

Managing Next Year Students

Many different scenarios arise when preparing students for the next school year. The tables below describes common scenarios and the appropriate next-year process and settings for students.

Students Below Grade 12

Student top tab > set field set to **SD8: Elementary Pre-Transition**

Scenario	Enrollment Settings	Next School Value	Withdraw Checkbox	Retain Grade Checkbox	Pre-Transition Withdraw Code
Student is in a withdrawn state in MyED BC but is starting at this school next year.	Enrollment Status = Pre-Reg Reg. Date: current	Set to this school	N	N	Blank
Student is currently attending a non-MyEd BC school but starting at this school next year.	Enrollment Status = Pre-Reg Reg. Date: current	Set to this school	N	N	Blank
Student is currently enrolled and staying in this school next year.	Not applicable	Set to this school	N	N	Blank
Student is attending another MyEd BC school this year but moving to this school for next year.	Not applicable	Request that current school set to this school	N	N	Will be set by the "sending" school.
Student is currently attending this school but is moving to another MyEd BC school next year.	Not applicable	Set to the school the student will be attending next year	N	N	Choose appropriate withdraw code
Student is withdrawing at the end of the school year, but destination is out of jurisdiction or unknown.	Not applicable	Blank	Y	N	Choose appropriate withdraw code
Student is remaining in this school, but will remain in the same grade as the current year.	Not applicable	Set to this school	N	Y	Blank


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Student is withdrawing from this school (primary school) and has a secondary association at another school.	Not applicable. Contact cross-enrolled school to ensure the cross-enrollment is end-dated.**	Blank, unless the cross-enrolled school is registering the student for next year	Y, unless the cross-enrolled school is registering	N	Choose appropriate withdraw code
Student has a secondary association to this school in the current year and is not continuing next year.	Student top tab > set filter to All Secondary Students <u>or</u> Global top tab > Favorite side tab > Student School Association table > set filter to Secondary Students . Secondary schools cannot change transition settings for cross-enrolled students. However, ensure that the cross-enrollment has an end date prior to the end of the school year to terminate the cross-enrollment at end-of-year rollover.				
Student does not have a secondary association now, but needs one for next year.	Student top tab > Options > Create Secondary School Associations Pull student into the school using a next year start date to create a next year cross-enrollment.				

****Note:** If a secondary association end date is blank, or beyond the end of the school year, and the student is set to withdraw at EOYR, they will be withdrawn with a status of Active No Primary. This means that the primary (home) school is still responsible for the student data until the secondary (cross-enrolled) school goes through the proper withdrawal procedure for the student. In most cases, if a student is withdrawing from their current school and continuing a course at the secondary school, then the current year secondary association should be end-dated before EOYR and the Next School value set to the secondary school so the student is admitted to that school through the EOYR process.

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Managing Grade 12 Student Data for End-of-Year-Rollover (EOYR)

1. In the **Student** top tab, use the **Grade Level = ?** filter to select **Grade 12** Primary Active Students.
2. Set the  icon to the **SD8: Mid/High/K-12 Pre-Transition** field set.

Next Year Student Scenarios:	Next School	Pre-Transition Withdrawal Code	Diploma Granted Date	Retained checkbox	To be graduated	Withdraw checkbox
Grade 12 student who is graduating under 2018 Graduation Program or Adult Graduation Program.	BLANK	Graduated - Dogwood	ENTER DATE	N	Y	N
Grade 12 student who is graduating but returning to this school for additional courses next year.	Set to this school	Graduated - Dogwood	ENTER DATE	Y	N	N
Grade 12 student is NOT graduating and is returning to the same school next year.	Set to this school	BLANK	BLANK	Y	N	N
Grade 12 student is NOT graduating but is attending Grade 12 in a different school next year.	Set to next year school	Choose appropriate w/d code	BLANK	Y	N	N
Grade 12 student is NOT graduating and is discontinuing schooling.	BLANK	Choose appropriate w/d code	BLANK	Y	N	Y
Grade 12 student is on the SCCP graduation program and IS completing the program this year.	BLANK	Completion - Evergreen	ENTER DATE	N	Y	N
Grade 12 student is on the SCCP graduation program and is NOT completing the program this year.	Set to this school	BLANK	BLANK	Y	N	N
Grade 12 student is on the Adult Grad program and IS completing the program this year. Ensure Grade Sub-level is AD	BLANK	Graduated - Dogwood	ENTER DATE	N	Y	N
Grade 12 student is on the Adult Grad program and is NOT completing the program this year. Ensure Grade Sub-level is AN	Set to this school	BLANK	BLANK	Y	N	N
Grade 12 student withdrawing from their primary school, but continuing a secondary school association with another school. (Creates a status of Active – No Primary)	BLANK		BLANK	N	N	Y – Primary School
Student has a secondary association to this school in the current year and is not continuing next year.	Student top tab > set filter to All Secondary Students <u>or</u> Global top tab > Favorite side tab > Student School Association table > set filter to Secondary Students. Secondary schools cannot change transition settings for cross-enrolled students. However, ensure that the cross-enrollment has an end date prior to the end of the school year to terminate the cross-enrollment at end-of-year rollover.					

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Registration Processes for Next Year Students

These steps apply to students who have never been in MyEd BC and are being registered for next year, or students who are in a withdrawn state and being registered for next year.

- Register with a **current date** and status of **Pre-Reg**.
- Register with a **current grade** (YOG).
- Register with a **next year PSR grade**.
- **Student** top tab > **Details** side tab: Assign a next school value so they can be given next year course requests.
- **Student** top tab > **Schedules** side tab > **Requests** sub-side tab: Ensure student has no next year requests from other schools.
- **Student** top tab > **SD8 pre-transitions field sets**: Ensure transition settings are set properly.
- Other tasks on the Registration Processes checklist.

Withdrawal Processes for Next Year Students

These steps apply to students who are being withdrawn prior to end-of-year rollover, or for students who were pre-registered for next year but have changed their mind.

- **Student** top tab > **Details** side tab: Remove Next School values prior to withdraw.
 - *If a next school value has been set to a different school, let that school know that the student is available for pre-registration for next year.*
- **Student** top tab > **Schedules** side tab > **Requests** sub-side tab: Remove next year course requests.
- Other tasks on Withdrawal Processes checklist.
- **Student** top tab > **Options** > **Registration** > **Change Student Status**: Change status to Active if the student being withdrawn is a pre-registered student.