BRITISH COLUMBIA | MyEducationBC

End of Year Rollover

Reference Guide

February 12, 2025, v5.13

FUJITSU

Version History

Version	Date	Description
1.0	May-2015	Document created
2.0	Jul-2015	Added Fees, Locker, and Transportation information
2.1	Jul-2015	Added User Accounts section
3.0	Jan-2016	Removed individual movement tables from "Student Movement" sections. Added Student Movement Scenarios section. Added DL & CE Schools Continuing Courses section.
3.1	May-2016	Updated student movement table with To be Graduated column, added YOG clarification for pre-admitted students. Updated pre transition field set to match current field set
4	Mar-2017	Updates in sections 2, 3 brought forward during the Pre-Transition Sharing Session and in section 4 per the Standards Manual.
4.1	Mar-2017	Added Withdraw Code information to section 2.1.1
5	Apr-2017	Added Pre transition Withdraw Code and Academic Track to Pre transition field values; clarified Retain Grade, YOG/Gr 12 graduate, SCCP and Active no Primary throughout document, Removed section 5 DL & CE Copy Transcript Procedure
5.1	May-2017	Corrected typo in 2.4 movement scenarios
5.2	May-2017	Added section 2.8 Health Checks, Clarified status code for Graduate Seniors Process
5.3	Dec-2017	Updated Next Homeroom information in sections 2.2 and 2.4
5.4	May-2018	Updated PSR Grade at EOYR in section 1, Update to layout of Student Movement Scenarios grid
5.5	Jun-2018	Changed date specific references to last day of calendar year
5.6	Apr-2019	Changed reference to Student Services guide to Inclusive Education Plans guide
5.7	Apr-2019	Added hyperlinks to Table of Contents
5.8	Apr-2020	Updated section 2.2 to include the validation rule we implemented for the Withdraw and Next School field.
5.9	Apr-2021	Clarified section 1.0 Student Statuses included in EOYR process
5.10	Jun-2021	Added section 2.9.5 - Future-Dated Enrollments filter
5.11	Mar-2023	Edited Section 2.2 Using the Pre-Transition Field Set - NextSkl > Name
5.12	Mar-2024	Edited Section 2.2 Using the District Level filter "Next School AND Withdraw" and Archived records brought back.
5.13	Feb-2025	New EOYR Transition fields

Confidentiality

Table of Contents

1.0 Introduction

End of Year Rollover has two parts that perform the following actions:

Graduate Seniors runs first:

- Graduates Active and Active no Primary students with a YOG in the current year and the 'to be graduated' indicator a status of Graduate and a withdrawal code of "Graduated - Dogwood".
    - These students will still have a grade of 12.

End of Year Rollover runs next on students with an enrollment status of Active and Active No Primary:

- Students registered with a Pre-Reg status become Active.

- Moves students to their next school, creating a withdraw record for their current school and an entry record for the new school.

- Increases the YOG by +1 for students with the indicator 'RetainGrade' so they remain in the same grade for the new school year.

- Withdraws students with the indicator Withdraw checked

- Assigns a new grade level based on YOG

- Ends or extends student secondary school associations (cross-enrollments), depending on the end date of the secondary school association.

- Ends Former school associations. Schools will no longer have access to students withdrawn from their schools in the previous year.

- Populates the student Homeroom with the Next Homeroom field if entered

- Deletes expired Journal and Conduct Incidents

- Updates PSR Grade in the Student Membership Record for students Withdrawn, Enrolled or Retained (RetainGrade) by the EOYR process

2.0 Student Movement

2.1 Returning Students

Students who do not have a next school value will remain in the school, unless their Withdraw at EOY box has been checked.   It is, however, recommended that schools assign a next school value if they know where the student is going to be in the new school year.

Assigning a next school value to these students facilitates the following:

- Makes the student available in the build view for next year scheduling
- New school can see designated students that are coming to their school
- Causes students to display in the Next Year Students filter for determining enrollment numbers

2.2 Archived Students

Students that are inactive (withdrawn) for more than four years and that are over six years of age are eligible for archive. The annual archive process moves eligible student records from Production into the Archive environment. The student may be retrieved from the Archive environment and returned to Production through an overnight process similar to the PEN request.

