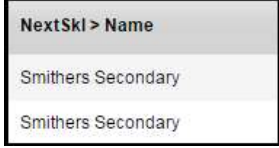




April 13, 2023

End Of Year Rollover Checklist for Schools

| Task | How to | Notes |
|---|--|---|
| Update Next School for all students, except the graduating Grade 12s and withdrawing students | <p>Student List</p> <ul style="list-style-type: none"> Use the Pre-transition field set Mass Update next school for students returning to the same school Manually adjust this field for students that are not returning to the current school (out of district schools can be entered in the student details screen) | <p>Run a separate query for students transitioning to a different next school than the current one. The <i>Next Year Student</i> filter will help determine next year enrollment numbers.</p>  <p>For students transitioning to a new school, determine if there are programs, fees, lockers or transportation services that need to be closed off at the current school. Is the student enrolled in Student services, do they need to be exited?</p> |
| Assign the next homeroom | <ul style="list-style-type: none"> Use Modify List to propagate the Next Homeroom field if you know what they will be. |  <p>Tip! Matching the homerooms with the platoons will make elementary scheduling easier.</p> |
| Identify students that will be withdrawing at the end of the school year. | <p>Student List</p> <ul style="list-style-type: none"> Use the Pre-transition field set Check if the student also needs to have fees, lockers, programs, transportation or student services terminated upon withdrawal. | <p>If you know the next school, enter it in the NextSkl>Name field - do not check the withdraw checkbox, the students will automatically be withdrawn from the current school and admitted to the next school. Only check the withdraw checkbox for students who will not be active in a MyEducation BC school next year.</p> |
| Identify students To be Graduated | <p>Student List</p> <ul style="list-style-type: none"> Use the Pre-transition field set Filter for YOG=current year Use Mass Update or Modify List to update the "To be Graduated" flag |  <p>*Those Students with a current year YOG, the 'To be Graduated' flag set, and with an Active or Active no Primary status will be Withdrawn by EOYR with a code of Graduated – Dogwood. *Schools may choose to enter the Pre-Transition Withdrawal code of Completion – Evergreen for SCCP students.</p> |

| Task | How to | Notes | | | | |
|--|--|--|---------------|------------|------------|------------|
| Identify students that will not be graduating | <p>Student List</p> <ul style="list-style-type: none"> Use the Pre-transition field set Filter for YOG= year prior to current year Use Modify List to uncheck the “To be Graduated” flag if set Use Modify List on the Retain field if the student will be continuing in grade 12. | If the student is not graduating it is important to discern what the students’ plans are for next year. Will they be returning or will they be withdrawing? Will they be continuing in a DL school? | | | | |
| Update Dip/SCCP Date field | <ul style="list-style-type: none"> Filter for students with the “To be Graduated” box checked. Use Mass Update to insert the Diploma Granted/SCCP date that will appear on the PSR card. | <p>You can continue to update these fields as information is available.</p> <table border="1" data-bbox="1159 674 1328 890"> <thead> <tr> <th>Dip/SCCP Date</th> </tr> </thead> <tbody> <tr> <td>30/06/2023</td> </tr> <tr> <td>30/06/2023</td> </tr> <tr> <td>30/06/2023</td> </tr> </tbody> </table> | Dip/SCCP Date | 30/06/2023 | 30/06/2023 | 30/06/2023 |
| Dip/SCCP Date | | | | | | |
| 30/06/2023 | | | | | | |
| 30/06/2023 | | | | | | |
| 30/06/2023 | | | | | | |
| Enter Pre-Transition Withdraw Code | <ul style="list-style-type: none"> Select students withdrawing, graduating or moving to a new school and enter a Withdraw code as appropriate. If left blank EOYR will use the default Withdraw code. | <ul style="list-style-type: none"> The default EOYR Withdraw code for graduating students is: Graduated – Dogwood The default EOYR Withdraw code for students withdrawing or moving to a new MyEducation BC school is: From Previous School | | | | |
| Update Secondary school associations | <ul style="list-style-type: none"> Use the Global top tab > Favorite > Student School Association > List to review and update end dates | <ul style="list-style-type: none"> End dated <ul style="list-style-type: none"> On or before last calendar day of the enterprise year, will be ended at EOYR Future end dated <ul style="list-style-type: none"> Post EOYR (Oct 26, 20XX) New SSA will be ended on the date chosen No end date <ul style="list-style-type: none"> SSA is created for the new school year | | | | |
| Review Journal entries to determine which journal entries should be expired and deleted. | <ul style="list-style-type: none"> Use the Global top tab > Student > Student Journal > List to review and update the Expiration Date field. | <ul style="list-style-type: none"> Refer to school and/or district policy for guidance on what should be retained and what should be expired. | | | | |
| Review Student Programs | <ul style="list-style-type: none"> Use the Global top tab > Favourites > Student Program Participation > List to review and update the End Date field. | <ul style="list-style-type: none"> Refer to school and/or district policy for guidance when programs should be ended. Annually? Or upon withdrawal? 1701 Student Services Designations should be left open for the receiving school’s information | | | | |

| Task | How to | Notes |
|---|--|--|
| Review Conduct Incident entries to determine which should be expired and deleted. | <ul style="list-style-type: none"> Conduct TT > Incident History ST > List use the Expiring Conduct Incidents field set. Review and update the Expiration Date field. | <ul style="list-style-type: none"> Refer to school and/or district policy for direction on when incidents should be expired. Are all “bullying” incidents retained but all “cell phone misuse” expired? |
| Delete homerooms for students not returning | <ul style="list-style-type: none"> Pre-Transition field set, sort to the students not returning to the school, mass update to blank | <ul style="list-style-type: none"> Students will remain in the homeroom if not removed |
| Exit students leaving the district from Student Services | <ul style="list-style-type: none"> Please refer to the Inclusive Education Plans reference guide | <ul style="list-style-type: none"> The EOYR process does not exit students from Student Services automatically |
| Check for active students with future enrollment dates and correct membership records as needed | <ul style="list-style-type: none"> School or District view > Student Top Tab > filter: EOYR Future-Dated Enrollments | <ul style="list-style-type: none"> The student membership records can be corrected by using one of the two options below: <ul style="list-style-type: none"> A. If the student should be Active, change the Enrollment Date to a current date: School > Student > Membership > Enrollment > Details of the most recent E record > change the date to a current date and save: ----- OR ----- B. If the student should be PreReg, Change the status of the student to PreReg: School > Student > Select Student > Options > Registration > Change Student Status to PreReg and save: Note: Date entered must be on or after the latest enrollment date. |