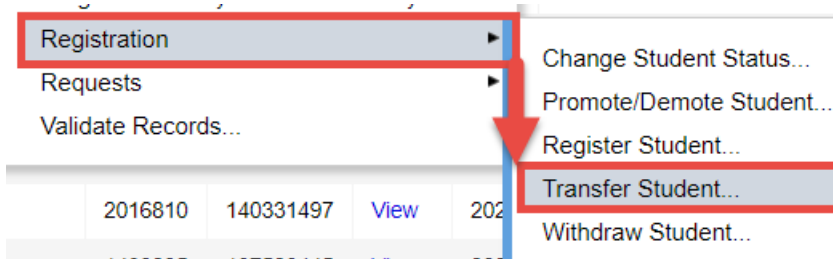
3. *Student Registration: Demographics, Step 2 of 4:*
  - a. Populate the student demographics that are unique to this new student enrollment and review the address sub-top tab (all name fields, birthdate, homeroom).  
Some fields will be pre-populated to match the sibling already in the system.
  - b. Click **Next**.
4. *Student Registration: Enrollment, Step 3 of 4:*
  - a. Populate all fields as appropriate to this new enrollment (YOG, Enrollment status, Calendar, PSR Grade, Date, Code).
  - b. Click **Next**.
5. *Student Registration: Confirmation, Step 4 of 4:*
  - a. Review student's information.
  - b. Click **Finish**.
6. Assign the necessary classes to the student's schedule.


### 3.0 Registering a Student using Transfer

Students moving between schools within a district can be transferred. The current school of record (sending school), must set the transfer fields in the **Student** top tab > **Details** side tab for the student being transferred before the receiving school can enroll the student.

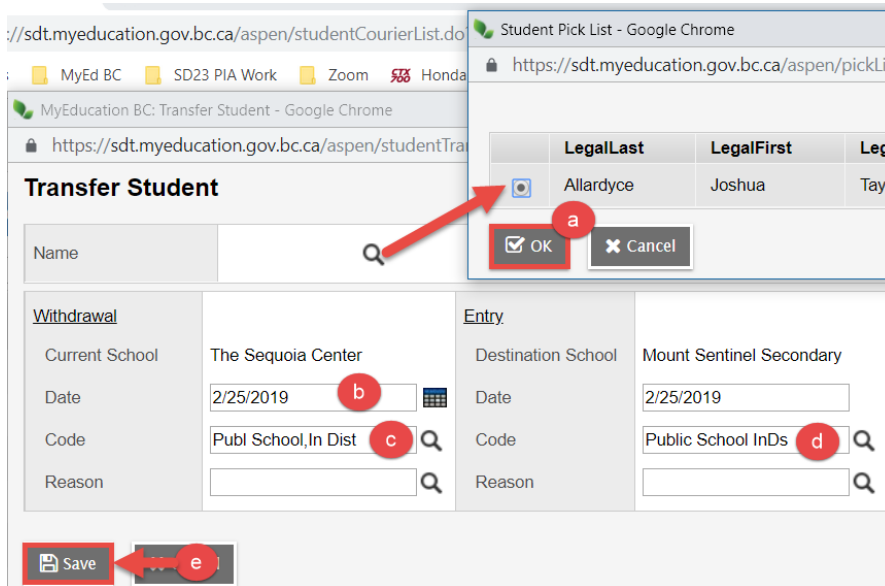
#### Receiving School:

1. In the **Student** top tab, click the **Options** menu.
2. **Select Registration > Transfer Student.**



3. In the *Transfer Student* pop-up window, click the  beside the **Name** field. A pop-up window will appear with the name(s) of students that have been set to transfer.
  - a. Select the student and click **OK**. The student's name will appear in the **Name** field.
  - b. Withdrawal section: populate the **Date** the student is being withdrawn from the previous school (should be on or before today).
  - c. Withdrawal section: populate the **Code** with the reason the student is being withdrawn from the previous school.

- d. Entry section: populate the **Code** with the reason the student is being enrolled in the destination school.
- e. Click **Save**.

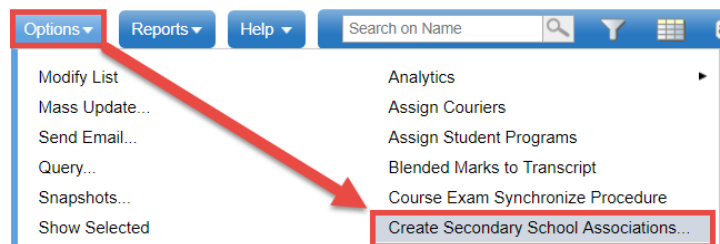


4. The transferred student will now appear in the student list. Be sure to update demographics, address, contacts and sibling information as indicated on the student's enrollment form with this school!!
5. Assign the necessary classes to the student's schedule.

## 4.0 Creating a Secondary School Association (Cross-Enrollment)

Secondary school associations are created when a student is attending more than one school at the same time. This is rare for elementary schools, but common for StrongStart centres, high schools and alternate schools.

1. In the **Student** top tab, click the **Options** menu.
2. Click **Create Secondary School Associations**.



3. In the pop-up window, click the **Pull** sub-top tab.

**Note:** *Push* is used to send a student to another school. This should never be done without the other school's knowledge.

- a. **Secondary school:** should show this school name.
- b. **District year:** represents the school year for which the association is being created.

- c. **Start date:** enter the date on which the association should start.
- d. **End date:** enter the date on which the association should end.
- e. **Legal first name:** leave blank.
- f. **Legal last name:** enter the student's legal last name as per the documentation provided during enrollment.
- g. **Gender:** select the student's gender per the documentation provided during enrollment.
- h. **Date of birth:** enter the students date of birth per the documentation provided during enrollment.
- i. Click **Search**.

