



MYEDUCATION BC ENROLLMENT USER GUIDE

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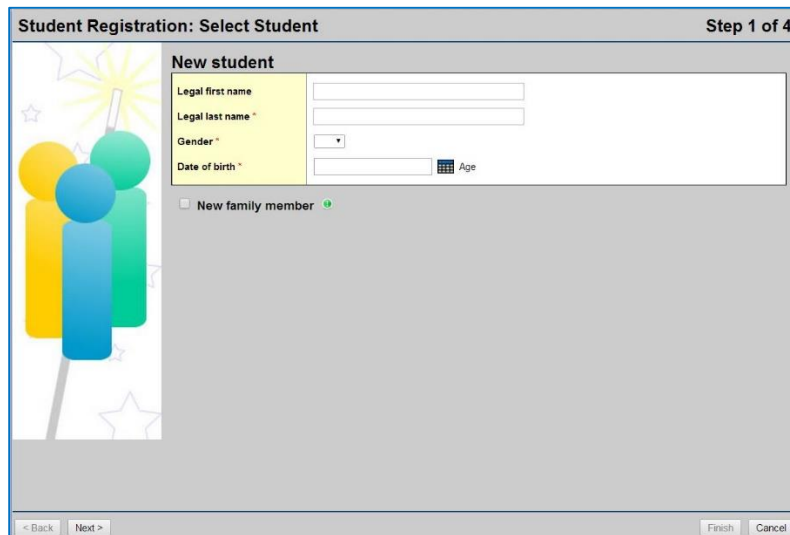
Enrollment

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Enrolling a Student

Work in the **School View**.

- Go to **Student top tab > Options > Registration > Register Student > Enrollment Wizard**



Step 1 of the Wizard

- Select **New Student**.
- Enter **Name, Gender, and DOB**.
- If the student is a sibling of a current student in the school, check the box “New family member”.**
- If a student with the same surname and gender and a birthdate within 45 days was found in another MyEd school you will see a list; if the correct student is in the list, select the student and click **OK**.

Note: During the 2014-2015 transition the student may have been in a school using BCeSIS. The basic information on all BCeSIS students has been copied into MyEd, so you should find the student in MyEd. It is important to communicate with the previous school as they also need to withdraw the student from BCeSIS, otherwise the student will be registered in both systems.

Step 2 of the Wizard

- Note that there are two tabs in Step 2: **Demographics and Address**
- Note that fields marked * are required to move to the next step.
- Home Language:** Entering **“e”** in the field for **Home Language** enables the system to find English on the list. Or, **Control F** on the list to find the language.
- Enter additional information in Step 2 of the Wizard. Note that entering as much information as possible in the Enrollment Wizard avoids having to enter it later in the student’s record.

- **Homeroom Field:** The person entering the information may not know the student's homeroom until a schedule is established for the student. It may be necessary to leave the field empty and enter the information after the student has been enrolled.
- **Calendar Field:** Every student must have a calendar attached. The calendar selected impacts the student's attendance record.
- Click the **Address** tab.
- Enter a **Street** address using the proper Canada Post abbreviation conventions.
- Click the **Validate Address** button next to the Street field. This button enables the user to confirm that the address was entered in the proper format and populates the appropriate fields in the data base. *It does not verify that the address itself is correct.*
- Enter the **City, Province, Postal Code**.
- Click the **Validate Address** button next to the field to confirm that the information entered populates the appropriate fields.
- Click **Next**.

Step 3 of the Wizard.

- Type in the YOG and confirm the auto-populated grade level.
- ***See Appendix A: Year of Graduation Reference Table**
- Set the **Enrollment Status** to **PreReg** unless the student's attendance is beginning that day. In that case, the status would be set to **Active**.
- Enter a Grade sub level, if applicable.
- Enter today's **Date**. Entering **t > Tab** to auto-fill today's date. Also **t + 1, t-2**, etc.
- **Important!** Significance of the **Date Field:** If the student's **Enrollment Status** is set to **Pre-Registered**, *the date simply represents the date the record was created*. On the first day the student attends class, office staff will change the student's **Enrollment Status** from **Pre-Registered** to **Active**.
- If the **Enrollment Status** is set to **Active** at the time of enrollment, the student's attendance record will begin *that day*.
- Select the **Code** from the **Entry Codes** pick list by clicking on the magnifying glass.
- Click **Next** to proceed to Step 4 of the Wizard.

Step 4 of the Wizard

- This is a confirmation screen.
- Click **Finish** to complete the enrollment of the student. Be sure to note the name and the address of the student you have enrolled.

Change the **Filter** to **All Students** and find the student on the list.

Click on the blue link to the student's name to open the record.



View and Edit the New Student's Record

Student Details

Details side tab > Demographics sub-top tab

- Enter additional demographics fields that are not populated through the wizard.
- Custody
- Homeroom assignment
- Counsellor Assignment
- Next School (Pre-Transition)
- Parent/Guardian Information can be added from here or the **Contacts** side tab. Click **Add**.


Details side tab > Addresses sub-top tab

- The **Shared Address**  icon appears if no other student enrolled in the district lives at this address. The icon changes to  if the address is shared with another student.


Details side tab > Alerts sub-top tab

- Choose **Legal**, **Medical**, or **Other** and click **Add** button at right.


*The **Medical Alert** should only be applied to **Life Threatening Illnesses**. Use the **Other>Health Alert** to indicate all other health related details. It is also recommended that when entering in a description, the user leaves their initials and a date.*

- Complete the popup.
- Click **Save**. The icon appears upon saving.
- Icons are defaults for **Legal** and **Medical**. Icons can be selected for **Other**.
- To edit the alert, click on the edit icon  to open the edit window and make changes
- Change the sequence of the alerts if there is more than one.

Details side tab > Citizenship sub-top tab

- Populate fields as appropriate, use the magnifying glass  icon and drop-down menus available to select from a list of values.
- Use the page controls, or **Ctrl>F** to find a record in the list.

Details side tab > Programs sub-top tab

- Use the magnifying glass  icon to select the appropriate program from the list
- Populate start date of the student's first day of attendance.

Details side tab > Permissions sub-top tab

Any field displayed with (*) indicates a converted value from BCeSIS. Reselect from the available pick list and click Save.