2.2.1 Using the District Level filter "Next School AND Withdraw" and Archived records brought back.

Filter to use for checking data on records brought back from archive and checking that only one of check boxes is marked. Current functionality does not allow multiple flags on new records.

- District View>Student Top Tab>Filter= Next School AND Withdraw>Field Set= Pretransition
- **Withdraw:** Checking this box indicates that the student is to be withdrawn and is not transferring to an active MyEducation BC school through the EOYR process. Checking this box is not used for students who have a Next School value or for students with a current year YOG and set 'to be graduated'.
    - o   Note: Students cannot have the withdraw flag checked and a Next School value entered.
- **NextSkl > Name:** This field is populated for students transferring to another primary school for the next school year. Designed to show a short list of the District's schools not the schools outside of the province. To "Next School" a student for a school outside of the district, assign in the Student's record as the Next School picklist there shows every school in MyEducation BC. Next School can also be populated for students who are staying in the school in order for them to appear in the next year student filters and the build view for scheduling.
    - o   Note: Students cannot have a Next School name and the Withdraw flag checked.

2.3 Using the EOYR – Student Transitions Field Set

The EOYR – Student Transitions Field Set can be found in District and School View>Student Top Tab

Important Reminders:

- ➢ Values in the EOYR – Student Transition field set are static and carry forward year after year. The values must be validated for accuracy for the coming End of Year Rollover. Schools/Districts may choose to mass update or delete the information prior to starting the Pre-Transition process.
- ➢ Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.
- ➢ Pre EOYR settings on Student records are available in SDTEST after the EOYR and can be exported using the Pre-Transition Field set by schools and districts if they would like to retain the information.

1. In the **School** view, select the **Student** top tab.
2. Click the ▦ icon and select the **EOYR – Student Transitions** field set.
3. At this point, you have the ability to select individual students or query groups of students and use **Options** > **Mass Update** or **Options** > **Modify List**.   If you are using mass update, ensure that you have the correct students selected for update. Current year values in this field set include: **Grade** and **GrSubLvl**, **EnrStatus**, **School>Name**, and Homeroom
   a. **EOYR Transitions:**
      - Select **ONE** of the options:
         - **Blank** (Most common)
            - o the student will transition normally to next grade, next school, next year, next homeroom.
         - **Graduate** (Graduate at EOYR)
            - o indicates student is graduating at the end of the current school year
            - o grade 12 students only
         - **Withdraw** (Withdraw at EOYR)
            - o indicates the student is not continuing in a MyEdBC school next school year
            - o NO next school can be selected
         - **Retain** (Retain in Grade at EOYR)
            - o student will remain in the same grade for the next school year
            - o YOG will increase by 1 through EOYR process
   b. **NextSkl > Name:** This field is populated for students transferring to another primary school for the next school year. Designed to show a short list of the District's schools not the schools outside of the province. To "Next School" a student for a school outside of the district, assign in the Student's record as the

Next School picklist there shows every school in MyEducation BC. Next School can also be populated for students who are staying in the school in order for them to appear in the next year student filters and the build view for scheduling. Students cannot have a Next School name and the Withdraw flag checked.

- The EOYR process will create a withdraw record from the current school and an enrollment record to the new school.
- A new withdrawal and entry record will *not* be created for students with a next year value that are returning to their current school.

c. **Academic Track:** This field is used with online student course requests for next year. Contact the person managing online course requests in your school to determine who should be updating the field.

d. **NextHomeroom**: This field can be used for organizing students into homerooms for next year. If this field is populated, the new homeroom will be assigned to the student as a part of the EOYR process.

e. **Dip/SCCP Date:** This field can be populated for Grade 12 students who are graduating or students completing their Evergreen Certificate. This date is not used by EOYR, it prints on the PSR card Graduation Requirements Met field.

f. **Pre-transition Withdrawal Code:** Select an appropriate Pre-transition Withdrawal Code for students leaving your school (Pre-transition, Graduate, or Withdrawal).

