

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, 2020)

Student Registration: Enrollment		Step 3 of 4
Name	APreKStudent, Alice	
School > Name *	Sir James Douglas - Victoria	
Year of graduation *	2033	Grade level * EL
Enrollment status *	PreReg	
Pupil #	*** Auto Assign ***	
Personal Education Number		
Calendar	<input type="text"/>	
PSR Grade	KF	
Date *	29/01/2020	
Code	First Time Entry	

\*\* If the student has a MyEd record, contact the primary school (e.g., StrongStart Centres (SSC) or pre-school) to request pre-transition 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 2020-2021 school identified, if known.
- **Next Homeroom** – You 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 no Next School 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.

	Name	Pupil #	PEN	Homeroom	Grade	GrSubLvl	EnrStatus	School > Name	NextSkI > Name
<input type="checkbox"/>	APreKStudent, Alice	2397593			EL		PreReg	Sir James Douglas - Victoria	Sir James Douglas - Victoria

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. 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 7, 2020);
- 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:

Sir James Douglas - Victoria - Enrollment status: PreReg - Year of graduation: 2033								
	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
<input type="checkbox"/>	E	29/01/2020	First Time Entry		PreReg	PreReg	2033	Sir James Douglas - Victoria

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

Campus View Elementary - Enrollment status: Active - Year of graduation: 2033								
	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
<input type="checkbox"/>	E	8/7/2020	First Time Entry		Active	Active	2033	Campus View Elementary

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](#) 

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McKenzie StrongStart Ctr - Enrollment status: Active - Year of graduation: 2033

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	School > Name
<input type="checkbox"/>	E	28/02/2020	First Time Entry		Active	Active	McKenzie StrongStart Ctr
<input type="checkbox"/>	W	30/01/2020	No Show		Withdrawn	Active	Campus View Elementary
<input type="checkbox"/>	E	29/01/2020	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.