- Select the desired permissions and enter a memo as necessary

It is district policy to deny the release of Info/:Photos Outside of District. The system defaults to blank.

Details side tab > Language & Culture sub-top tab

- Languages/Aboriginal Ancestry/Band of Residence
- Enter this information if available!

Contacts

Add a Contact

Contact Types:


Contacts side tab > Options > Add.

General Tab:

First name * Last name * Gender Emergency priority Relationship Parental Auth or Guardian? Type Volunteer?	Franz Gunderson M 2 Father <input checked="" type="checkbox"/> Regular Contact <input checked="" type="checkbox"/>	Contact lives with student Contact can pick up? Receive grade mailing Receive conduct mailing Receive other mailing Receive email Contact has family portal access Include on IEP	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Enter Contact information</div>			
<div style="border: 1px solid red; padding: 5px; display: inline-block;">Select appropriate check boxes for this contact</div>			
Shared Contact Information			
Home phone Cell phone International Phone # Primary email Alternate email	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Work phone Work phone Ext # Place of Employment Pager Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>


Contact Types:

- Regular Contact: Parent/Guardian
- Emergency Contact: All emergency contacts other than parents/guardians
- CCO: Continuing Custody Order: Ministry has become the permanent guardian of the child
- TCO: Temporary Custody Order: The child is placed in care for a specific length of time
- Out of District: Out of district contact in case of local disaster

The  icon appears if the contact is not shared with any other student.

Addresses Tab:




- If the contact address is shared with the student, begin to type the student address and select the address from the list. The shared address icon  will appear.

Shared Contacts

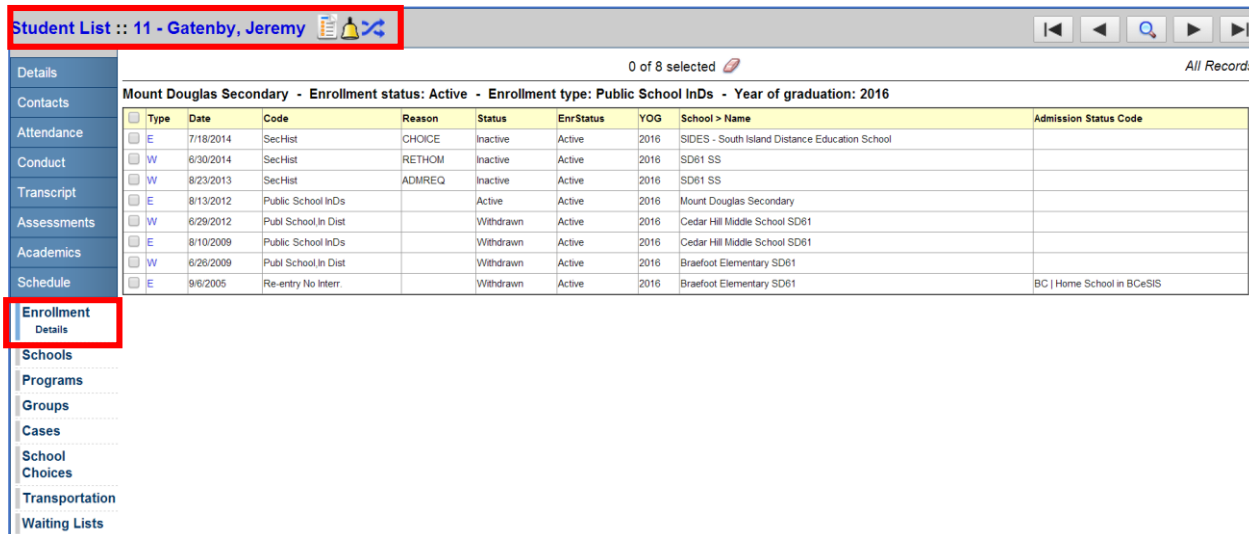
Registering a Sibling of a Current Student

When registering a student that has a sibling at the school, check the **New Family Member** box in the first step of the registration wizard. By entering the last name and home phone number, you can search for the student already registered. This will automatically assign the same address and contact information for the two students.

- Siblings are shown in MyEd as a form of contact called **Related Students**.
- The relationships are shown in the **Contacts** side-tab, **Related Students**
- The  icon appears if the Contact is shared with another student in the MyEducation BC data base, whether the Contact is a parent, other relative, neighbor, etc.

View a Student's Enrollment Information

- Select a student from the list of **All Active Students**.
- Click the **Membership** side tab. This is another example of a side tab with many sub tabs.



Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code
E	7/18/2014	SecHist	CHOICE	Inactive	Active	2016	SIDES - South Island Distance Education School	
W	8/30/2014	SecHist	RETHOM	Inactive	Active	2016	SD61 SS	
W	8/23/2013	SecHist	ADMREQ	Inactive	Active	2016	SD61 SS	
E	8/13/2012	Public School InDs		Active	Active	2016	Mount Douglas Secondary	
W	8/29/2012	Publ School In Dist		Withdrawn	Active	2016	Cedar Hill Middle School SD61	
E	8/10/2009	Public School InDs		Withdrawn	Active	2016	Cedar Hill Middle School SD61	
W	6/26/2009	Publ School In Dist		Withdrawn	Active	2016	Braefoot Elementary SD61	
E	9/6/2005	Re-entry No Interr.		Withdrawn	Active	2016	Braefoot Elementary SD61	BC Home School in BCeSIS

Enrollment Type codes:

- E = Enrolled
- S = Status Change

- Y = Change in YOG
- W = Withdrawn
- View and secondary schools the student is currently attending
- View history of programs for the student

Change a Student's Status from PreReg to Active

- Set the Filter to **All Students**
- Go to **Options > Registration > Change Student Status**
- Use the magnifying glass icon to find the student
- Enter a date
- Change the Status to **Active**.
- Click **OK**
- Note that the student now appears on the filtered list of **All Active Students**.
-

Withdraw and Re-Enroll a Student

- Go to **Options > Registration > Withdraw**

Withdraw Student

Withdraw student that is: Primary

Name	Adams, Henni
Current Primary School	Mount Douglas Secondary
Date	<input type="text" value="7/27/2015"/>
Code	<input type="text" value="Publ School, Out Dist"/>
Reason	<input type="text"/>
Status	Withdrawn
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>

- Choose to withdraw a **Primary** or **Secondary** student
- Use the magnifying glass icon to locate the student
- Enter the date
- Choose a **Code** from the magnifying glass pick list (There is no requirement for entering a **Reason**)
- Change status to **Withdraw**
- Select **Disable related user accounts**
- Select **Create former school association** to retain a copy of the student record until end of year.
- Click **OK**
- Note that the student's name immediately disappears from the list.