   If left blank, the following defaults apply:
   - Normal transition:
     - To Next School
   - Graduate:
     - Graduated - Dogwood
   - Withdrawal:
     - Discontinued Schooling

2.4 Graduating Students

There are three requirements for a student to be part of the Graduating Seniors process at EOYR:

1. Current year YOG
2. Status of Active or Active no Primary
3. "EOYR Transitions" set to "Graduate"

All students with a YOG in the current year, with an Active or Active No Primary status, and the 'to be graduated' indicator checked will have their status changed to Graduate with the withdraw code of Graduated - Dogwood. The status of Graduate is a Withdrawn status and functions the same way. The Withdraw code can be overridden by populating the Pre-transition Withdrawal code field, for example Completion – Evergreen may be used for students on the SCCP program of study.

The Graduate Seniors process does the following:
- Creates a withdrawal (W) enrollment record for the affected students' current school.
- Updates the students' withdraw code to "*Graduated-Dogwood*".
- Only updates Active and Active No Primary students with a YOG in the current year.
- Disables related user accounts.

Graduated students remain in the same primary school after EOYR in a Withdrawn state (the same as withdrawn students) with the status of Graduated and a Graduated-Dogwood code. No former school association is created for these students. ***Next school values are removed for Graduating Students***.

Use the *EOYR – Student Transitions* field set to set the appropriate values for Grade 12 students:

1. Using The Advanced filter function ▼ select the graduating students, either by setting the YOG to the current school year or by selecting Grade Level = 12
2. Use **Options** > **Mass Update** or **Options** > **Modify List** to assign appropriate values to Grade 12 students. If you are using Mass Update, ensure that the intention is to update all the records in the list before proceeding.
   a. **NextSkl > Name:** Only populate for a grade 12 student who is moving to another primary school next year.
   b. **NextHomeroom**: Not applicable to grade 12 students who are graduating.
   c. **Dip/SCCP Date:** This field can be populated for Grade 12 students who are graduating or students completing their Evergreen Certification. This date prints on the PSR card for Graduation Requirements Met. There may be students in the list who already have a date populated and have returned to take additional courses. If the mass update function is being used, click on the *Diploma Granted Date* header twice to sort any populated fields to the top. These records can then be omitted from any mass update using **Options** > **Omit Selected**.
   d. **EOYR Transition:** Set all Grade 12 students who will be graduating to **Graduate**. Only students in Grade 12 can have this value set, a validation error will appear if Graduate is set for students who are not in Grade 12. If a Grade 12 student will not be graduating, do not set this student to Graduate.

2.5 Students Transferring Schools

EOYR performs the following actions for students moving to a new school:

- Creates a withdrawal (W) enrollment record for students' current school.
- Creates an entry (E) enrollment record for the students' next school, or current school if they are remaining in the same school in a different grade level.
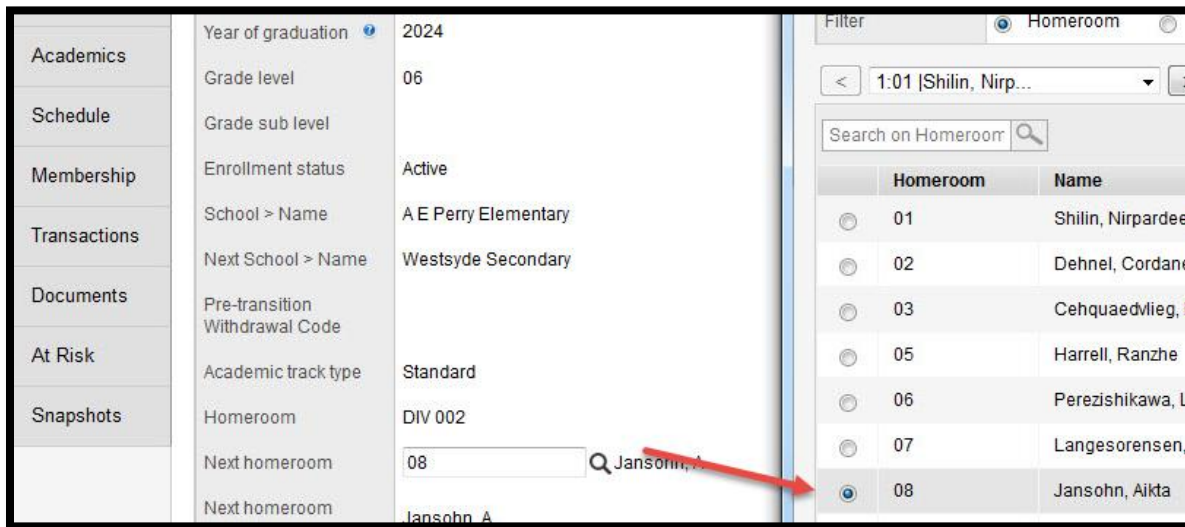
Note: The Next School value will remain after EOYR. It is suggested these values be cleared out as a post-EOYR/School Startup activity.

