Information Technology for Learning
Greater VICTORIA School District

Quick Reference for Pre-transition and Pre-Registration   **Revised: Dec. 4, 2023**

A. Registrations for Next Year – Creating a new MyEducation BC record or pre-registering an Inactive or Withdrawn MyEducation BC record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 26, 2024)

B. Pre-Transition Fields – (Field Set = Pre-Transition)

- **Next School** – All students should have the 2024-2025 school identified, if known. The *Next School* should be blank for graduating Grade 12 students.
- **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. Set *Retain Grade = Y* for returning Grade 12 students.
- **Withdraw** (at EOYR) – Only needed if <u>no Next School</u> value and the student is not returning to your school next year. Set *Withdraw = N* for graduating Grade 12 students. All Grade 12 students will be withdrawn/graduated if the *Next School* is blank.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 enrolment 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   **Revised: Dec. 4, 2023**

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 at your school and is now no longer going to be attending your school in September, then change the *Next School* value. There is <mark>no need to withdraw</mark> 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.

<mark>Note:</mark> 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 pre-registration at your school will look like this in MyEducation BC and will continue to look like this until EOYR:

Arbutus Global Middle School - Enrollment status: PreReg - Year of graduation: 2030

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	26/01/2024	First Time Entry		PreReg	PreReg	2030	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: 2030

	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name
☐	E	**10/08/2024**	First Time Entry		**Active**	**Active**	2030	**Gordon Head Middle School**

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

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.