

The following developments were implemented in MyEducation BC:

## Personal Health Number (PHN) Field

The optional Personal Health Number (PHN) field has had the following changes implemented to improve the accuracy of the information:

- PHN field will only accept **10-digit** numeric characters.
- Letters, spaces, dashes, hyphens and/or other characters will not be accepted.
- Incorrect submissions will result in an error message and will not allow the entry to be saved.
- An error message will also appear when a user tries to update a student record with a pre-existing invalid PHN. The invalid PHN can be deleted in the absence of an accurate number, enabling the user to continue their work.



A script was run to modify existing PHN values to fit the new validation requirements. The script will not run again. Future invalid entries will be prevented by the field validation requirements. The script removed the following entries that contained exactly 10 digits:

- Blank spaces, dashes and hyphens.
- Field values with less than 10 digits were ignored.
- Field values containing letters were ignored.
- Examples:
  - 272 455 8127 was changed to 2724558127
  - 272-455-8127 was changed to 2724558127
  - AB 272 455 8127 did not change

A **PHN Validation Export** was developed and created to support data clean up by identifying invalid PHNs.

School view > Student top tab > Options > Exports > BC PHN Validation

The export will include all PHN values in the school that do not meet the required 10 numeric digit characters consistent with BC Personal Health Numbers. Values will be listed if:

- They contain more than or less than 10 numeric digits
- They contain any character that is not a numeric digit
- Values of 10 numeric digits with no spaces or dashes will be listed if they do not conform to the check digit algorithm of a value BC PHN.

Schools using the PHN field to record valid health insurance numbers held outside of BC (e.g. Out of province or private insurance for foreign students) will be required to find a new field to record this information. It is recommended that schools run the PHN Validation extract and remove or correct invalid Personal Health Numbers as soon as possible. The annual student information verification process could be used to collect accurate PHN information.

**Please note:** You may encounter a situation where you are registering a student and you are blocked because the student has an invalid PHN. You won't be able to complete the registration process because a student record with an invalid PHN cannot be saved. The first step will be to contact the releasing school and ask them to either update or delete the PHN and save the change. You should be able to complete the registration process after they have done so. If you have any challenges with this, submit a Help Desk ticket with the legal name, birthdate, pupil number, PEN and we can look into that for you.

## BC Student Schedule Change History Report by Student

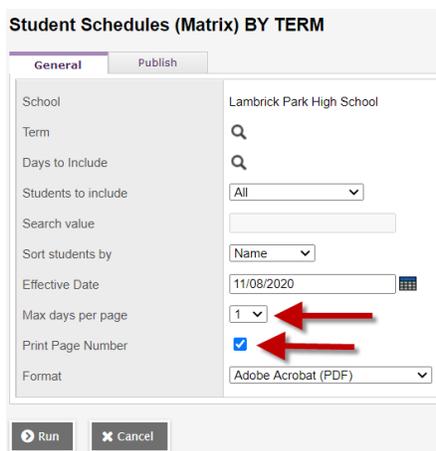
School view > Student top tab > Reports > BC Student Course Change History

This report will show course adds and drops by student. Enter a start and end date of the period of time you wish to view. Select which students to include (All or Current Selection). Select the desired format (.pdf, .xls, etc.), and click Run.

## Student Timetable Report Enhancement

Build view > Scenario > Workspace > Reports > Scheduling Reports > Student Schedules (MATRIX) BY TERM.

This item allows users to set a default for Maximum days per page value and defaults Print page number to be checked:



## Mailing Labels – Legal Name Option

Student top tab > Reports > Labels > Select a label

This item allows users to select whether to print labels with either the legal name or the usual name.

**Student Address Labels - 5161**

Organization	Greater Victoria
School	Lambrick Park High School
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort results by	Current sort order ▾
First Name Format	Legal ▾
Last Name Format	Usual ▾
Active students only	Legal
Include secondary students	<input type="checkbox"/>
Alternate mailings	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

### Permanent Student Record – Double sided printing

When printing a single page report for a student, a page break has been inserted before printing the next student's report.