2.5.1 Assigning Next Year Homerooms

Receiving schools can assign homerooms to students coming to their school Next Year.

Recommended Field Set **EOYR – Student Transitions**

On the Student Details screen, the Next Homeroom field is editable by the assigned Next School. The picklist will present the pre-defined list of the Next School homerooms and teachers. Select the appropriate information and save the record.

2.6 Student Movement Scenarios

	Student Movement	Next School	Diploma Granted Date	EOYR Transitions
A	Student is staying in the same school.	X – same school		
B	Student moving to another MyEd BC school.	X		
C	Student moving out of province, out of country, or to a non-MyEd BC school.			Withdraw
D	Pre-Admit student for next school year	X – same school		
E	Student withdrawing from their primary school, but continuing a secondary school association with another school. Student status will be Active no Primary.			Withdraw
	Grade 12 Student Movement	**Next School**	**Diploma Granted Date**	**EOYR Transitions**
12A	Grade 12 student who is graduating.		X	Graduate
12B	Grade 12 student who is graduating but returning for additional courses next year.	X	X	Retain
12C	Grade 12 student who is graduating but has continuing course(s) and secondary association to a secondary school. Student status will be Active no Primary.		X	Graduate
12D	Grade 12 student who is NOT graduating and is returning to the same school next year.	X – same school		Retain
12E	Grade 12 student who is NOT graduating and is moving to a different school next year.	X		Retain
12F	Grade 12 student who is NOT graduating and is discontinuing schooling.			Withdraw

2.7 Strong Start Centres - Student Movement

District process will dictate how students are transitioned from Strong Start Centres (EL) to Elementary schools and Kindergarten (KF).

- Option 1 – Pre-transition students through EOYR
- Option 2 – Withdraw students from StrongStart and pre-reg to the Elementary for next year.

In both options, the school will be able to run address and PSR labels for Next Year Students.

2.8 Student Secondary School Associations

Student secondary school associations without an end date or with a future end date (a date later than the EOYR process), will have a new secondary school association created at EOYR. Schools with secondary school associations for students should review these end dates and update them as appropriate.

End dated on or before end of current year Enterprise calendar	Secondary school association is ended at EOYR
Future end dated - Post EOYR (Oct 26, 20XX)	Secondary school association will be ended New secondary school association will be created with the end date from the previous year record
No end date	New secondary school association is created for the next school year.

Students withdrawn or graduated from their primary school with an open or next year secondary association will have the status of **Active no Primary** after EOYR. Students moving to a new primary school with open or next year secondary associations will have the status of **Active** after EOYR.