- 4. A pop-up window will appear displaying the student to be cross-enrolled. Click **OK** to create the association.

Student will appear in the *Current Members* filter with a cross-enrollment icon.

Student will appear in the *All Secondary Students* filter.

Student will appear in the *All Active Students* filter.

Student will not appear in the *Primary Active Students* filter, because their primary school is not this one.

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade
Ardmuir, Jamie	Ardmuir	Jamie	Tyler	M	11/13/2015	2184387	144055282	EL


- 5. Assign classes in the student's schedule as appropriate.

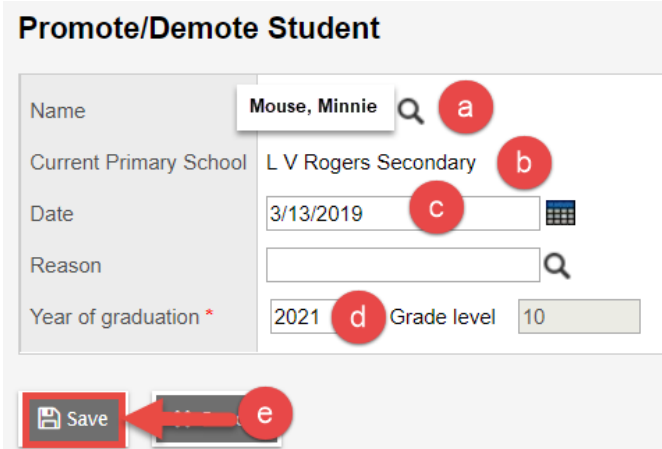
## 5.0 Pre-Registering Students for Next Year

- Always do a restrictive query first to find the student if they are already in the system.
- If the student found, but is not in a withdrawn state, contact the current school to have the next school value set to this school.
- If the student is found in a withdrawn state, or is brand new to MyEd BC (doesn't show up in a restrictive query), they may be pre-registered using the following guidelines:
  - Use a YOG that represents the **grade the student is in *this* year.**
  - Use an enrollment **status of Pre-Reg.**
  - Use the student's **current grade** for the **PSR grade.**
  - Use a **current enrollment date** (the actual date you are creating the enrollment).
  - Populate the **Next School** value so they appear in the next year student filter.
- With the above settings in place, the student will appear in the **Next Year Students** filter and in the **PreReg Students** filter.

## 6.0 Changing a Student's Grade

The steps below will correct an incorrect grade was assigned to a student.

1. Click the **Student** top tab.
2. In the **Options** menu, select **Registration**, then **Promote/Demote Student**.
  - a. **Name:** Use the  icon to find and select the student that needs a grade change.
  - b. **Current Primary School:** populates automatically when the student is selected.
  - c. **Date:** enter the date the change is being made.
  - d. **Year of graduation:** enter the appropriate YOG that puts the student in the correct grade.
  - e. Click **Save**.




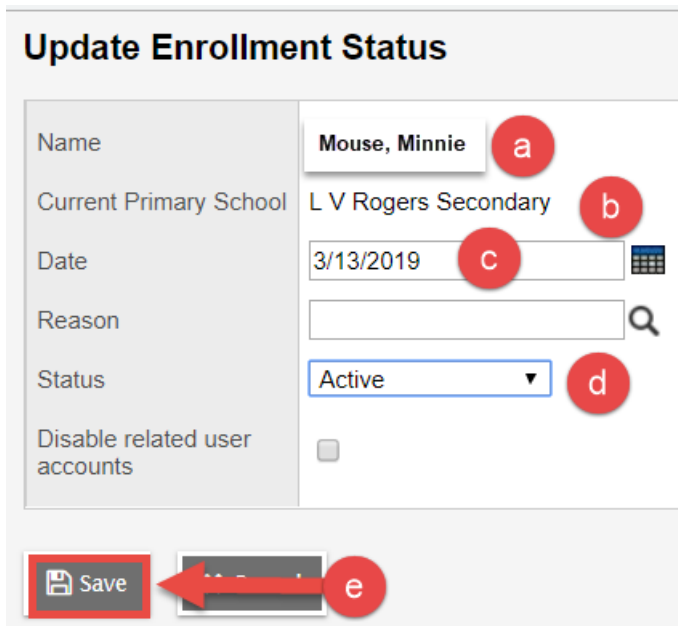
The screenshot shows the 'Promote/Demote Student' form with the following fields and annotations:

- Name:** Mouse, Minnie (Annotation a: magnifying glass icon)
- Current Primary School:** L V Rogers Secondary (Annotation b: red circle)
- Date:** 3/13/2019 (Annotation c: red circle)
- Reason:** (Annotation d: red circle)
- Year of graduation \*:** 2021 (Annotation e: red circle)
- Grade level:** 10
- Save button:** (Annotation e: red circle with arrow pointing to the button)






## 7.0 Changing a Student's Status

Occasionally, students will come into the school with an incorrect status (Active No Primary, PreReg, etc). The status can be changed using the instructions below.

1. Click the **Student** top tab.
2. In the **Options** menu, select **Registration**, then **Change Student Status**.
  - a. **Name:** Use the  icon to select the student that requires a status change.
  - b. **Current Primary School:** This field will populate when the student is selected.
  - c. **Date:** Enter the date the change is being made.
  - d. **Status:** use the drop-down menu to select the status the student should have.
  - e. Click **Save**.



**Update Enrollment Status**

Name	Mouse, Minnie 
Current Primary School	L V Rogers Secondary 
Date	3/13/2019 
Reason	<input type="text"/> 
Status	Active 
Disable related user accounts	<input type="checkbox"/>

