

Information Technology for Learning

Updated 06/2023

What are Digital PSRs?

The Greater Victoria School District has moved from paper-based *Permanent Student Records* (PSRs) to a digital format, using *MyEducation BC (MyEd)*. For the Digital PSR to be complete to Ministry standards, *Inclusions* in *MyEd* will be listed in these digital records in a standardized format outlined in this document.

School Principals are responsible for the completion of documentation as it relates to PSRs but specific groups of individuals within schools are best suited to provide the required information as determined by the Ministry.

Why the Change to Digital PSRs?

Digitizing Student Records has several advantages:

- Security: Digital files are accessible only to staff with access in *MyEd*. Furthermore, the records no longer need to be physically transported between locations.
- Standardization: This protocol ensures consistency in how Medical and Legal Alerts and Inclusions, as well as Learning Inclusions are conveyed.
- Storage: The school district maintains PSRs for 55 years. The challenges of storing this data, and retrieving it when required, are reduced by keeping it in digital form.

Who Documents Inclusions in *MyEd*?

Inclusive Learning Teachers and/or Case Managers

Inclusions 01-04 (outlined in the table below) are entered by **Inclusive Learning Teachers or Case Managers**. Individual students may have multiple entries. Data should be entered carefully to ensure proper population of content on the digital PSR (instructions below).

Administrative Assistants and/or SIS Operators

Inclusions 05-08 (outlined in the table below) are entered by **Administrative Assistants or SIS Operators**.

Note: Medical/Legal Inclusions must be entered *in addition to* Medical/Legal Alerts. This is due to the requirements of the Ministry in providing an Inclusion Date and Expiry Date (when applicable) that is not transferred to the PSR when only entering a Medical/Legal Alert.

For Students *Without* Designations (but have an IEP):

Administration - Principals and Vice Principals (training must be complete)

Administrative staff, including **Principals and Vice-Principals**, who have completed the online training for IEPs, currently have the ability to add Inclusions to the permanent records for students who do not have designations, but have an IEP. There are a limited number of students in this category. Entering these inclusions may involve consulting with Learning Support Teachers/School-Based Teams in these cases. If a Principal or Vice-Principal does not have the training, they may be required to complete it, or work with Inclusive Learning Teachers/Case Managers to enter inclusions for these students.

How are Inclusions Standardized in *MyEd*?

The Greater Victoria School District has designated eight (8) separate categories for Inclusions based on Ministry requirements. The Inclusions are made up of a Sequence Number (01-08), a Description, an Inclusion date and an Expiry date (where applicable). ***New for 2023 – Inclusions no longer require an entry number. However, the language should remain standardized as outlined in the table below.***

Some important things to know when entering the data:

* If you happen to know the specific date the IEP was approved, please use this date. For students with an existing IEP and no date enter Sept. 30 as the *Inclusion date*.

NOTE: Hearing and Vision documentation is to be included within Inclusion 01 (*IEP on File*).

How do you Add an Inclusion to a Digital PSR?

To enter a single Inclusion, or multiple Inclusions for a student login to *MyEd BC* and navigate to the **School** or **Student Services** view (depending on your school-based role); then follow these steps:

1. Click on the **Student** top tab, find the student requiring an inclusion record and check the box beside their name.
2. Click the **Transactions** side tab.
3. Click the **Inclusions** sub-side tab.
4. In the *Options* menu, select **Add**.
5. *Add an Inclusion date*, and—if applicable—an *Expiry date*.
6. **New for 2023 – The Inclusion type field is pre-populated with “Inclusion”. Please include the sequence number in your comment in addition to the language indicated in the table below. Example: for IEP on File, in the IEP Comment box, enter 01 – IEP on File In the Inclusion type field enter the word Inclusion followed by the sequence number (see the table below). Spelling is important as the data will not be recorded by MyEd if there are any errors in this field.*
7. Use the magnifying glass icon to select the year that the inclusion is recorded for.
8. In the PSR Comment box type the description of the Inclusion (column 2 of the table below). Filling out the PSR Comment field is necessary to populate the PSR Card.

NOTE: For students with multiple Inclusions repeat steps 4-8 for each additional Inclusion.

The screenshot displays the MyEd BC interface for adding an inclusion. The top navigation bar includes tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Extracurriculars, Global, Tools, and Admin. The 'Student' tab is selected, and the page title is 'Student List :: 09 - Aaro, Safa'. The main content area shows the 'Add Inclusion' form with the following fields and callouts:

- 1:** Callout to the 'Student' tab in the top navigation bar.
- 2:** Callout to the 'Transactions' side tab.
- 3:** Callout to the 'Inclusions' sub-side tab.
- 4:** Callout to the 'Options' menu, specifically the 'Add' button.
- 5:** Callout to the 'Inclusion date' field, which is pre-populated with '06/03/2019'.
- 6:** Callout to the 'Inclusion type' field, which is pre-populated with 'Inclusion 01'.
- 7:** Callout to the 'School year' field, which is pre-populated with '2019'.
- 8:** Callout to the 'PSR Comment' field, which contains the text 'IEP on file'.

Two text boxes provide additional instructions:

- The first text box states: "The name of the Inclusion (ex. 'Inclusion 01') must be typed correctly in the **Inclusion type** field, or it will not be registered in MyEd."
- The second text box states: "Include the description of the Inclusion in the **PSR Comment** field—this information will appear on the printout version of the Permanent Record."

Below, we have broken down the Inclusions into a standardized format. Under **Inclusion type**, you must type the word “Inclusion [space] and the two digit sequential number correctly (i.e. Inclusion 01) **in order** to have the specific inclusion register on the digital PSR. Under “Description of Inclusion” (written in the **PSR Comment** field and indicated in the “Sequence Number” - “Description of the Inclusion” columns below), the district standardized language appears in *italics*. No additional information is needed beyond this terminology. Although the **PSR Comment** field is not indicated as a required field in *MyEd*, district standards (as indicated by Ministry requirements) require that this field is filled.

Sequence number of the Inclusion— Entered as Inclusion type	Description of the Inclusion— Entered as PSR Comment	Dates to be added— Entered as Inclusion Date and Expiry Date
Learning Inclusions - Inclusive Learning Teachers or Case Managers		
Inclusion 01	<i>IEP [and/or] AIP on File</i>	Inclusion Date: Date designation is assigned or confirmed* Expiry Date: Required where applicable
Inclusion 02	<i>PsychEd Assessment on File</i>	Inclusion Date: Date of Assessment Expiry Date: Required where applicable
Inclusion 03	<i>SLP [AND/OR] OT [AND/OR] PT Report on File</i>	Inclusion Date: Date of Report Expiry Date: Required where applicable
Inclusion 04	<i>Adjudication Form on file</i>	Inclusion Date: Date of Review Expiry Date: Required where applicable
Medical/Legal Inclusions - Administrative Assistants and/or SIS Operators		
Inclusion 05	<i>Health-related information on file (as indicated by Medical alert checkbox)</i>	Inclusion Date: Date of Physician Assessment/Diagnosis Expiry Date: Required where applicable
Inclusion 06	<i>Court order on file (as indicated by Legal alert checkbox)</i>	Inclusion Date: Date of Court Order Expiry Date: Required where applicable
Inclusion 07	<i>Other legal document on file - [type of document] (ex: name change or immigration document)</i>	Inclusion Date: Date of Document Expiry Date: Required where applicable
Inclusion 08	<i>Student is homeschooled</i>	Inclusion Date: Homeschool Start Date Expiry Date: Required, when student is known to no longer be homeschooled