MYEDUCATION BC
ENROLLMENT USER GUIDE

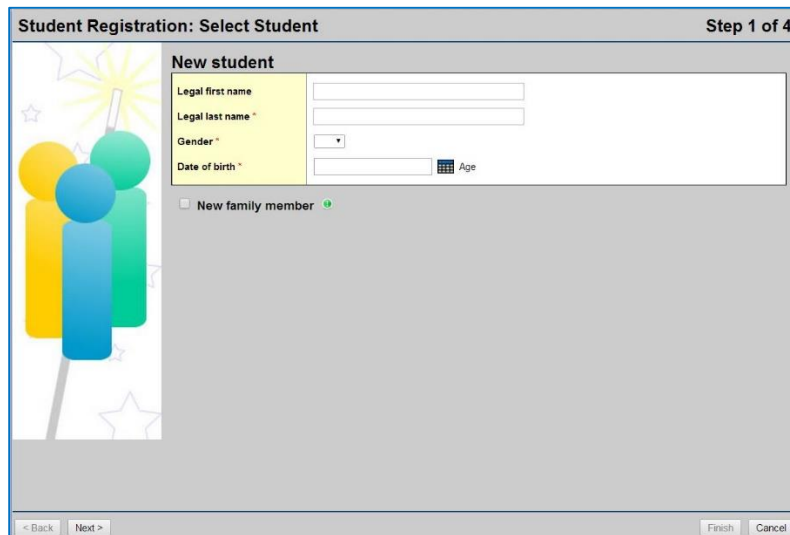**Contents:**

Enrollment

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 Statu**s 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:

Contact Types:

- o Regular Contact: Parent/Guardian
- o Emergency Contact: All emergency contacts other than parents/guardians
- o CCO: Continuing Custody Order: Ministry has become the permanent guardian of the child
- o TCO: Temporary Custody Order: The child is placed in care for a specific length of time
- o 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.
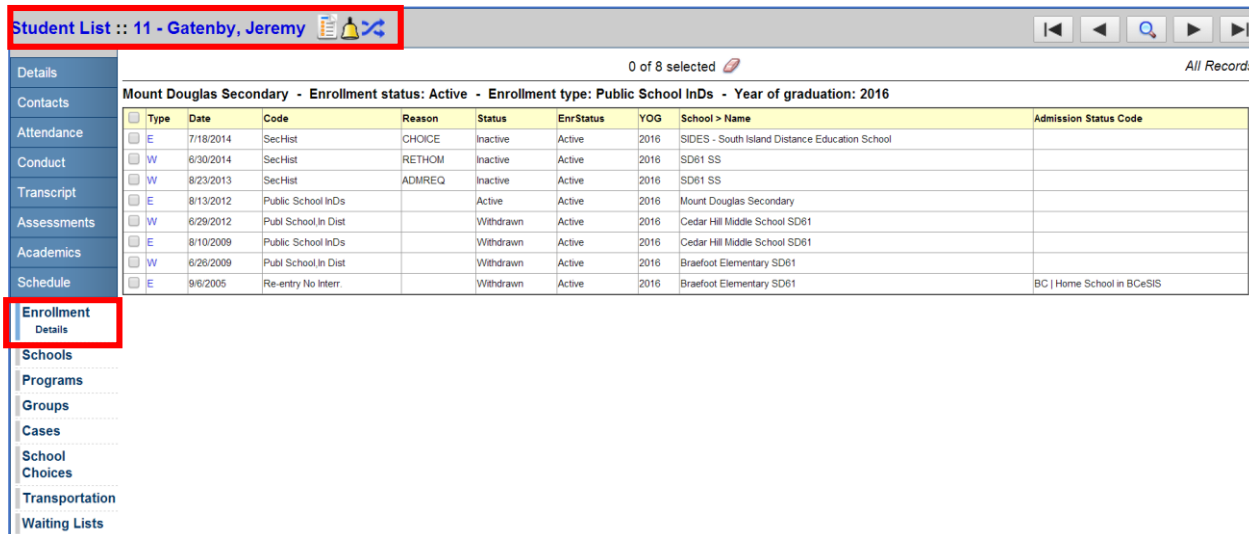
Shared Contacts

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.

Student List :: 11 - Gatenby, Jeremy

0 of 8 selected | All Records

Mount Douglas Secondary - Enrollment status: Active - Enrollment type: Public School InDs - Year of graduation: 2016

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	6/30/2014	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	6/29/2012	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

Details
Contacts
Attendance
Conduct
Transcript
Assessments
Academics
Schedule

Enrollment
Details
Schools
Programs
Groups
Cases
School Choices
Transportation
Waiting Lists

Enrollment Type codes:
  o E = Enrolled
  o S = Status Change

- o   Y = Change in YOG
- o   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, Henri 🔍
Current Primary School	Mount Douglas Secondary
Date	7/27/2015 📅
Code	Publ School,Out Dist 🔍
Reason	🔍
Status	Withdrawn ▼
Disable related user accounts	☑
Create former school association	☑

OK   Cancel

- 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.