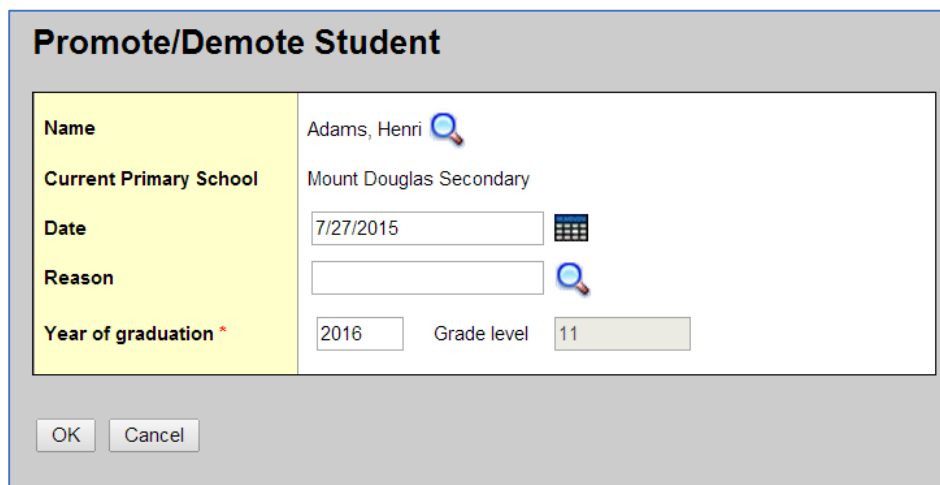
To re-enroll a student:

- Go to **Options > Registration > Register Student**
- Enter the student’s name and click **Next**.
- Note that MyEducation BC retrieves the entire previous record for the student.
- Complete the wizard.

Promote or Demote a Student

- Options > Registration > Promote/Demote Student.

(Or, select the student first, then go to **Options > Registration > Promote**.)



- Use the magnifying glass icon to locate the student
- Enter the date
- Change the YOG to alter the grade level (*See Appendix A for Reference Table*)
- Click **OK**

Create Secondary School Association (Cross Enrolling a Student)

Schools may **Pull** in students from other schools for courses. The **Create Secondary School Associations** wizard is a way to associate these cross-enrolled students with their secondary schools.

1. Log on to the School view.
2. Click the **Student** tab.
3. Click **Options**, then select **Create Secondary School Associations**.
4. Select the **District year** for the cross-enrollment.
5. Enter the **Start date** and **End date** of the school year that the student will attend the secondary school.
6. Enter the **First name, Last name, Gender, and Date of birth** for the student.

7. Click **Search**.

8. A pop-up lists the student's name, some demographic information, and contact information for the student's primary school. Click **OK**.

Matching student found. Selecting a student will cross-enroll him or her into your school. 1 record

Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal	Contact
<input checked="" type="radio"/> Danton, Rey	Danton	Rey		M	3/10/2004	861939	130375124	05	Active	-	Craigflower Elementary SD61, Greater Victoria

OK Cancel

Transfer

To perform a Transfer of a student from one school to another:

From the **"Sending School"** or District:

- **School or District view > Student top tab**
- Click the blue, hyperlinked name of the student that will be transferred to a new school. From the **Details** page for the student, click the **Transfer pending** checkbox, and then click the magnifying glass in the **Transfer School > Name** field to select the school the student will be sent to.

School > Name Next School > Name Out of Catchment Out of District Home School Not in MyEducation HS not in MyEd Name	Colquitz Middle School SD61 <input type="text"/> <input type="text"/> Yes <input type="checkbox"/> <input type="text"/>	Transfer pending <input checked="" type="checkbox"/> Transfer School > Name <input type="text"/>
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- Once the Transfer School pop-up appears, find and select the school, followed by the **OK** button.
- Click the **Save** button on the student record to finalize the selection. Your student is now ready for the Receiving School to accept the transfer.

From the **"Receiving School"** or District

School or District view > Student top tab

- Options>Registration > **Transfer Student**.
- When the Student Transfer pop-up appears, click the magnifying glass in the **Name** field to get a list of students who have been assigned to transfer to your school, and select the correct student. Fill in the date under the Withdrawal side of the screen. This will automatically populate the date field on the Destination side of the screen.
- You may change that date as you require, based on when the student will appear in their new school. **The withdrawal and entry date must be the same. There is no gap or overlap.**

- Select a Code from the magnifying glass pick list. (Reason is not required)

Transfer Student			
Name	Blake, Kayle		
Withdrawal		Entry	
Current School	Colquitz Middle School SD61	Destination School	Arbutus Global Middle School
Date	3/5/2015	Date	3/5/2015
Code	Publ School,In Dist	Code	Public School InDs
Reason	<input type="text"/>	Reason	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

7. Locate your student in the **Student** top tab school list. Click the checkbox beside their name.

8. Click the **Membership** side tab. You will see a withdrawal (W) record from the student's previous school

Pre-transition

- Student Top Tab>Choose a Student>**Details** Side Tab
- **Next School**>**Name** – Select magnifying glass and choose the destination school
- Click **Save**

Details		Save		Cancel	
Contacts	Demographics	Addresses	Alerts	Citizenship	Programs
Attendance	Pupil #	1288401	Photo		
Conduct	Personal Education Number	134676394	Memo		
Transcript	Legal last name *	Blila			
Assessments	Legal first name *	Shelly			
Academics	Legal middle name				
Schedule	Suffix				
Membership	Usual last name				
Transactions	Usual first name				
Documents	Usual middle name				
Snapshots	Gender *	F			
	Preferred Gender				
	Date of birth *	6/21/2009 Age 5			
	Proof of Age	Birth Certificate			
	Home phone	(250)555-1234			
	Unlisted Phone Number				
	Work phone				
	Cell phone				
	Student email				
	School > Name	James Bay StrongStart Centre			
	Next School > Name	James Bay Community			Confidential Student Date
	Year of graduation	2032			Family Courier

