A. Register PreK's – student has no MyEd record:
- YOG = current year age-appropriate
- Enrollment Status = PreReg
- Date = *<current registration transaction date>* (e.g., January 29, 2018)

** If the student has a MyEd record, contact the primary school (e.g., StrongStart Centres (SSC) or pre-school) to request <u>pre-transition</u> of records for K Registration and ask the SSC to set Next School = your school.

B. Pre-Transition Fields – use Filter = Primary Active Students
- Next School – all students should have the 2018-2019 school identified, if known.
- Next Homeroom – **New!** can now update this in School view for all Next Year students. At End of Year Rollover (EOYR), the Homeroom field will be updated with the Next Homeroom value.
- Retain Grade – used to retain the student in the same grade for next year.
- Withdraw (at EOYR) – **only needed if <u>no Next School</u> value and student is not returning to your school next year**.
- Pre-Transition Withdraw Code – used if you want to specify the exact withdraw code to have on the membership record for the student; otherwise a default withdraw code is used for withdrawals from your school at EOYR
- Using Filter = PreReg Students, make sure the Next School for your pre-registered students is accurate.

C. K Transfer Applications – The PreK catchment student has applied to transfer to another district school and the application has been approved. There are two scenarios: 1. new PreK records created in MyEd and 2. existing records at StrongStart Centres that are pre-transitioned to your school for next year.

1. New! For the new PreK record, there is no need to withdraw the student and enroll them in the new school. Instead, assign a new *Next School* value and the MyEd *End of Year Rollover* (EOYR) process will transition them to the new school. See previous page, section B for pre-transition information. MyEd EOYR now performs the following actions for students with a Pre-Reg status:

   a. changes their enrolment status to Active;
   b. changes their primary school value to the value in the *Next School* field;
   c. updates the most recent (Membership) enrolment record with a date of August n, 20XX (e.g. August 11, 2018);
   d. updates the most recent (Membership) enrolment record to Active;
   e. updates the most recent (Membership) enrolment record with the *Next School* set on the Pre-transition field set.

   The enrolment at the catchment school will look like this in MyEd (if creating a new record) and will continue to look like this until EOYR:

   Braefoot Elementary SD61 - Enrollment status: PreReg - Year of graduation: 2031

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	1/29/2018	First Time Entry		PreReg	PreReg	2031	Braefoot Elementary SD61

   When you change the *Next School* = Campus View, this will result in the enrolment record being changed at EOYR to:

   Campus View   - Enrollment status: Active - Year of graduation: 2031

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	8/11/2018	First Time Entry		Active	Active	2031	Campus View

   This will help to have cleaner, more accurate student Permanent Student Records (PSR's) in MyEd.

   Schools should refer to the *Next Year Students* filter for a list of students coming to their school for next year. The *Next Year Students* filter will include all students that have a *Next School* = your school.

2. For the existing PreK's that are currently active in a StrongStart Centre: request that the StrongStart Centre update the *Next School*.

D. The preK enrolls at a StrongStart Centre (SSC) to attend in the current school year and your elementary school is the current primary school.

Elementary school: Withdraw the preK record effective the next date after the enrolment to your school. Ask SSC to set the *Next School* = your school after they enroll the record.

Student TT, Membership ST, Options > Registration > Withdraw Student

SSC: enrolls the record:

The student's membership records after enrollment to the SSC:

:: EL - APreKStudent, Alice 🔔

Craigflower StrongStart Centre - Enrollment status: Active

	Type	Date	Code	Reason	Status	Enr Status	School > Name
☐	E	2/28/2018	First Time Entry		Active	Active	Craigflower StrongStart Centre
☐	W	1/30/2018	No Show		Withdrawn	Active	Campus View Elementary
☐	E	1/29/2018	First Time Entry		PreReg	Active	Campus View Elementary

Using *Field Set = Pre-Transition*, the SSC sets the *Next School* = elementary school. The PreK record will now be included in the *Next Year Students* filter for the elementary school.