

**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 26, 2024)

**Student Registration: Enrollment**

Name	APreKStudent, Alice	
School > Name *	Sir James Douglas - Victoria	
Year of graduation *	2037 <input type="text"/>	Grade level * <input type="text" value="EL"/>
Enrollment status *	PreReg <input type="text"/>	
Pupil #	*** Auto Assign ***	
Personal Education Number		
PSR Grade	KF <input type="text"/>	
Date *	26/01/2024 <input type="text"/>	
Code *	First Time Entry <input type="text"/>	

Click on the magnifying glass to see the YOG table.

Filter  School grades  All grades

**Current School Year** **Next School Year** 7 records

YOG	2023-2024 Grade Level	2024-2025 Grade Level
<input checked="" type="radio"/>	2037	EL
<input type="radio"/>	2036	KF
<input type="radio"/>	2035	01
<input type="radio"/>	2034	02
<input type="radio"/>	2033	03
<input type="radio"/>	2032	04
<input type="radio"/>	2031	05

**Note:** 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 2024-2025 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 the 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.
- **Using Filter = Next Year Students** - All students with *Next School* = your school will be included in this filter.

	Name	Pupil #	PEN	Grade	EnrStatus	School > Name	NextSki > Name
<input type="checkbox"/>	APreKStudent, Alice	2811561		EL	PreReg	Sir James Douglas - Victoria	Sir James Douglas - Victoria

## C. K Transfer Applications

Revised: Dec. 4, 2023

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
2. Existing records at StrongStart Centres that are pre-transitioned to your school for next year

**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 MyEducation BC *End of Year Rollover* (EOYR) process will transition them to the new school. See previous page, section B for pre-transition information.

**Note:** If the student is pre-transitioned, the new school will not own the record and will be unable to make changes to it until after EOYR process is complete in August. An alternative is to go ahead and withdraw the student so the next school can enrollment them. Please communicate with the new school as to the preferred method to use.

The MyEducation BC EOYR process performs the following actions for students with a PreReg status:

- a. Changes their enrollment 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 nn, 20xx (e.g. August 10, 2024);
- 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 MyEducation BC (if creating a new record) and will continue to look like this until EOYR:

Sir James Douglas - Victoria - Enrollment status: PreReg - Year of graduation: 2037

Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
<input type="checkbox"/> E	26/01/2024	First Time Entry		PreReg	PreReg	2037	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: 2037

Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
<input type="checkbox"/> E	10/08/2024	First Time Entry		Active	Active	2037	Campus View Elementary

Revised: Dec. 4, 2023

This will help to have cleaner, more accurate student Permanent Student Records (PSR's) in MyEducation BC.


**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 the 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](#) 

Options ▾ Reports ▾ Help ▾ Search on Date    a-z  

0 of 3 selected 

---

McKenzie StrongStart Ctr - Enrollment status: Active - Year of graduation: 2037

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
<input type="checkbox"/>	E	28/02/2024	Public School In Ds		Active	Active	2037	McKenzie StrongStart Ctr
<input type="checkbox"/>	W	29/01/2024	No Show		Withdrawn	Active	2037	Sir James Douglas - Victoria
<input type="checkbox"/>	E	26/01/2024	First Time Entry		PreReg	Active	2037	Sir James Douglas - Victoria

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.