Figure 1: From James Bay Strong Start Center

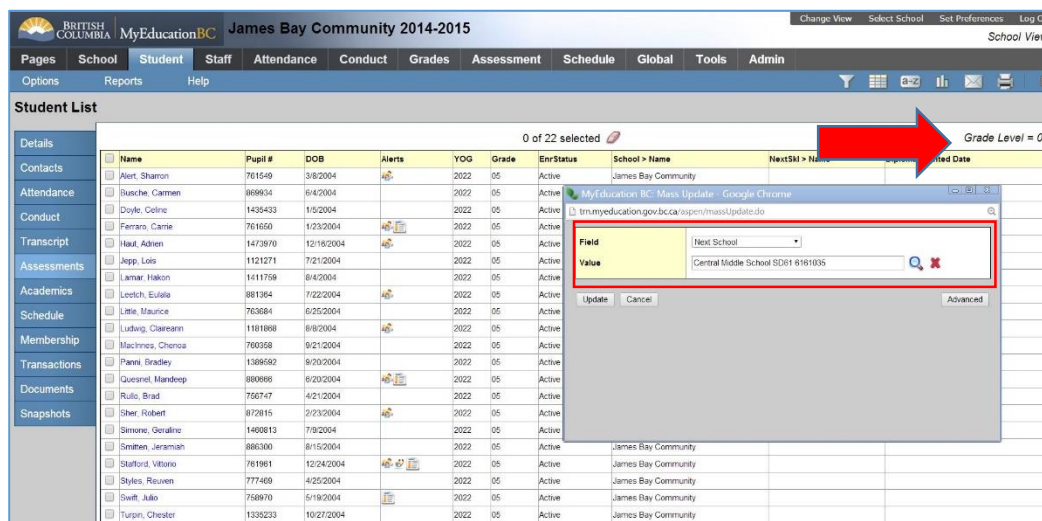
The destination school can then use the filter to select **Next Year Students** to view all pre-transitioned students.



Figure 2: to James Bay Elementary

Pre-transition a group of students: Mass Update

- Student Top Tab
- Filter to **Primary Active Students**
- Select the group (Filter: Grade Level=?)
- Set Field set to **Pre-transition**
- Select **Options-> Mass Update -> Next School -> Your school -> Update**



Updating the Student's Pre-Transition

- Student Top Tab
- Filter to **Primary Active Students**
- Set Field Set to **Pre-Transition**
- Select Options>**Modify List**
- Click on the pencil icon at the top of the **NextSch>Name Field**

For Any MyEd School

- Click the magnifying glass and select the destination school or start to type the name of the school and select from the pick list.
- Click the green check mark and click **OK** to Save

- Re-select **Options>Modify** List to clear the pencil icons
- **Withdraw at EOY** should be set to N. If the Y value is selected, the student will have a withdrawal record on their membership and will have to be reenrolled at the new school.
- For **Retain at EOY**, the value should be set to N unless the intention is to not promote the student to the next grade level.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin												
Options Reports Help												
Student List												
0 of 470 selected												
Primary Active Students												
Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSki > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	Retain at EOY	Withdraw at EOY
Adam, Ken	419832	3/1/2001	2019	08	Active	Arbutus Global Middle School	Abbotsford Middle School				N	N

For Any School Outside of MyED

- Change the **Withdraw at EOY** value to Y
- Leave the **NextSki>Name** field blank

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin												
Options Reports Help												
Student List												
0 of 470 selected												
Primary Active Students												
Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSki > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	Retain at EOY	Withdraw at EOY
Adam, Ken	419832	3/1/2001	2019	08	Active	Arbutus Global Middle School					N	Y

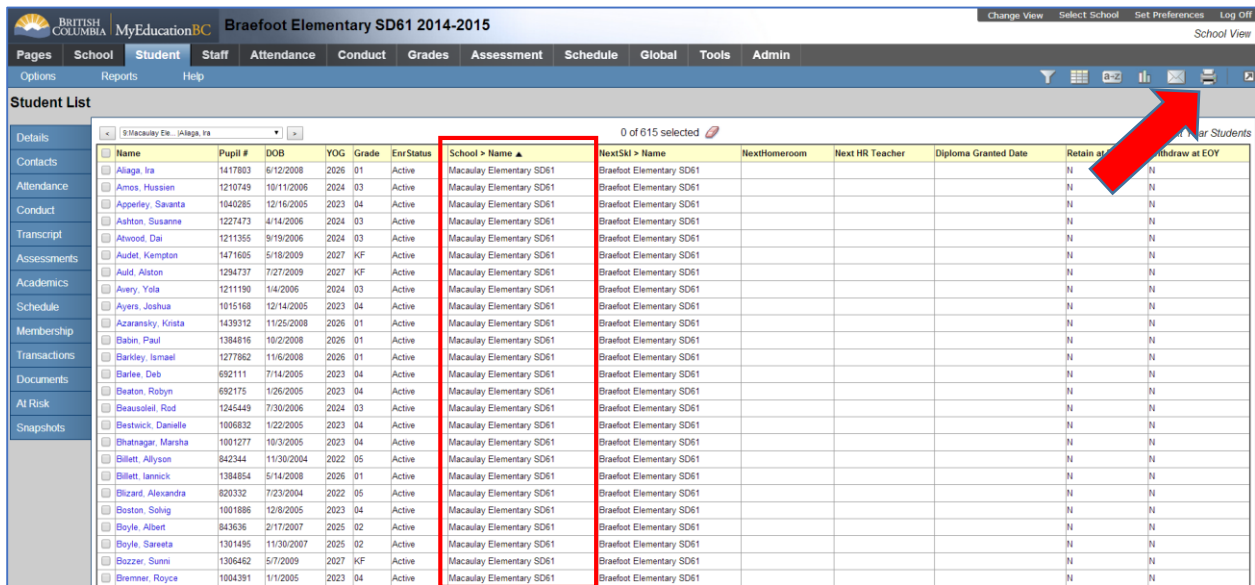
To View and Print a list of all current students with their next years' school name field:

- Student Top Tab
- Filter to **Primary Active Students**
- Field Set>**Pre-transition**
- Use the Printer Icon to export this list as a CSV to **Excel** for printing.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin												
Options Reports Help												
Student List												
0 of 245 selected												
Primary Active Students												
Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSki > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	Retain at EOY	Withdraw at EOY
Adams, Clive	1002319	4/26/2005	2023	04	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Adamson, Aidan	1003478	10/13/2005	2023	04	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Adank, Tye	1211593	10/31/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
AM, Rav	1210691	10/29/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Albert, Cosmas	858826	9/19/2004	2022	05	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Alford, Jay	1436520	10/17/2005	2023	04	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Ali, Trent	1212334	7/14/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Amos, Delmar	757698	9/8/2004	2022	05	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Appelley, Hanna	1470888	2/19/2009	2027	KF	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Appelley, Robyn	1211601	12/22/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Austin, Teri-Lynn	1002516	5/29/2005	2023	04	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Avison, Clive	1002811	6/22/2005	2023	04	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Ayre, Danielle	1303875	12/18/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	4	Stevens, S		N	N
Azmi, Delene	1212529	12/11/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Belcher, Eagle	1302783	8/15/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	4	Stevens, S		N	N
Bernard, Dylene	1336976	6/14/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	4	Stevens, S		N	N
Billings, Josef	1211374	7/25/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Blane, Surjt	1467635	1/6/2009	2027	KF	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Brachman, Jai	1301709	6/16/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	4	Stevens, S		N	N
Burn, Fletcher	1209619	11/27/2006	2024	03	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Cahoon, Rae	1419713	12/20/2008	2026	01	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	5	Dempsey, G		N	N
Carroll, Ben	1301333	7/23/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Celenza, Everett	1303922	11/14/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61				N	N
Christianson, Meg	1301596	8/10/2007	2025	02	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	4	Stevens, S		N	N
Chumbe, Edythe	1386687	6/3/2008	2026	01	Active	Braefoot Elementary SD61	Braefoot Elementary SD61	5	Dempsey, G		N	N

To View and Print a list of all students coming to your school next year:

- Student Top Tab
- Filter to **Next Year Students**
- Field Set > **Pre-transition**
- Sort by **School > Name** to group students coming from another school, or sort by **Grade** to identify students coming from Strongstart centers.
- Use the Printer Icon to export this list as a CSV to **Excel** for printing.



Name	Pupil #	DOB	YOG	Grade	EnrStatus	School > Name	NextSKI > Name	NextHomeroom	Next HR Teacher	Diploma Granted Date	Retain at EOY	Withdraw at EOY
Allaga, Ira	1417803	6/12/2008	2026	01	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Amos, Hussain	1210749	10/11/2005	2024	03	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Appelley, Sawanta	1040285	12/16/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Ashlin, Susanne	1227473	4/14/2006	2024	03	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Alwood, Dal	1211355	9/19/2006	2024	03	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Audet, Kempton	1471695	5/18/2009	2027	KF	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Auld, Alston	1294737	7/27/2009	2027	KF	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Avery, Yola	1211190	1/4/2006	2024	03	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Ayers, Joshua	1015168	12/14/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Azarskiy, Krista	1439312	11/25/2008	2026	01	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Babin, Paul	1384816	10/2/2008	2026	01	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Barkley, Ismael	1277862	11/6/2008	2026	01	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Barke, Deb	692111	7/14/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Beaton, Robyn	692175	1/26/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Beausoleil, Rod	1245449	7/30/2006	2024	03	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Bestwick, Danielle	1006832	1/22/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Bhatnagar, Marsha	1001277	10/3/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Billett, Allyson	842344	11/30/2004	2022	05	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Billett, Iainick	1384854	5/14/2008	2026	01	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Bizard, Alexandra	820332	7/23/2004	2022	05	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Boston, Solvig	1001086	12/8/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Boyle, Albert	843636	2/17/2007	2025	02	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Boyle, Sareeta	1301495	11/30/2007	2025	02	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Bozzer, Sumi	1306462	5/7/2009	2027	KF	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N
Bremner, Royce	1004391	1/1/2005	2023	04	Active	Macaulay Elementary SD61	Braefoot Elementary SD61				N	N

Reports

Enrollment Reports: Student Top Tab>Reports Drop Down Menu>

Permanent Student Record

For individual students:

Student Top Tab>Select the student>Reports Drop down window>**Permanent Student Record**