2.9 Pre-Registered Students

Student Top Tab>Filter>Pre-Reg Students

        Options> Mass Update>Field>Next School

Give ALL Pre-Registered (PreReg) students a Next School value. This will ensure these students will show in the next year filter for school numbers and in the build view for scheduling purposes. Pre-Admit students using PreReg as the enrollment type and the correct YOG. The current grade for pre-admit Kindergarten student will show EL, the EOYR process will advance them to KF as long as the correct YOG has been entered. It is recommended that Pre-Admit dates are current dates for membership record accuracy and adjustments pre EOYR, MyEducation handles the Pre-Admit identification through the status of PreReg and not the date. EOYR will update the PreReg student E membership record to the first day of the new school year.

If a student needs to make a last-minute change of schools before EOYR, there is no need to withdraw the student and enroll them in the new school. Instead, assign a new Next School value and EOYR will transition them to the new school.

EOYR performs the following actions for students with a Pre-Reg status:

- Changes their enrollment status to Active.
- Changes their primary school value to the value in the 'Next school' field.
- Updates the most recent entry enrollment record with a date of August n, 20XX (e.g. 09/08/2017).
- Updates the most recent entry enrollment record to Active.
- Updates the most recent entry enrollment record with the "Next School" set on the Pre-Transition field set.

2.10 Health Checks

Sorting and filtering the Pre transition field set by column can provide helpful information to schools and districts heading into EOYR. Check over the groups of students with each setting and use the Student Movement Scenarios grid to determine if the settings assigned to the student will have the desired result after EOYR.

EOYR Health Check filters are available at the District and School view on the Student top tab. These filters work with the Pre transition field set to identify students with potential data issues heading into EOYR, and students who will be changing from Active to Active no Primary.

2.10.1 Pre transition field set – sort by column and review:

- **Students set to 'RetainGrade', 'Withdraw' and 'to be graduated'** to ensure the lists are accurate.
- **Review the 'NextSkl>Name' field** to ensure the schools listed are on the MyEdBC Active Schools List on the L1 Information Station.
    - Example: **Ooc – Other Schools** is not an active school. A student moving out of province or to a school not using MyEducation BC should have the next school field **blank** and the 'withdraw' flag checked. Use the Pre transition withdrawal code to identify movement.
- **Review the students with the Dip/SCCP date field populated** to ensure the correct students will have the date print on the PSR card.
- **Review the Pre transition withdrawal codes** to determine if they are the correct codes for the student.

2.11 School and District EOYR Filters

School or District View>Student Top Tab>Filter

2.11.1 EOYR – Prior YOG still Active

This filter provides a list of students with a prior year YOG and an Active enrollment status. These records require a review for accuracy to ensure the pre transition settings are correct.

Students with a prior year YOG and the **EOYR Transitions** field set to **Graduate**' will **not** be included in the Graduate Seniors process. (See Graduating Students section)

- If the student is continuing next year:
    - o Review and change the YOG to the appropriate year for the student.
    - o Populate the next school if appropriate.
- If the student is not continuing next year:
    - o Flag the student to withdraw and enter the appropriate withdraw code.
    - o Or withdraw the student prior to EOYR.
- Options if the student is graduating:
    - o Change the YOG to the current year (Student > Options > Registration > Promote/Demote Student)
    - o Or withdraw the student prior to EOYR using the Graduate status and Graduated-Dogwood withdraw code

2.11.2 EOYR – Students becoming Active No Primary

This filter provides a list of primary students with both the pre transition settings and Secondary Association settings that will result in a student status of Active no Primary next year.

Review the list of students and communicate, as needed with the secondary school to determine if the student should be Active no Primary next year. If it is determined that Active no Primary will not be the correct status for the student, change the student settings as required.

- The student will be primary to the current Secondary School
  - Set the Secondary School as the Next School in the pre transition field set and remove the 'withdraw' or 'to be graduated' movement flag (Secondary school should also remove the next year association, or end date the current year secondary association). (Dip/SCCP date can be entered if appropriate)

- The student has completed work at the Secondary School and the school does not need access to the student record next year.
  - The Secondary School can end date the secondary association prior to the end of the enterprise calendar year or remove the next year secondary association as appropriate.

2.11.3 EOYR – Future-Dated Enrollments

District or School view > Student top tab

This filter will show active students with a future enrollment date. These students will prevent EOYR from running for the entire province and therefore MUST be corrected.