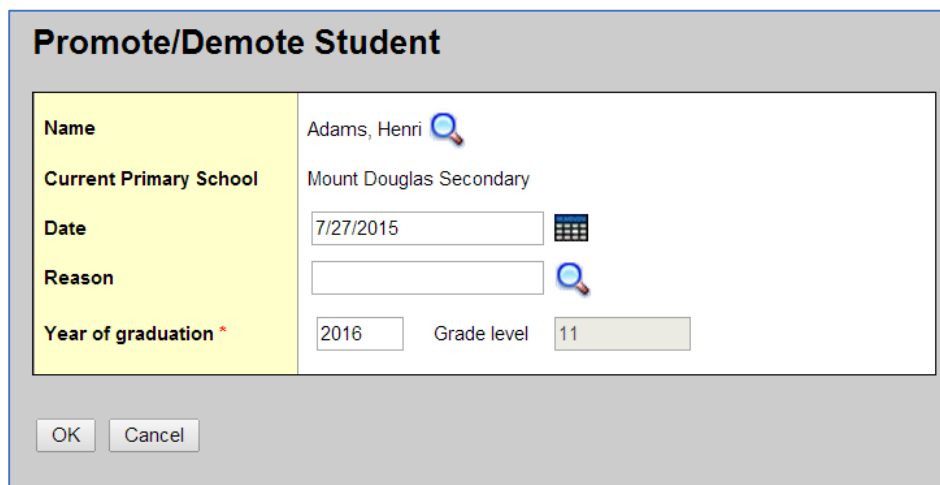**To re-enroll a student:**

- 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*.

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal	Contact
●	Danton, Rev	Danton	Rev		M	3/15/2004	861939	130375124	06	Active	-	Craigflower Elementary SD61 , Greater Victoria

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

1 record

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	Colquitz Middle School SD61		Transfer pending	☑
Next School > Name		🔍	Transfer School > Name	Arbutus Global Middle School 🔍 ✗
Out of Catchment	▾			
Out of District	Yes ▾			
Home School Not in MyEducation	☐			
HS not in MyEd Name	🔍			

- 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)

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*

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**
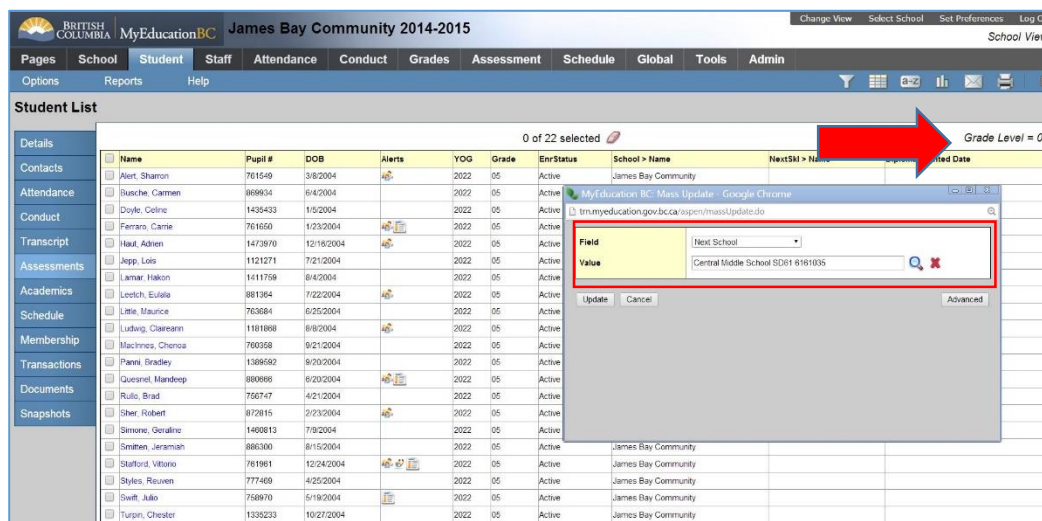
Updating the Student's Pre-Transition

- 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.