For a groups of students or the entire school

Student Top Tab> Reports Drop down window>**Permanent Student Record**

Ministry of Education									
PERMANENT STUDENT RECORD									
Page 1 of 1								<input type="checkbox"/> MEDICAL ALERT <input type="checkbox"/> LEGAL ALERT	
STUDENT INFORMATION								P.E.N.	
LEGAL FAMILY NAME		LEGAL FIRST NAME		LEGAL MIDDLE NAMES					
Adam		Izabella							
USUAL FAMILY NAME (if different)		USUAL FIRST NAME (if different)		USUAL MIDDLE NAME(S) (if different)					
SENDER		BIRTH DATE (DD-MON-YYYY)		BIRTH COUNTRY		INITIAL ENTRY FROM		VERIFICATION	
<input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE		26-Jun-2001		Canada		First Time Entry		Birth Certificate	
RECORD OF SCHOOLING									
MINCODE	DISTRICT-SCHOOL NAME	ENTRY			EXIT			REASON	
		GRADE	ADMIT DATE	GRADE	WDR DATE				
06161027	61 - McKenzie Elementary SD61	KH	07-Feb-2006	05	29-Jun-2012	To Public School, In District			
6161068	61 - Colquitz Middle School SD61	06	13-Aug-2012						
STUDENT RECORD INCLUSIONS									
DATE DD-MON-YYYY		DESCRIPTION AND DOCUMENTATION						EXPIRY DATE DD-MON-YYYY	
ACHIEVEMENT/ATTENDANCE RECORD									
MINCODE	DISTRICT-SCHOOL NAME								DAYS ABSENT
YEAR	GRADE	PROGRESS DESCRIPTION						DAYS ABSENT	
ACHIEVEMENT/ATTENDANCE									
MINCODE	DISTRICT-SCHOOL NAME	YEAR		GRADE				DAYS ABSENT	
COURSE CODE	COURSE DESCRIPTION	COMP DATE	PROV EXAM DATE	SCHOOL LG	SCHOOL %	PROV EXAM	FINAL	CREDIT	
6161068 61 - Colquitz Middle School SD61		2013		Grade 06				Abs 4	
MEN-06--	ENGLISH LANGUAGE ARTS 6	28-Jun-2013		B	79		79	0	
MFR-06--	FRENCH 6	28-Jun-2013		B	79		79	0	
MMA-06--	MATHEMATICS 6	28-Jun-2013		B	79		79	0	
MPE-06--	PHYSICAL EDUCATION 6	28-Jun-2013		B	79		79	0	
MSC-06--	SCIENCE 6	28-Jun-2013		B	79		79	0	
MSS-06--	SOCIAL STUDIES 6	28-Jun-2013		B	79		79	0	
6161068 61 - Colquitz Middle School SD61		2014		Grade 07				Abs 8.5	
MEN-07--	ENGLISH LANGUAGE ARTS 7	27-Jun-2014		NM			NM	0	
MFR-07--	FRENCH 7	27-Jun-2014		NM			NM	0	
MMA-07--	MATHEMATICS 7	27-Jun-2014		C+	69		69	0	
MPE-07--	PHYSICAL EDUCATION 7	27-Jun-2014		NM			NM	0	
MSC-07--	SCIENCE 7	27-Jun-2014		NM			NM	0	
MSS-07--	SOCIAL STUDIES 7	27-Jun-2014		NM			NM	0	
6161068 61 - Colquitz Middle School SD61		2015		Grade 08				Abs 1	
ATT--AM	AM Attendance								

BC Student Information Verification Form

Student Top Tab>Reports Drop Down Menu>**BC Student Information Verification Form**

For individual students:

Student Top Tab>Select the student>Reports Drop down window> **BC Student Information Verification Form**

For a groups of students or the entire school:

Student Top Tab> Reports Drop down window> **BC Student Information Verification Form**

Colquitz Middle School SD61 Student Information Verification		July 29, 2015	
DEMOGRAPHICS			
Legal Last Name	Adam	Primary Contact Work	
Legal First Name	Izabella	Primary Contact Cell No	
Legal Middle Name		Student e-mail address	
Usual Last Name		Home Street Address	478 Chou St
Usual First Name		RR Number/PO Box	
Usual Middle		City	Victoria Prov BC PC A1A 1A1
Gender	MALE <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/>	Mailing address if not the same:	
Date of Birth	26-Jun-2001	Street Address	478 Chou St
Proof of Age	Birth Certificate	RR Number/PO Box	
Home Phone Number	(250)555-1234 Unlisted? <input type="checkbox"/>	City	Victoria Prov BC PC A1A 1A1
Previous School	McKenzie District No 61	Current Teacher	Schock, Giles
Current School	Colquitz Middle School Grade 08	Care Card No	Test - Care Card
Current Home Room	15	Family Courier	<input type="checkbox"/>
		Out of Catchment	<input type="checkbox"/>
PARENT/GUARDIAN INFORMATION			
Name	Wootton, Raven	Contact can pick up?	<input checked="" type="checkbox"/>
Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Receive Mailings?	<input type="checkbox"/>
Relationship	Mother	Contact has Family Portal Access?	<input type="checkbox"/>
Parental Authority or Guardian?	<input checked="" type="checkbox"/>	Work No	(250)555-2345 Cell No (250)555-3456
Contact Lives with student?	<input checked="" type="checkbox"/>	E-mail	email01@email.com
Name		Contact can pick up?	<input type="checkbox"/>
Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Receive Mailings?	<input type="checkbox"/>
Relationship		Contact has Family Portal Access?	<input type="checkbox"/>
Parental Authority or Guardian?	<input type="checkbox"/>	Work No	Cell No
Contact Lives with student?	<input type="checkbox"/>	E-mail	
Name		Contact can pick up?	<input type="checkbox"/>
Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Receive Mailings?	<input type="checkbox"/>
Relationship		Contact has Family Portal Access?	<input type="checkbox"/>
Parental Authority or Guardian?	<input type="checkbox"/>	Work No	Cell No
Contact Lives with student?	<input type="checkbox"/>	E-mail	
EMERGENCY CONTACT INFORMATION: OTHER THAN PARENT			

Colquitz Middle School SD61 Student Information Verification		July 29, 2015	
Contact 2		Work No	Cell No
Contact 3		Work No	Cell No
Out of District Contact		Work No	Cell No
SIBLING INFORMATION			
Name	Speed, Terrell	Sibling School	Spectrum Community Grade 11
Name		Sibling Phone	(250)555-1234
Name		Sibling School	Grade
Name		Sibling Phone	Grade
Name		Sibling School	Grade
Name		Sibling Phone	Grade
STUDENT LEGAL ALERTS - Court Order on file? <input type="checkbox"/>			
Description			
STUDENT MEDICAL ALERTS - Life Threatening? <input type="checkbox"/>			
Description			
OTHER STUDENT ALERTS - Health, Family or Other informational			
Description			
CITIZENSHIP			
Country of Birth	Canada	Visa Status	
Country of Citizenship	Canada	Visa Expiration Date	
LANGUAGE and CULTURE			
Home Language	English	Aboriginal Ancestry	
Language Most Used	English	Status Card Number	
First Language	English	Band of Residence	
PERMISSIONS			
Release of information/photos outside of district?	<input type="checkbox"/>	Allow Internet access?	<input checked="" type="checkbox"/>
Permission to walk home?	<input type="checkbox"/>	Send e-mail and auto dialer calls?	<input type="checkbox"/>
<small>The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.</small>			

Student Locator – Seaches the provincial database to identify the current SIS (BCeSIS or MyEd for a student)

Run this report before enrolling a new student. See *Enrollment Decision Tree*

Student Top Tab>reports Drop down menu>**Student Locator**

- Enter last name, first name, gender, DOB
- Click Run

The report will identify the current SIS for the student, as well as current school name and phone number