- Active Students MUST have a current Enrollment Date.
- Pre-Registered Students may have a Future Enrollment Date.

The student membership records can be corrected by using one of the two options below:

1. 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 ------

2. 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.

3.0 Other Tasks

3.1 General Programs

Students leaving for another school can have the school based general programs end dated.

3.1.1 To end date General Student Programs

1. Go to the **School** view.
2. In the **Student** top tab, select the **Membership** side tab
3. Click the **Programs** sub-side tab.
4. Click the Dictionary icon > Select **General Program**
5. Click **Options** > **Modify List**
6. Click the blue pencil icon in the **End** column
7. Enter the appropriate end date for the general program
8. When complete, click the green checkbox to save the entries

Programs can be individually end dated by clicking into the details of the program instead of using Modify List.

Do not end date the current **Student Services 1701 Designation Program**. The designation record alerts the receiving school/district that a support plan may be needed.

3.2 Student Conduct Incidents

Districts or schools that do not wish to have student conduct incidents travel to another school or the next school year, can choose to have these set to expire.

All Incidents with an expiry date that is on or before EOYR will be deleted when the Enterprise job is run to remove expired incidents.

3.2.1 To set expiration dates for individual student incidents

1. Go to the **School** view.
2. In the **Student** top tab, select the **Conduct** side tab
3. Click the **Incident** sub-side tab.
4. Click the blue hyperlink of the incident to expire.
5. Populate the **Expiration Date** field.
6. Click **Save**.

3.2.2 To Set Expiration Dates for Multiple Student Incidents

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

1. Go to the **School** view.
2. In the **Conduct** top tab, select the **Incident History** side tab.
3. Click the [icon] icon and select the **Expiring Conduct Incidents** field set.
4. In the **Options** menu, select **Modify List**. Click the [icon] icon to make the fields editable.
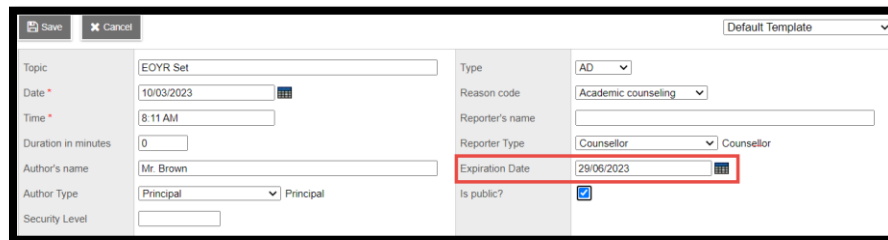5. Populate the **ExpDate** field and *click the green check mark to save.*

3.3 Student Journal Entries

Districts or schools that do not wish to have student Journal Entries travel to another school or the next school year, can choose to have these set to expire.

All Journal Entries with an expiry date that is on or before EOYR will be deleted when the Enterprise job is run to remove expired Journal Records.

3.3.1 To Edit Individual Student Journal Records

1. In the **School** view, select the **Student** top tab.
2. Select the student with journal entries to edit by checking the box beside their name.
3. Click the **Documents** side tab.
4. Click the **Journals** sub-side tab.
5. Click the blue hyperlink of the journal entry that requires editing.
6. Populate the **Expiration Date** field
7. Click **Save**

3.3.2 To Edit Multiple Student Journal Entries

Remember: Mass Update and Modify List functions can only be performed on Primary Active students. Set the filter to Primary Active Students if you intend to use these functions.

Note: Converted student journal entries that do not have the "Time" field populated will not allow the user to save the record until a time is entered in the record.

1. In the **School** view, select the **Global** top tab.
2. Click the **Student** side tab.
3. Select the **Student Journal** table by clicking the blue hyperlink. This will present a list of records if student journal entries have been recorded.
4. Click the [icon] icon and select the **Default** field set.
5. In the **Options** menu, select **Modify List**. Click the [icon] icon to make the fields editable.

