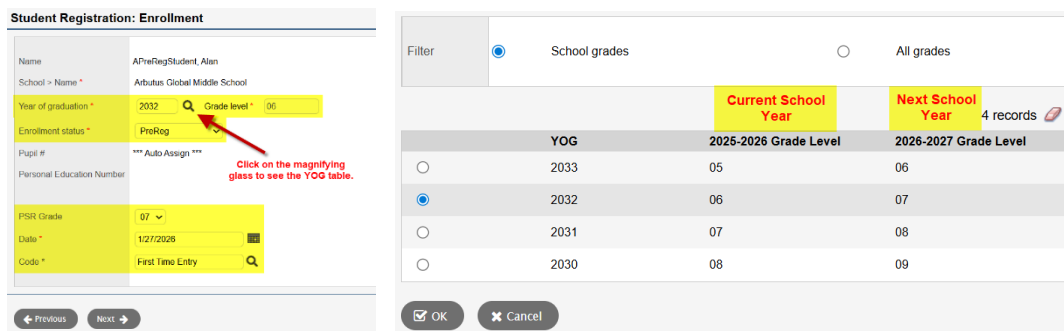


Quick Reference for Pre-transition and Pre-Registration

Revised: Nov. 26, 2025

A. Registrations for Next Year – Creating a new MyEducation BC record or pre-registering an Inactive or Withdrawn MyEducation BC record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 current year grade (e.g. generates grade 6 for a next year grade 7 student).
- Enrollment status = PreReg
- Date = <current registration transaction date> (e.g. January 27, 2026)



Student Registration: Enrollment

Name: APreRegStudent, Alan
 School > Name: Arbutus Global Middle School
 Year of graduation: 2032 Grade level: 06
 Enrollment status: PreReg
 Pupil #: *** Auto Assign ***
 Personal Education Number:
 PSR Grade: 07
 Date: 1/27/2026
 Code: First Time Entry

Click on the magnifying glass to see the YOG table.

Filter: ☒ School grades ☐ All grades

	YOG	Current School Year 2025-2026 Grade Level	Next School Year 2026-2027 Grade Level
<input type="radio"/>	2033	05	06
<input checked="" type="radio"/>	2032	06	07
<input type="radio"/>	2031	07	08
<input type="radio"/>	2030	08	09

4 records

OK Cancel

B. Pre-Transition Fields – (Use Filter = **Primary Active Students**, Field Set = Pre-Transition 2025)

- **Next School** – All students should have the 2026-2027 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.
- **EOYR Transition: Graduate** (at EOYR) – Indicates the student is graduating at the end of the current school year. This value can only be used for Grade 12 students. This will change the student's enrolment status to "Graduated" at End of Year Rollover (EOYR).
- **EOYR Transition: Retain** (at EOYR) – Used to retain the student in the same grade for next year. Set EOYR Transition field to *Retain* for returning Grade 12 students.
- **EOYR Transition: Withdraw** (at EOYR) – **Only needed if no Next School value and the student is not returning to your school next year.** Indicates the student is not continuing in a MyEDBC school next school year. No next school can be selected.
- **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
- **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

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 **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:

- Changes their enrollment status to Active;
- Changes their primary school value to the value in the *Next School* field;
- Updates the most recent (Membership) enrolment record with a date of August nn, 20xx (e.g. August 8, 2026);
- Updates the most recent (Membership) enrolment record to Active;
- 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: 2032							
	Type	Date	Code	Reason	Status	EnrStatus	School > Name
<input type="checkbox"/>	E	1/27/2026	First Time Entry		PreReg	PreReg	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: 2032							
	Type	Date	Code	Reason	Status	EnrStatus	School > Name
<input type="checkbox"/>	E	08/08/2026	First Time Entry		Active	Active	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.