PEN: <input type="text"/>											
Name: <input type="text"/>											
Gender: <input type="text"/>											
Date of Birth: <input type="text"/>											
System	Is Primary	Enr Status	Withdrawn	School ID	School Name	Phone	Fax	Principal	Vice Principal	Administrator	School District
BCeSIS	Y		6/30/2010	3535053	Dorothy Peacock Elementary	6045138000	6045138008	<input type="text"/>			Langley
MyEducation BC	Y	Inactive	6/30/2010	3535053	Dorothy Peacock Elementary	604-513-8000					Langley

- Student Profile (Enrollment Card)

Greater Victoria		James Bay Community	
Student Profile			
Page 1		February 12, 2015	
First Name:	Rey	LASID:	861939
Middle Name:		SASID:	130375124
Last Name:	Danton	Homeroom:	01
Gender:	M	YOG:	2022
Date of Birth:	3/15/2004	Grade:	05
Home Phone:	(250)555-1234	House Code:	
Emerg Phone:		Enr Status:	Active
Address:	3159 Roydene St		
City:	Victoria		
State:	BC		
Zip:	A1A 1A1		
Country:			
Home Lang:	English		

- Student Directory – demographic information

Or designate the desired fields by creating a Quick Report or a custom Field Set.

Greater Victoria		James Bay Community							
Student Directory									
Page 1		February 12, 2015							
Name	YOG	Hrm	Sex	DOB	Phone	Parent/Guardian	Address	City	ZIP
Addison, Hana	2027	08	F	4/22/2009	(250)555-1234	Nero, Phoenix	3259 Rye St.	Victoria	A1A
Adama, Nimal	2025	05	M	7/29/2007	(250)555-1234	Esau, Ash	2863 Pryor St.	Victoria	A1A
Ainsley, Sarjey	2023	02	M	11/2/2005	(250)555-1234	Silver, Lee	2969 Redruth St.	Victoria	A1A
Aldrich, Jillian	2024	03	F	2/7/2006	(250)555-1234	Yasko, Brett	2055 Marathon St.	Victoria	A1A
Aleck, Dominique	2026	06	F	5/29/2008			3433 Shave St.	Victoria	A1A
Alert, Sharron	2022	01	F	3/8/2004	(250)555-1234	McDonnell, Chris	2925 Ramsay St.	Victoria	A1A
Angrove, Hannele	2024	03	F	11/28/2006	(250)555-1234	Olafson, Stacy	789 Dutton St.	Victoria	A1A
Atto, Cynody	2027	08	F	2/28/2009	(250)555-1234	Eskandar, Kaden	3860 Tait St.	Victoria	A1A
Audlet, Jose	2027	09	M	10/9/2009	(250)555-1234	Axibai, Kelly	1706 Lamac St.	Victoria	A1A
Axibai, Sabine	2024	03	F	5/15/2006	(250)555-1234	Ngo, Presley	1444 Imber St.	Victoria	A1A
Ayris, Inga	2023	01	F	11/22/2005	(250)555-1234	Nuttall, Cass	762 Dumas St.	Victoria	A1A
Baech, Sumni	2026	06	M	10/27/2008		Canterbury, Milan	4049 Truscott St.	Victoria	A1A
Barnard, Paxton	2025	05	M	11/29/2007	(250)555-1234	Sudan, Olive	679 Devon St.	Victoria	A1A
Bilinsky, Ada	2025	05	F	6/16/2007	(250)555-1234	Rusak, Hilfred	1502 Jasper St.	Victoria	A1A
Binder, Georgia	2027	08	F	6/18/2009	(250)555-1234	Ruffell, Leigh	2082 Markham St.	Victoria	A1A
Blancher, Dauna	2025	04	F	8/29/2007	(250)555-1234	Krauff, Leslie	2212 Mays St.	Victoria	A1A
Bond, Dick	2027	07	M	3/22/2009	(250)555-1234	Valko, Merle	2725 Penara St.	Victoria	A1A
Busche, Carla-Marie	2027	07	F	12/17/2009	(250)555-1234	Woodburn, Storm	2784 Plender St.	Victoria	A1A
Busche, Carmen	2022	01	F	6/4/2004	(250)555-1234	Sher, Kasey	1040 Galvez St.	Victoria	A1A
Callender, Nimala	2026	06	F	10/4/2008	(250)555-1234	Wingate, Stacy	4252 Wallbridge St.	Victoria	A1A

- Student Contacts

Greater Victoria		James Bay Community							
Student Contacts									
Page 1			February 12, 2015						
<table border="1"> <tr> <td>Name:</td> <td>Adema, Nirmal</td> </tr> <tr> <td>ID:</td> <td>701033</td> </tr> <tr> <td>Homeroom</td> <td>05</td> </tr> </table>				Name:	Adema, Nirmal	ID:	701033	Homeroom	05
Name:	Adema, Nirmal								
ID:	701033								
Homeroom	05								
Pri	Name	Relationship	Phone 1	Phone 2					
0	Esau, Ash	Mother	(250)555-1234						
1	Kneeland, Gayle	Father	(250)555-1234						
2	Donaldson, Morgan	Doctor		(250)555-2345					
3	McDonell, Shelby	Grandmother							
4	Rippingale, Greer	Grandmother	(250)555-1234						
5	Sudbury, Carson	Grandfather	(250)555-1234						

- Student Alerts

Greater Victoria		James Bay Community	
Student Alerts			
Page 1			February 12, 2015
Name	Type	Description	
Addison, Hana YOG: 2027 Homeroom: 08	Other	Test - Student Alert Description	
Alert, Sharron YOG: 2022 Homeroom: 01	Other	Test - Student Alert Description	
Axibal, Sabine YOG: 2024 Homeroom: 03	Other	All health alerts OTHER THAN LIFE THREATENING are labelled as Health Alerts and tagged with the stethoscope icon.	
Axibal, Sabine YOG: 2024 Homeroom: 03	Other	Test family alert such as a court ordered custody on file.	
Axibal, Sabine YOG: 2024 Homeroom: 03	Other	Other Alerts can be tagged as a Family, Information, or Health alert. Often these are an indication that a student has a designation.	
Axibal, Sabine YOG: 2024 Homeroom: 03	Medical	Life Threatening illness are entered as a Medical Alert and tagged with the Red Alert Icon.	
Ayriss, Inga YOG: 2023 Homeroom: 01	Other	Test - Student Alert Description	

Or Global Top Tab>Student Side Tab>**Student Alerts**. This allows the user to sort by alert type and the Photo field can be added to the field set.