6. Populate the **ExpDate** field and click the green check mark to save.

3.4 Check Former School & Secondary School Association End Dates

1. In the **School** view, select the **Global** top tab.
2. Click the **Favourites** side tab.
3. Select the **Student School Association** table by clicking the blue hyperlink. This will present a list of records of student school associations.
4. In the **Options** menu, select **Query**.
   a. Leave the **Tables** field at **Student School Association.**
   b. In the **Fields** area, select **Association type**.
   c. In the **Operator** area, select **Equals.**
   d. In the **Value** field, select **Former or Secondary as appropriate.** Click **Add**. The selection should appear in the **Search Criteria** box.
   e. Set **Search based on** to **All Records**. Click **Search.**
5. Review the records in the list and note records that *do not* have an **End Date**.
6. Populate the **End Date** to a date on or before the current year Enterprise calendar year end field to ensure the association is ended through EOYR.

3.5 Fees

Fee records with outstanding balances will be carried forward on the student record for all students.   When the student remains in the same school, the school will be able to continue managing the fee from the previous year.

Students who are leaving the school through transition, transfer or withdrawal should have fee records with outstanding balances voided or deleted. The Fees Management reference guide contains instructions for voiding or deleting fees.

If a fee with an outstanding balance is carried forward to the new school, it will appear on the account statement for the student at the new school, who cannot manage the fee records from another school.

If an outstanding fee record is carried forward to a new school in error:

- The fee will appear on the account statement for the student at the new school.
- The fee will only be visible on the student record in the **Student** top tab > **Transactions** side tab > **Fees** sub-side tab. This will display the name of the school that assigned the fee so that school can be contacted to remove it.
- The fee will not be visible in the **School** top tab > **Cashier's Office** side tab at the new school. The new school cannot manage or delete the fee.
- The fee record will still be visible to the original school that assigned it in the **School** top tab > **Cashier's Office** side tab > **Fees** sub-side tab.

3.6 Lockers

Locker tables in the **School** view > **School** top tab > **Lockers** side tab does not have a school year context and will remain static from year to year unless manual changes are made. As these values may be assigned to student records in the current year, any deletions or modifications to the locker information should be done as a school start-up activity.

Locker values assigned to students will be retained from year to year.   Schools using lockers in MyEducation BC may want to create a field set in the **Student** top tab that includes the locker field. The Modify list function could then be used to update the locker values on student records as a school start-up activity.

If students are transitioning out of your school, use list edit to remove the locker information from the student record before EOYR.

3.7 Transportation

Transportation fields are on the student table. Schools should review this information for students who are leaving their school and remove transportation information associated to these students. To update transportation information:

1. In the **School** view, click the **Student** top tab.
2. Use the ![icon] icon to select Primary Active students.
3. Use the ![icon] icon to select the **Bus Information** field set.
4. In the **Options** menu, select **Modify List**.
5. Click the ![icon] icon to open the necessary columns for editing. Make the necessary changes.
6. Be sure to click the ![icon] icon to save changes.

3.8 User Accounts

When creating User Accounts, the system will default to having them expire on the last day of the school year, this being the last day of the current school year in the Enterprise calendar.

District support staff will want to ensure their own accounts do not expire and may want to review existing user accounts for the staff, students and contacts which will require access to MyEducation BC after EOYR.

3.8.1 To update the Account expiration date for an individual user:

1. Log in to the **District** view.
2. Click the **Admin** top tab and select the **Users** side tab.
3. Click the blue hyperlink of the username that requires the date change.
4. Update the **Account expiration date** field for the user.
5. Click **Save**.

3.8.2 To update the Account expiration date for multiple users:

1. Log in to the **District** view.
2. Click the **Admin** top tab and select the **Users** side tab.
3. Check the box beside the users that require the date change.
4. In the **Options** menu, select **Show Selected**. Be sure you have the correct users selected.
5. In the **Options** menu, select **Mass Update**. The mass update pop-up window will appear.
6. In the **Field** drop-down, select **Account expiration date**.
7. In the **Value** field, enter the new Account expiration date.
8. Click **Update**.

