A. **Registrations for Next Year** – creating a new MyEd record or pre-registering an Inactive or Withdrawn MyEd record
- Year Of Graduation (YOG) = value that generates the <u>current year</u> grade (e.g., generates grade 6 for a next year grade 7 student).
- Enrollment Status = PreReg
- Date = <current registration transaction date> (e.g. January 28, 2022)

Student Registration: Enrollment

Name	APreRegStudent, Alan
School > Name *	Arbutus Global Middle School
Year of graduation *	2028 [Q] Grade level * 06
Enrollment status *	PreReg [v]
Pupil #	*** Auto Assign ***
Personal Education Number	
	Click on the magnifying glass to see the YOG table.
Calendar	[Q]
PSR Grade	07 [v]
Date *	1/28/2022
Code *	First Time Entry [Q]

Filter		● School grades	○ All grades
		Current School Year	**Next School Year** 4 records
	YOG	2021-2022 Grade Level	2022-2023 Grade Level
○	2029	05	06
●	2028	06	07
○	2027	07	08
○	2026	08	09

☑ OK   ✖ Cancel

B. **Pre-Transition Fields** (Field Set = Pre-Transition)
- Next School – All students should have the 2022-2023 school identified, if known.
  Grade 12 students graduating – Next School should be blank
- Next Homeroom – You can now update this in School view for all Next Year students. At End of Year Rollover (EOYR), the Homeroom field is updated with the Next Homeroom value.
- Retain Grade – Used to retain the student in the same grade for next year.
  Grade 12 returning students – set Retain Grade = Y
- Withdraw (at EOYR) – **Only needed if <u>no Next School</u> value and student is not returning to your school next year.**
  Grade 12 graduating students – Withdraw = N (all grade 12 students will be withdrawn/graduated if the next school is blank).
- 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
- Dipl/SCCP Date - Enter this date for graduating grade 12 or SU students.
- To be Graduated - Set this flag to Y for graduating grade 12 students. This will change the student's enrollment status to "Graduated" at end of year rollover (EOYR).
- Using Filter = PreReg Students - Make sure the Next School for your pre-registered students is accurate.
- Using Filter = Next Year Students - All students with Next School = your school will be included in this filter.

C. **K-12 Transfer Applications** – update the **Next School** field for students as defined on the transfer lists. Please refer to timelines communicated by district leadership.

D. **If the student has been pre-registered to your school and is now no longer going to be attending your school** in September, then change the Next School value. 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, 2022);
    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 pre-registration at your school will look like this in MyEd and will continue to look like this until EOYR:

Arbutus Global Middle School - Enrollment status: PreReg - Year of graduation: 2028

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	1/28/2022	First Time Entry		PreReg	PreReg	2028	Arbutus Global Middle School

In this example, because Arbutus set the *Next School* = Gordon Head, this will result in the enrolment record being changed at EOYR to:

Gordon Head Middle School - Enrollment status: **Active** - Year of graduation: 2028

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	**8/11/2022**	First Time Entry		**Active**	**Active**	2028	**Gordon Head** Middle School

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.