Enrollment Activity Report- list of all students' enrollment activity within a specified period of time.

Student Top Tab>Reports Drop Down Menu>Other Jurisdiction> **Enrollment Activity**

Choose the start and end date

Click **Run**

For individual students Student Top Tab>Choose the student>**Membership Side Tab**

Greater Victoria						
Enrollment Activity						
Page 1					February 12, 2015	
8/1/2014 - 2/12/2015						
Date	Type	Student Name	YOG	School Name	Code	Reason
8/5/2014	E	Aleck, Dominique	2026	James Bay Community	Re-entry No Interr.	
8/5/2014	E	Alert, Sharron	2022	James Bay Community	Public School InDs	
8/5/2014	E	Axibal, Sabine	2024	James Bay Community	Re-entry No Interr.	
8/5/2014	E	Coan, Caieta	2026	James Bay Community	First Time Entry	
8/5/2014	E	Falcon, Serina	2025	James Bay Community	Public School InDs	
8/5/2014	E	Flegel, Caroline	2027	James Bay Community	Strong Start School	
8/5/2014	E	Haman, Estileta	2027	James Bay Community	Strong Start School	

Nominal Roll (List of students with Aboriginal Ancestry)

Student Top Tab>Reports drop down menu>Nominal Roll

BC Nominal Roll Report											
Page 1										20-Feb-2015 9:38 AM	
School James Bay Community			School # 06161033			Principal					
Address 140 Oswego St			Victoria, BC V8V 2B1			Phone Number (250)384-7184			Fax Number		
Grade Range			Instructional Days 182			Professional Days			EMail		
Family Name	Given Name	Date of Birth	Gender	Grade	Enrollment Status	Education Program	Ministry Identification	FTE	YOG	Languages	Band of Residence
Faddis	Adrian	10/26/2005	M	04	Active			1	2023	English	
Fernandez	Elian	2/5/2005	M	04	Active			1	2023	English	
Haut	Adrien	12/16/2004	M	05	Active			1	2022	English	
Aldrich	Jillian	2/7/2006	F	03	Active			1	2024	Arabic	ESQUIMALT
Nystrom	Chun	9/30/2006	M	03	Active			1	2024	English	
Otto	Robbie	4/22/2006	M	03	Active			1	2024	English	
Quan	Celeste	11/16/2006	F	03	Active			1	2024	English	
Ralph	Danielle	6/16/2006	F	03	Active			1	2024	English	
Ruckle	Marty	12/24/2006	M	03	Active			1	2024	English	
Sadoway	Gregg	7/18/2006	M	03	Active			1	2024	English	
Tough	Jari	12/6/2006	M	03	Active			1	2024	English	
Yelland	Layton	2/26/2007	M	02	Active			1	2025	English	
Tyzuk	Carl	8/22/2007	M	02	Active			1	2025	English	
Jannaway	Gerry	1/8/2009	M	KF	Active			1	2027	English	
Danton	Rey	3/15/2004	M	05	Active			1	2022	English	SONGHEES
Grade	Number of Students										
KF	1										
02	2										
03	8										
04	2										
05	2										

Birthday List (Student with a birthday in a designated time period)

Student Top Tab>Reports Drop Down Menu>Birthday List

Greater Victoria		James Bay Community			
Birthday List					
Page 1			February 20, 2015		
ID	Name	YOG	Sex	Homeroom	DOB
1366238	Flegel, Caroline	2027	F	07	2/3/2009
897045	Washburn, Caleb	2023	M	02	2/3/2005
1134785	Fernandez, Elan	2023	M	01	2/5/2005
1335264	Aldrich, Jillian	2024	F	03	2/7/2006
1178572	Wu, Ainsworth	2027	M	08	2/7/2009
1307731	Garcia, Troy	2025	M	04	2/9/2007
872815	Sher, Robert	2022	M	02	2/23/2004
1176907	Atto, Cyndy	2027	F	08	2/26/2009
1302537	Yelland, Layton	2025	M	04	2/26/2007

Student Address Labels

Student Top Tab>Reports Drop down Menu>Student Address Labels (5161 or 5960 determines size of label)

To the Parents/Guardians of: Addison, Hana 3259 Rye St Victoria, BC A1A 1A1	To the Parents/Guardians of: Beech, Sunni 4049 Truscott St Victoria, BC A1A 1A1
To the Parents/Guardians of: Adema, Nirmal 2863 Pryor St Victoria, BC A1A 1A1	To the Parents/Guardians of: Bernard, Paxton 679 Devon St Victoria, BC A1A 1A1
To the Parents/Guardians of: Ainsley, Sanjay 2969 Redruth St Victoria, BC A1A 1A1	To the Parents/Guardians of: Blancher, Dauna 2212 Mays St Victoria, BC A1A 1A1
To the Parents/Guardians of: Aldrich, Jillian 2055 Marathon St Victoria, BC A1A 1A1	To the Parents/Guardians of: Busche, Carla-Marie 2784 Plender St Victoria, BC A1A 1A1

Appendix A

Year of Graduation Reference Table

2015-16			2016-17			2017-18		
Grade	Birth Year	YOG	Grade	Birth Year	YOG	Grade	Birth Year	YOG
KF	2010	2028	KF	2011	2029	KF	2012	2030
1	2009	2027	1	2010	2028	1	2011	2029
2	2008	2026	2	2009	2027	2	2010	2028
3	2007	2025	3	2008	2026	3	2009	2027
4	2006	2024	4	2007	2025	4	2008	2026
5	2005	2023	5	2006	2024	5	2007	2025
6	2004	2022	6	2005	2023	6	2006	2024
7	2003	2021	7	2004	2022	7	2005	2023
8	2002	2020	8	2003	2021	8	2004	2022
9	2001	2019	9	2002	2020	9	2003	2021
10	2000	2018	10	2001	2019	10	2002	2020
11	1999	2017	11	2000	2018	11	2001	2019
12	1998	2016	12	1999	2017	12	2000	2018