Note: Be sure you have the correct users selected. Date fields cannot be mass-updated to a blank value.

4.0 Student Services

Students who are enrolled in student services where the student is moving out of district, should be exited from student services prior to end of year rollover.

Schools should identify students who are withdrawing from their school or district and consult with their student services staff to ensure appropriate action is taken on these students.

Instructions for exiting students from student services are in the **Inclusive Education Plans** document.

Do not end date the current **Student Services 1701 Designation Program**. The designation record alerts the receiving school/district that a support plan may be needed.

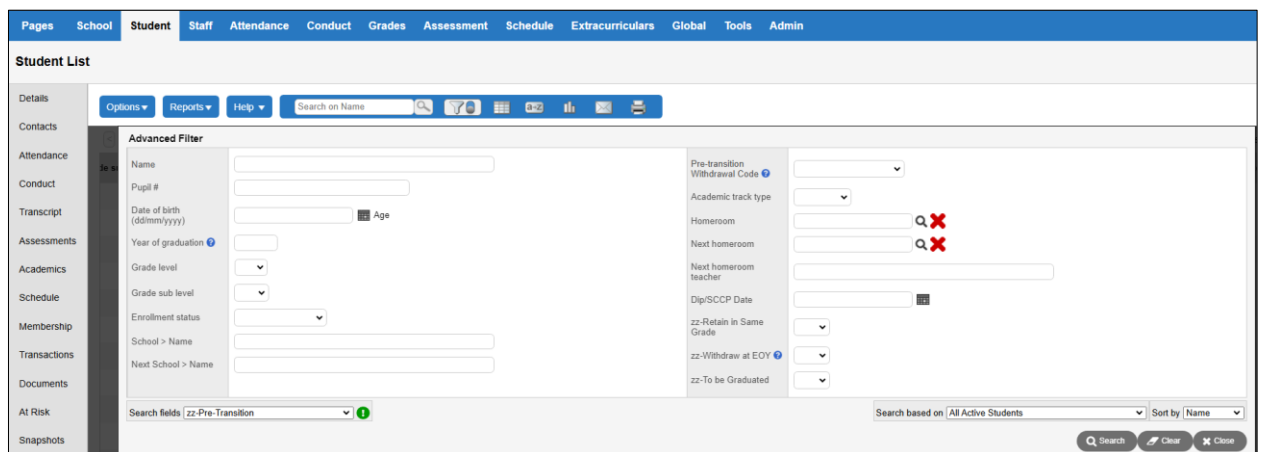# 5.0   Appendix A – Change Management for 2025

5.1 Changes for 2025

On February 12, 2025 modifications were made to the EOYR fields, setting the old Pre transition fields to be deprecated.

The fields of **Retain in Same Grade, Withdraw at EOY and To be Graduated** were all relabelled with a **zz-** prefix and set to Read Only. The Pre-Transitions field set and Enterprise related Filters/Queries has also been relabelled with the **zz-** prefix.

- District, school or user created field sets, queries and filters have not been adjusted, but the field names will reflect the deprecated (zz-) status.

These fields **will not** be used to set values for EOYR. Any current values should be migrated to the new **EOYR Transitions** field.

If schools have already set information for the upcoming school year, these values can be migrated easily by using the Advance Filter functionality and Mass Update. (This can be done at the District or the School view)

Using the zz-Pre-Transition field set and the Advanced filter:

1. Filter on zz-Retain in Same Grade – Yes

2. Options > Mass Update > EOYR Transitions > Retain

3. Clear filter results

4. Filter on zz-Withdraw at EOY – Yes

5. Options > Mass Update > EOYR Transitions > Withdraw

6. Clear Filter results

7. Filter on zz-To be Graduated – Yes

8. Options > Mass Update > EOYR Transitions > Graduate

9. Clear Filter results

Only the fields with the **zz-** prefix are changing. All other fields related to EOYR remain the same. (Next school, Academic Track, Next homeroom etc.)