For Any School Outside of MyED

- Change the **Withdraw at EOY** value to Y
- Leave the **NextSkl>Name** field blank
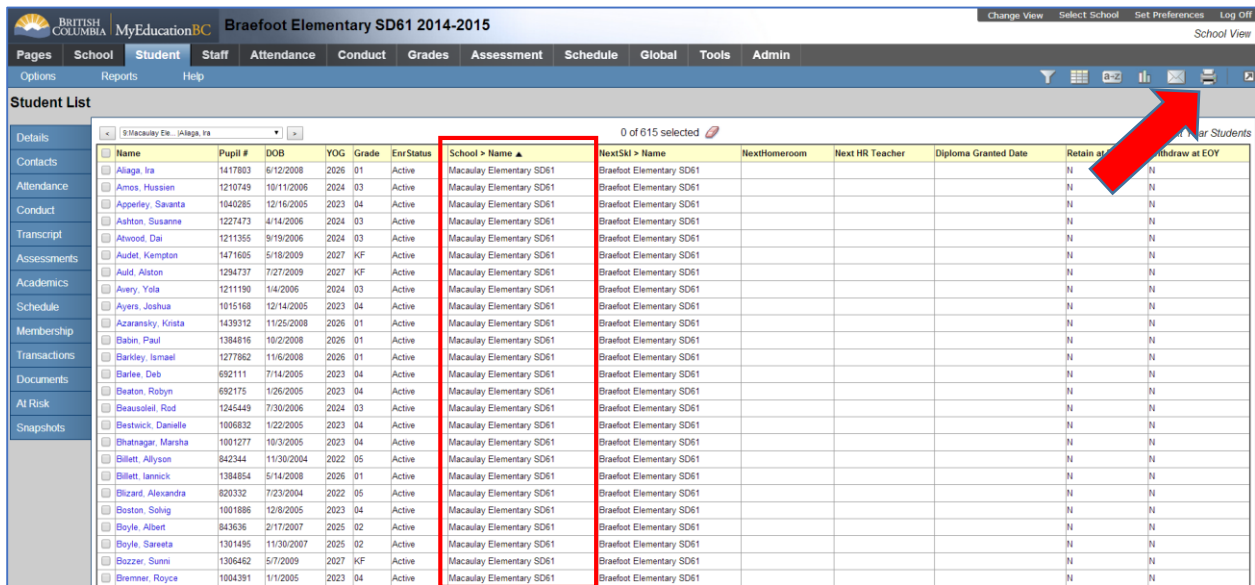
To View and Print a list of all current students with their next years' school name field:

- 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.

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.

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

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☐ MEDICAL ALERT
☐ LEGAL ALERT

STUDENT INFORMATION

P.E.N. 124304056

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)	

GENDER	BIRTHDATE (DD-MON-YYYY)	BIRTH COUNTRY	INITIAL ENTRY FROM	VERIFICATION
☐ MALE ☒ FEMALE	26-Jun-2001	Canada	First Time Entry	Birth Certificate

RECORD OF SCHOOLING

MINCODE	DISTRICT-SCHOOL NAME	ENTRY GRADE	ENTRY ADMIT DATE	EXIT GRADE	EXIT WDR DATE	REASON
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		
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*

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 current school name and phone number

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				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

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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
Adema, Nirmal	2025	05	M	7/29/2007	(250)555-1234	Esau, Ash	2863 Pryor St,	Victoria	A1A
Ainsley, Sanjay	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	McDonell, 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, Cyndy	2027	08	F	2/26/2009	(250)555-1234	Eskandar, Kaden	3860 Tait St,	Victoria	A1A
Audet, Jose	2027	09	M	10/3/2009	(250)555-1234	Axibal, Kelly	1706 Lamac St,	Victoria	A1A
Axibal, Sabine	2024	03	F	5/15/2006	250-555-1234	Ngo, Presley	1444 Imber St,	Victoria	A1A
Ayriss, Inga	2023	01	F	11/22/2005	(250)555-1234	Nuttall, Cass	762 Dumas St,	Victoria	A1A
Beech, Sunni	2026	06	M	10/27/2008		Canterbury, Milan	4049 Truscott St,	Victoria	A1A
Bernard, Paxton	2025	05	M	11/29/2007	(250)555-1234	Sudan, Ollie	679 Devon St,	Victoria	A1A
Bilinsky, Ada	2025	05	F	6/16/2007	(250)555-1234	Rusak, Hildred	1502 Jaspar 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	Knauff, Leslie	2212 Mays St,	Victoria	A1A
Bond, Dick	2027	07	M	3/2/2009	(250)555-1234	Valko, Merle	2725 Peters 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, Nirmala	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

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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

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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.

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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			Phone Number	(250)384-7184
	Victoria, BC V8V 2B1			Fax Number	
Grade Range		Instructional Days 182	Professional Days	EMail	

Family Name	Given Name	Date of Birth	Gender	Grade	Enrolment Status	Education Program	Ministry Identification	FTE	YOG	Languages	Band of Residence
Faddis	Adrian	10/26/2005	M	04	Active			1	2023	English	
Fernandez	Elan	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